

**Teacher Collaborative Grant**

**Maryland State Department of Education**200 West Baltimore Street

Baltimore, Maryland 21201

**Deadline**March 15, 2023

No later than 5:00 pm EST

**APPLICATION FOR PARTICIPATION**

MARYLAND STATE DEPARTMENT OF EDUCATION

**Mohammed Choudhury**State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

**Deann M. Collins, Ed D.**Deputy Superintendent, Teaching and learning

**Kelly Meadows**Assistant State Superintendent, Educator Certification and Program Approval

**Larry Hogan**Governor

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Holly C. Wilcox, Ph.D.

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MARYLAND STATE BOARD OF EDUCATION

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# Proposal Cover Sheet (1 page)

Program name:

Collaborative partners:

LEA partner(s):

EPP partner(s):

Exclusive employee representative(s):

Name of contact person: Title of contact person:

Address:

Address:

Phone number: Email address:

Total amount requested: $

Project statement describing the program (not to exceed 100 words):

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| Type response here. |

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Superintendent or Head of Agency Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent or Head of Agency Signature Date

# Project Abstract (1 page)

Summarize the project for the reader in one page. Refer to the Grant Information Guide for further guidance.

|  |
| --- |
| Type response here. |

# Project Narrative (30-page limit)

## Extent of Need

Identify a clearly defined problem and discuss the impact of the proposed program. Refer to the Grant Information Guide for further guidance.

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| Type response here. |

## Goals, Measurable Outcomes and Milestones

Communicate the goals, measurable outcomes and milestones of the program. Refer to the Grant Information Guide for further guidance on this section.

|  |
| --- |
| Goal #1: |
| Measurable Outcome: |
| Milestone: |

*\*Add more rows if necessary*

## Measuring success

Describe what success for this project would look like and what criteria will be used to determine success. Refer to the Grant Information Guide for further guidance on this section.

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| Type response here. |

## Plan of Operation: Professional Development Program

Describe the Collaborative’s design and implementation of a Professional Development program for existing teachers in key focus areas. Refer to the Grant Information Guide for specific requirements and further guidance. (Enter “n/a” if not applicable.)

|  |
| --- |
| Type response here. |

## Plan of Operation: 21st-Century Practicum

Describe the Collaborative’s design and implementation of a 21st century yearlong practicum for teacher candidates, and how partner schools will be organized in a career ladder. Refer to the Grant Information Guide for specific requirements and further guidance. (Enter “n/a” if not applicable.)

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| Type response here. |

## Plan of Operation: Peer Assistance and Review Program

Describe the Collaborative’s design and implementation of a peer assistance and review program consistent with and COMAR 13A.07.04 and which is implemented in partner schools organized in a career ladder. Refer to the Grant Information Guide for specific requirements and further guidance. (Enter “n/a” if not applicable.)

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| Type response here. |

## Evidence of impact

Describe how the proposed plan and strategies are evidence-based and will lead to the desired impact. Discuss and provide evidence of successful implementation of these strategies based on existing high-quality research. Include a description of the Collaborative’s experience in terms of effective practices leading to the desired outcomes. Refer to the Grant Information Guide for further guidance.

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| Type response here. |

## Management Plan and Key Personnel

The management plan clearly defines the roles, responsibilities, tasks and deadlines of key contributors to make sure your program is a success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are captured here. Provide resume(s) as an appendix. Be sure to include the Steering Committee members. Refer to the Grant Information Guide for further guidance.

**Key Personnel**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title, Partner Organization** | **Responsibilities** | **Time devoted** |
|  |  |  |  |
|  |  |  |  |

*\*Add more rows if necessary*

**Steering Committee Members**

|  |  |
| --- | --- |
| **Name** | **Title, Partner Organization** |
|  |  |
|  |  |

*\*Add more rows if necessary*

## Project Timeline

Complete the Gantt chart with the program timeline. Refer to the Grant Information Guide for guidance.

