



GRANT INFORMATION GUIDE

Driver's Education in Public High Schools Grant Program

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

July 28, 2025
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools

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Program Description

The Driver's Education in Public High Schools Grant Program is a Maryland State Department of Education (MSDE) grant program that aims to establish drivers' education programs within local public high schools across the state. This grant is intended to assist high schools, and nonprofit organizations in providing driver's education in high schools at no cost to students. Priority is provided for those high schools that identify as having more than 40% of their enrolled students as receiving or eligible for the federal Free and Reduced Price Meal ([FARMs](#)) program.

GRANT OVERVIEW

Name of Grant Program

Driver's Education in Public High Schools Grant Program

Purpose

The purpose of the Driver's Education in Public High Schools Grant Program is to provide high schools with the ability and opportunity to develop and establish a driver's education program.

AUTHORIZATION

Budget Bill for fiscal year 2026 (HB0350); [Maryland Educational Law §7-414.1](#).

Dissemination

This Grant Information Guide (GIG) was released on May 23, 2025.

Deadline

Applications are due no later than 5:00 pm on July 28, 2025.

Grant Period

July 1, 2025 - June 30, 2026

Funding Amount Available

\$2,000,000

Amount per LEA

Awards will include an equal base amount for each LEA with the remaining allocated based on the number of high schools with 40% or more FARMs students. (See list of award values.)

Estimated Number of Grants

23

Eligibility

The funding opportunity is for Local Education Agencies (LEAs) to support driver education programs within their high schools. Priority is given to those high schools that identify as having more than 40% of their registered students receiving or being eligible for the Federal Free to Reduced Price Meals ([FARMS](#)) program.

Submission Instructions

Any LEA interested in receiving the appropriated amount from the Driver's Education in Public High Schools Grant shall complete an "Intent to Participate" form via the link below no later than June 23rd, 2025. <https://forms.office.com/r/AkxvPaAaWR>

Grant applications must be submitted by 5:00 p.m. July 28, 2025, via email to gabriel.rose1@maryland.gov.

PROGRAM CONTACT**Gabriel D. Rose**

Director

Office of Pupil Transportation/ Emergency Management

Phone: (410) 767-0209

gabriel.rose1@maryland.gov

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work. MSDE program staff will be available and make every effort to support on demand additional assistance when requested throughout the grant period. In addition, MSDE will monitor program implementation throughout the grant performance period to ensure each council is on target to meet its goals and fully expend its awarded program resources.

Use of Funds

The following are examples of approved uses for the grant funds in accordance with the grant's purpose. Other costs not listed here may be presented to the grant manager in the MSDE program office for determination of allowable expenditures.

Funds may be used for:

- Salaries, wages, and stipends;
- Support operating expenses related to program implementation;
- Materials and supplies to support curriculum development, professional development, and instruction, including software and equipment;
- Purchasing of curriculum or costs to develop curricula;
- Partnerships, project management, consulting, and technical assistance;
- Technology and equipment;
- Developing new programs, improving existing programs, and other activities that enhance program effectiveness;
- Administrative or indirect costs not to exceed 5% of the proposed budget..

Funds may not be used for:

- Paying for private or for-profit drivers' education programs outside of school;
- Renting or maintaining building space;
- Food purchases;
- Activities not related to drivers' education;
- Purchase of gift cards;
- Purchase of office furniture; and
- Administrative costs exceeding 5% of the proposed budget.

Program Requirements

The proposed driver's education program must align with the Maryland Motor Vehicle Administration regulations found in [COMAR 11.23.01](#) and [11.23.02](#) where required. The program must also meet the requirements established in Education Article [§7-414](#), which are:

- Each county board may offer instruction in the safe operation of a motor vehicle to high school students who are 15 years old or older.
- The instruction shall be given as provided by [Title 16, Subtitle 5 of the Transportation Article](#).
- Each county board shall determine whether the course is an elective or a required course.
- The State Board shall determine what credit, if any, is allowed to successful students of the course.
- The principal of each school that offers the driver education course shall arrange the time set aside for actual driving instruction so that it does not interfere with other schoolwork.
- Each motor vehicle used for instruction shall bear the identification required by the [Motor Vehicle Administration](#).
- If practicable, the actual driving instruction shall be conducted on private or public property that is removed from State roads.

Application Requirements

PROPOSAL COVER PAGE

Proposals must include a completed Proposal Cover Page provided in the application for participation. The cover page should not contain any graphics or additional information and must be signed by the Superintendent of Schools/ Head of Grantee Agency.

EXTENT OF NEED

Identify a clearly defined problem, and how the use of these funds will address the problem. Applicants should include a brief overview of the target audience and expected outcomes. A compelling proposal will have a clearly defined problem supported by a needs assessment.

