

**APPLICATION FOR PARTICIPATION**

Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

Deadline  
July 14, 2023  
No later than 5:00 p.m. EDT

Child Care Career and Professional Development Fund

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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Secretary-Treasurer, Maryland State Board of Education

**Deann Collins, Ed.D.**Deputy Superintendent of Teaching and Learning

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Table of Contents

[Instructions 4](#_Toc134607650)

[Cover Page 5](#_Toc134607651)

[Program Narrative 6](#_Toc134607652)

[Appendices 13](#_Toc134607653)

# Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The completed application should be saved as a pdf and submitted via email to [cccpdf.msde@maryland.gov](mailto:cccpdf.msde@maryland.gov) .

# Cover Page

Name of College or University:

Federal Identification Number:

Address:

Email:

Phone:

Contact Person

Name:

Title:

Email:

Phone:

Child Care Career and Professional Development Fund Coordinator (CCCPDF)

Name:

Email:

Phone:

Printed Name of Head of Agency

Signature of Head of Agency/Grantee Date

# Program Narrative

## Enrollment and Degree Information

Complete the table for historical and projected enrollment. below. Refer to the Grant Information Guide for additional guidance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Measures** | **2020-2021** | **2021-2022** | **2022-2023** | **2023-2024 (Projected figures)** |
| Number of new providers enrolled |  |  |  |  |
| Number of providers retained and engaged in coursework |  |  |  |  |
| Number of providers who withdrew |  |  |  |  |
| Number of providers who graduated with a college degree |  |  |  |  |

Complete the projected number of providers enrolled in each course of study by degree type:

|  |  |  |  |
| --- | --- | --- | --- |
| Course of Study | Associate of Arts in Teaching | Associate of Applied Science | Bachelor’s Degree |
| Early Childhood Education |  |  |  |
| Child Development |  |  |  |
| Elementary Education |  |  |  |
| Special Education |  |  |  |

## GOALS and OUTCOMES

Applicants are required to set an overall goal for how many new child care providers will enroll in a degree-seeking program, how many will remain an active student, and how many students will graduate with a college degree in the areas specified for this program. Determining the program goals and outcomes is an important part of the next step of evaluating your program. Applicants must complete the chart below in their application:

|  |
| --- |
| Goal 1: The percentage of child care providers recruited into the program will increase from \_\_\_\_\_% to \_\_\_\_\_% by June 2024. |
| Goal 2: \_\_\_\_\_\_\_ students will remain in the program, out of the \_\_\_\_\_\_\_ currently enrolled CCCPDF students by June 2024. |
| Goal 3: \_\_\_\_\_\_\_ students out of \_\_\_\_\_\_\_\_\_ currently enrolled will complete a college degree by June 2024. |

*\*Add more goals if necessary*

## Implementation Plan

Refer to the Grant Information Guide for additional information.

### Service Coordination

Describe the system used to track and monitor students.

|  |
| --- |
|  |

Provide the frequency that the CCCPDF Coordinator meets with CCCPDF students.

|  |
| --- |
|  |

Describe how the CCCPDF Coordinator will respond to the needs of the students.

|  |
| --- |
|  |

Describe the process used for billing tuition, fees, and books for approved CCCPDF students.

|  |
| --- |
|  |

How will child care providers be supported to transition or transfer to another college or university?

|  |
| --- |
|  |

### Recruitment and Retention

Describe how the CCCPDF Coordinator will coordinate with child care programs to increase the number of child care providers enrolled in the program.

|  |
| --- |
|  |

How will students be supported who require tutoring or additional support to maintain a minimum GPA of 2.5?

|  |
| --- |
|  |

## Evaluation and evidence of impact

How will the applicant determine the success of the program for participants?

|  |
| --- |
|  |

Describe how the evaluation results will be disseminated to major stakeholders.

|  |
| --- |
|  |

## 

## BUDGET AND BUDGET NARRATIVE

The project’s budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. Reviewers should be able to see a clear connection between the project activities and the budget line items.