### Year 1 (May 1, 2023 – April 30, 2024)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Management Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| Implementation Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| Evaluation Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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*\*Add more rows if necessary*

### Year 2 (May 1, 2024 – April 30, 2025)

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| Management Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| Implementation Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| Evaluation Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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*\*Add more rows if necessary*

### Year 3 (May 1, 2025 – April 30, 2026)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Management Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| Implementation Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| Evaluation Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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*\*Add more rows if necessary*

## Alignment with State Priorities

Describe how this project is a part of overall LEA and state priorities. Refer to the Grant Information Guide for further guidance.

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| Type response here. |

## Future and Sustainability Plans

Describe how this project will be sustained beyond the grant period. Refer to the Grant Information Guide for further guidance.

|  |
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| Type response here. |

# Budget and Budget Narrative for year 1 (no page limit)

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget C-125](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) form must also be completed, signed and submitted as an appendix.

### 1. Salaries & Wages (list each position separately)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  |  |  |  |  |
|  |  |  |  |  |
|  | Total for salaries & wages: |  |  |  |

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

|  |
| --- |
| Type response here. |

### 2. Contracted Services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  | Total for contracted services: |  |  |  |

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

|  |
| --- |
| Type response here. |

### 3. Supplies & materials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  |  |  |  |  |
|  | Total supplies & materials: |  |  |  |

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

|  |
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| Type response here. |

### 4. Other charges

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for other charges: |  |  |  |

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

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| Type response here. |

### 5. Equipment

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for equipment: |  |  |  |

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

|  |
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| Type response here. |

### 6. Transfers (indirect costs)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  |  |  |  |
|  |  |  |  |  |
|  | Total for transfers: |  |  |  |

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

|  |
| --- |
| Total amount requested for year 1:  |

# Budget and Budget Narrative for year 2 (no page limit)

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget C-125](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) form must also be completed, signed and submitted as an appendix.

### 1. Salaries & Wages (list each position separately)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  |  |  |  |  |
|  | Total for salaries & wages: |  |  |  |

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

|  |
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| Type response here. |

### 2. Contracted Services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
|  | Total for contracted services: |  |  |  |

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

|  |
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| Type response here. |

### 3. Supplies & materials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total supplies & materials: |  |  |  |

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

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| Type response here. |

### 4. Other charges

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for other charges: |  |  |  |

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

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| Type response here. |

### 5. Equipment

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| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for equipment: |  |  |  |

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

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| Type response here. |

### 6. Transfers (indirect costs)

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for transfers: |  |  |  |

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

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| Type response here. |

|  |
| --- |
| Total amount requested for year 2:  |

# Budget and Budget Narrative for year 3 (no page limit)

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget C-125](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) form must also be completed, signed and submitted as an appendix.

### 1. Salaries & Wages (list each position separately)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  |  |  |  |  |
|  | Total for salaries & wages: |  |  |  |

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

|  |
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| Type response here. |

### 2. Contracted Services

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for contracted services: |  |  |  |

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

|  |
| --- |
| Type response here. |

### 3. Supplies & materials

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| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total supplies & materials: |  |  |  |

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

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| --- |
| Type response here. |

### 4. Other charges

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| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for other charges: |  |  |  |

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

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| Type response here. |

### 5. Equipment

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for equipment: |  |  |  |

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

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| Type response here. |

### 6. Transfers (indirect costs)

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for transfers: |  |  |  |

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| Total amount requested:  |

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

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| Type response here. |

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| Total amount requested for year 3:  |

|  |
| --- |
| Total amount requested for years 1-3:  |

# Appendix

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative.

* Works Cited: Use a standard format such as MLA or Chicago Manual of Style
* Resumes of Key Personnel: A one-page resume for each person playing a key role in the project, only information relevant to the project should be included
* Job descriptions for any new positions that are created for this project
* Evidence of LEA teacher status on the career ladder
* A [signed C-1-25 MSDE budget form](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)
* A signed partnership agreement that meets the provisions of this program, and signed by all parties and partners
* A [signed recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)