GOALS

Goals: State the overall goal(s) of the project. The goal should address the main problem identified at in the extent of need. While there should be at least one goal, it is possible to have multiple goals; however, the more goals established the more complex the project becomes. Goals must have long-term deadlines.

Goals Example

Goal 1:

The Driver's Education Program will allow 20 students per semester to obtain their Learners Permit.

DRIVER'S EDUCATION PROGRAM

The applicant must describe the driver's education program that will be implemented in a high school(s), as well as list the names of those schools, and what percentage of the student population qualifies for FARMs. When describing the program, consider what strategies will be employed to ultimately accomplish goals.

ACCESS AND EQUITY FOR SPECIAL POPULATIONS

Programs must ensure equitable access to all students, including special populations. This includes targeted support and resources to enable successful participation and completion of driver's education programs by students from these groups.

MANAGEMENT AND IMPLEMENTATION PLAN

Strong project management is critical to the success of any grant-funded initiative. To support a smooth and effective rollout of your driver's education program, submit a detailed, time-specific management and implementation plan that outlines key responsibilities and milestones. This plan should address aspects such as a timeline for launching the program; designated staff roles and responsibilities; a system for maintaining accurate documentation of project activities; established fiscal procedures and processes for managing the program budget; timely submission of reports, and overall project management strategies to ensure on-time completion.

Management and Implementation Plan Example

Key Activities	Individual Responsible	Timeframe
Obtain driver's education vehicle	Jim Smith	September 2025
Obtain certification from MVA	Sue Jones	October 2025
Submit interim progress report	Jack McDonald	January 2026

EVALUATION AND CONTINUOUS IMPROVEMENT

Programs should continually assess and refine their approaches to improve student outcomes and overall program quality. An effective ongoing plan should evaluate progress towards goals and help project staff make informed decisions. Grantees must include a plan for how results will be disseminated with 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 management plan and the budget line items.

Provide content justifying any line-item expenses that are not obvious from the project narrative. Discuss and align line-item activities in the budget narrative. Explain how the estimated cost of each line item was derived if the rationale is not obvious. An MSDE [Grant Budget C-1-25 form](#) must also be completed, signed, and submitted as an appendix.

Following the budget narrative, include a line-item description using the format in the example below. Group line items according to the following categories: Salaries & Wages, Contracted Services, Supplies & Materials, Other Charges, Equipment, and Transfers. Total each category.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, "meeting expenses" can be broken down into room rental, photocopying and refreshments.

Clearly show the requested funds and in-kind contributions for each line item. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable with current market prices. Show how the expense was calculated for each line item. Reviewers will use this information to determine if the budget is reasonable and cost-effective. There is no page limit for the budget, so be as detailed as possible.

Use the format indicated by the following excerpt from a sample Budget Narrative.

Salaries and Wages (list separately for each position)

Line item	Calculation	Requested	In-Kind	Total
Project Manager	\$50/hr. x 40 hrs. per week x 52 weeks	\$83,200	\$20,800	\$104,000
Total for salaries & wages:		\$83,200	\$20,800	\$104,000

AMENDMENTS

Unless a division implements a stricter policy, the grantee must receive prior written approval from the MSDE Program Manager for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, whichever is greater. The requestor must support the request with the reason for the requested change. Amendments and budget realignments must be submitted at least 45 days before the grant period ends. In addition, any re-aligned monitoring plans reflecting the amended or extended grant should be considered and communicated to the grantee.

Fiscal amendments must be accompanied by an approved C-1-25, C-1-25-A, and C-1-25-B form. The forms must include the appropriate signatures, show the revised funds, and show correct math and totals. Program staff must review submitted requests and work with their program-level colleagues to initiate, approve, and return administrative and fiscal amendments in the NOGA system. MSDE will notify the grantee regarding their request by returning a signed C-1-25, C-1-25-A, C-1-25-B, and the amended NOGA. All budget forms can be found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#).

NO-COST EXTENSIONS

A no-cost extension is when the project end date is extended (changed to a later date) but no additional funds are added by the agency to cover the extension period. For first-time requests for an extension, for a grant that has not expired and is under the general terms and conditions of the grant award, MSDE may approve a one-time no-cost extension. The request must be received at least 45 days before the grant expiration date.

FINAL INVOICES

Final invoices must be submitted no later than 60 days after the grant period ends.

Appendices

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

Appendix A: [A signed C-1-25 MSDE budget form](#)

Appendix B: Evidence of status of a non-profit 501(c)(3) organization partner, if applicable

The Review Process

The review of proposals will be a three-part process:

1. Applications will be pre-screened for submission requirements and inclusion of all required sections. Applications not meeting all pre-screen requirements may be returned to the applicant for revisions.
2. A review committee established by MSDE will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program, its intent, and intended impact on the target population.
3. Final approval for awards will be determined by the review committee.