1. What is the Indirect Cost rate?
2. Provide an itemized budget narrative showing how the cost of each item was calculated. It is advisable to take an inventory of existing resources before developing the budget.
3. Please use the formula functions in the “Table Tools Layout” to calculate your costs. To get your final amount, in the last cell of the “Total Requested”, “Other Sources”, and “Total” columns, use the formula: **=SUM(ABOVE).**
4. Submit the budget on the MSDE Grant Budget C-1-25 form (see appendix)

| **Item/Description** | **Quantity** | **Unit Cost** | **Total Requested** | **Other Sources** | **Total** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| *\*Add additional rows as needed* | | | | | | |

## project Timeline

Applicants must complete the table to indicate their timeline for completing the reporting requirements and demonstrating assessment of goals and outcomes. Use the table below to address the key components of the program implementation or expansion.

| **Timelines** | **Strategy/Activities** | **Person Responsible  Partner Organization** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| *\*Add additional rows as needed* | | |

## 

# Appendices

The following appendices must be included but do not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

* A resume for the CCPDF Coordinator
* A job description for the CCPDF Coordinator
* Resumes for key personnel.
* Budget Narrative
* A [signed C-1-25 MSDE budget form](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)
* Articulation agreement between the community college and 4-year college (if applicable)
* A [signed recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

## Child Care Career and Professional Development Fund Scoring Rubric

| **Areas** | **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- | --- |
| **Goals and Outcomes** | Goals and outcomes are clearly defined, ambitious, and realistic. | Goals and outcomes have been provided. | Goals and outcomes are missing or incomplete. |
| **Service Coordination** | Clearly describes in detail the system that is to be used to track and monitor students.  Clearly identifies in detail the frequency with which the coordinator will meet and track approved students to ensure requirements are being met and includes a process for addressing students not meeting requirements.  Clearly describes in detail how students’ needs are identified and how the CCCPDF Coordinator will respond to those needs.  Clearly describes a process for billing tuition, fees, and books that is reasonable and easily understood.  Clearly defines in detail how the university/college meets the service coordination and support for students in maintaining the required GPA and in transitioning students to another college. | A system is used to track and monitor students is identified.  Identifies the frequency that the coordinator meets with approved students to ensure requirements are being met.  Describes how the CCCPDF Coordinator will respond to the needs of the students.  A process used for billing tuition, fees and books is included.  A process for how the university/college meets the service coordination in transitioning students to another college is provided. | Application is missing or provides very limited information in identifying and describing the five criteria under Service Coordination. |
| **Recruitment and Retention** | There is a robust recruitment plan described in detail that includes coordination with child care programs to increase the number of child care providers enrolled in the program.  There is a robust support plan described in detail for struggling students that indicates multiple strategies to ensure the greatest opportunity for student success. | There is a recruitment plan.  There is a support plan for struggling students. | The recruitment plan is missing.  There is no clear support plan for struggling students. |
| **Evaluation and Evidence of Impact** | There is a clear plan for how the applicant will determine whether the program was successful or not which incorporates multiple opportunities to respond to unfavorable circumstances. Current metrics and goals are both ambitious and realistic, and a plan is evident for responding to unmet goals.  Program measures are clearly defined, ambitious, and realistic. | There is a plan for how the applicant will determine whether the program was successful or not. Current goals and metrics are stated but may lack rigor.  Program measures are defined but may lack rigor or be unrealistic. | There is no plan for how the applicant will determine whether the program was successful or not. Current metrics or goals are missing.  Program measures are missing or incomplete. |
| **Budget** | Budget reflects cost for tuition, fees, textbooks, and Coordinator salary.  Budget reflects indirect costs, fringe benefits, and supplies, if applicable.  Budget does not include travel, marketing, recruitment, and college supplies.  All budget items align with program activities and can be considered reasonable and allowable.  All calculations are provided for each budget item with no mathematical errors. | Budget reflects only allowable costs. Costs are reasonable. Calculations are included. | Budget does not reflect complete costs aligned with program activities.  Budget includes expenses that are not allowable.  Budget includes unallowable costs.  Calculations are not provided in determining the budget.  Costs are unreasonable. |
| **Project Timeline** | The timeline is complete and thorough indicating all the reporting requirements being met in a timely fashion and demonstrating a plan for rigorous and meaningful assessment of goals and outcomes. | The timeline shows a schedule for meeting reporting requirements and an assessment of goals and outcomes. | The timeline is incomplete or does not adequately indicate a reasonable plan for meeting reporting requirements or assessing goals and outcomes. |