



# Application for Participation

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## 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**

**Carey M. Wright, Ed.D.**

Interim State Superintendent of Schools

**Krishnanda Tallur**

Deputy State Superintendent

Office of Finance and Operations

**Wes Moore**

Governor

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Samir Paul, Esq.

Clarence C. Crawford (President Emeritus)

Abhiram Gaddam (Student Member)

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## Instructions

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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 signed and completed application should be saved as a single pdf document and emailed as an attachment to [Gabriel.rose1@maryland.gov](mailto:Gabriel.rose1@maryland.gov) with the subject “**Driver’s Education in Public High Schools Grant Program FY2026 Application Submission**”.

**Proposal Cover Page**

Institution/Agency/Jurisdiction Name:

Institution/Agency Address:

Name of Contact Person:

Contact Person Phone:

Contact Person Email:

LEA and amount of the grant period (July 1, 2025 – June 30, 2026): **Choose an item.**\_\_\_\_\_  
Signature of Head of Lead Agency\_\_\_\_\_  
Date\_\_\_\_\_  
Printed Name of Head of Lead Agency\_\_\_\_\_  
Title

## Participating Schools\*

Participating School:
School Address:
School Phone:
Principal Name:
Principal Phone:
Principal Email:

Participating School:
School Address:
School Phone:
Principal Name:
Principal Phone:
Principal Email:

Participating School:
School Address:
School Phone:
Principal Name:
Principal Phone:
Principal Email:

\* Copy the above information as applicable for any additional participating schools

## Project Narrative

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### EXTENT OF NEED

Describe the conditions or needs to be addressed through the Driver's Education in Public High Schools Grant. Please refer to the Grant Information Guide for additional information.

### GOALS

State the overall goals of the project. These goals should address the main obstacles identified at the beginning of the needs assessment. Please refer to the Grant Information Guide for additional information.

**Goal 1:**

**Goal 2:**

**Goal 3:**

*\*Add more tables if including additional goals.*

**DRIVER'S EDUCATION PROGRAM**

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.

**ACCESS AND EQUITY FOR SPECIAL POPULATIONS**

How might your program ensure equitable access to all students, including special populations, where appropriate.



**MANAGEMENT PLAN**

Using the Management Plan Worksheet, list in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet who is responsible for accomplishing each action. Please refer to the Grant Information Guide for additional information.

**Management Plan Worksheet**

Key Activities	Individual Responsible	Time Frame

**EVALUATION**

In this section, explain how the project's impact will be evaluated to ensure funding supports the highest number of successful students. Discuss how findings will be shared with stakeholders.

<b>Enter Text Below</b>

An effective ongoing plan should evaluate milestones and help project staff make informed decisions.

**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. Please refer to the Grant Information Guide for additional information. Complete and submit the MSDE C-1-25.

**BUDGET NARRATIVE**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR SALARIES &amp; WAGES:</b>				

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective.

Type response here.

**Contracted Services**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR CONTRACTED SERVICES:</b>				

Using the space below, explain how the costs for contracted services above are necessary, reasonable, and cost-effective.

Type response here.

**Equipment**

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR EQUIPMENT:				

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective.

Type response here.

**Supplies & Materials**

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR SUPPLIES & MATERIALS:				

**Other Charges**

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR OTHER CHARGES:				

## Driver's Education in Public High Schools Grant Program FY2026 Scoring Rubric

### EXTENT OF NEED

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

### 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.	Description lacks 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.	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 Education Program.

**GOALS, MEASURABLE OUTCOMES, AND MILESTONES**

<b>Level 2 Meets Criteria</b>	<b>Level 1 Does Not Meet Criteria</b>
The goal(s) are measurable and aligned to the extent of need.	The goal(s) are not measurable are not clearly aligned to the extent of need.
Outcomes are realistic and attainable.	Outcomes are not realistic or attainable.
Milestones are provided for measuring progress of each intended outcome.	Milestones are not provided or do not align to outcomes.

**BUDGET AND BUDGET NARRATIVE**

<b>Level 2 Meets Criteria</b>	<b>Level 1 Does Not Meet Criteria</b>
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 cost that are not reasonable or allowable, or has several mathematical errors.

## Appendices

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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