Review Committee

The committee will be composed of representatives from MSDE. Reviewers will evaluate each application and ensure that all required documentation is complete. Applications will be returned to the applicant if some or all criteria do not meet the criteria standard.

Scoring Rubric

EXTENT OF NEED

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The main problem is clear, concise, and identifies who is affected by the problem and when the problem exists. Data supports the identified problem. Local data is referenced to document the problem and includes demographic and other statistics. Applicant identifies demographics or other statistics relevant for the population(s) intended to be served.	The main problem is missing or is not clear. The proposal does not accurately identify the target population(s). Applicant does not identify demographics or other statistics of the population(s) intended to be served. The proposal lacks details of how the funds will address the problem.

GOALS

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The goal(s) are measurable and aligned to the extent of need. Goal(s) are realistic and attainable.	The goal(s) are not measurable are not clearly aligned to the extent of need. Goal(s) are not realistic or attainable.

DRIVER'S EDUCATION PROGRAM

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Description includes information on the program that will be created and how the course will be offered to students. Information on the schools participating will be included as well as information on what percentage of the student population qualifies for FARMs. It outlines how equitable access will be ensured, with targeted supports for special populations to promote participation and completion.	Description lacks information on the program that will be created and how the course will be offered to students. Information is missing related to the schools participating will be included as well as information on what percentage of the student population qualifies for FARMs. Description includes information on subcontracting out the Driver's Education Program. There is no plan to meet the needs of special populations.

MANAGEMENT AND IMPLEMENTATION PLAN

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
There is a timeline for all key activities. There is sufficient capacity to implement a successful program.	The timeline is either missing or is not inclusive of all key activities.

EVALUATION AND CONTINUOUS IMPROVEMENT

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
There is a clear plan for ongoing evaluation of program effectiveness, including monitoring the progress towards goals and the success of student outcomes. It describes how data will be used to inform improvements and outlines how findings will be shared with stakeholders.	The application lacks a clear evaluation plan or does not identify specific milestones or outcomes. There is little or no explanation of how data will guide program improvements or be shared with stakeholders.

BUDGET AND BUDGET NARRATIVE

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The budget narrative is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable.	Budget does not align with the proposal, includes costs that are not reasonable or allowable, or has several mathematical errors.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
Ongoing and on a monthly basis	Fiscal and program monitoring of Type I Payments.
January 31, 2026	Interim progress report (C-1-25 C) reflecting the months of July – December 2025 is due electronically. LEAs must also submit proof that the program is certified by the MVA.
August 31, 2026	A final progress report (C-1-25 D) must be received electronically on or before 60 days after the grant period ends, June 30, 2026.

Grant Application Timeline

This funding opportunity, including all attachments and updates, can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#).

Date	Timeline Event
May 23, 2025	The Grant Information Guide and the application are released. Grant period opens.
May 28, 2025	MSDE will hold a virtual customer service support session for interested applicants.
June 12, 2025	MSDE will hold a virtual office hour for interested applicants.
June 23, 2025	Intent to Participate period closes
July 1, 2025	MSDE will hold a virtual office hour for interested applicants.
July 28, 2025	The grant application period closes.
On a rolling basis	MSDE begins reviewing applications for completeness and minimum requirements.
August 15, 2025	MSDE will notify applicants of the award status.
July 1, 2025	The grant period begins.
June 30, 2026	The grant period ends.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Finance and Operations

Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor
Baltimore, Maryland 21201-2595

410-767-0123 - voice

410-767-0431 - fax

Deaf and hard of hearing use Relay.

Customer Service Support Sessions

MSDE will hold a customer service support session for interested applicants. During this session, MSDE personnel will provide an overview of the application process. The session will be on:

May 28, 2025

12:00 p.m. – 1:00 p.m.

[Video Call](#) Link using Zoom

Additionally, MSDE will have two assigned virtual office hours sessions to allow for LEAs to ask any questions regarding the grant application process

June 12, 2025

1:00 p.m. – 2:00 p.m.

[Video Call](#) Link using Google Meets

July 1, 2025

10:00 a.m. – 11:00 a.m.

[Video Call](#) Link using Google Meets

MSDE staff will also be available to provide technical assistance throughout the grant application process. If you have questions about the application or the process, please contact:

PROGRAM CONTACT**Gabriel D. Rose**

Director

Office of Pupil Transportation/ Emergency Management

Phone: (410) 767-0209

gabriel.rose1@maryland.gov

This funding opportunity, including all attachments and updates can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#).

Attachments

Driver's Education in Public High Schools Grant Program FY26 Application for Funding

Grant amount totals for eligible LEAs