

Local Early Childhood Advisory Council  
Quality Improvement Grant  
Fiscal Year 2024

**APPLICATION FOR PARTICIPATION**

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

Deadline  
August 31, 2023  
No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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

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

**Shayna Cook, Ed.D.**  
Assistant Superintendent, Division of Early Childhood

**Wes Moore**Governor

**MARYLAND STATE BOARD OF EDUCATION**

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Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Merin Thomas (Student Member)

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# 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 signed and completed application should be saved as a single pdf document and emailed as an attachment to [alberta.stokes1@maryland.gov](mailto:alberta.stokes1@maryland.gov) with the subject “Local ECAC Application Submission”.

# Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Project Partners:

| **Agency/Organization Name** | **Primary Contact** | **Partner’s Project Role** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

*\*Add more rows as needed.*

Amount of the request for grant period (September 1, 2023 – June 30, 2024):

$

(Should agree with Proposed Budget and not to exceed $25,000)

Signature of Contact Person Date

Printed Name of Contact Person Title

Signature of Superintendent of Schools Date

Printed Name of Superintendent LEA Name

# Project Narrative

## PROJECT Abstract (100 WORDS)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization’s efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

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## EXTENT OF NEED

Refer to the grant information guide, page 8, for a full description of what should be included here.

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## Evidence of Impact

Refer to the grant information guide, page 9, for a full description of what should be included here.

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## GOALS, MEASURABLE OUTCOMES AND MILESTONES

Refer to the grant information guide, page 9, for additional guidance.

|  |
| --- |
| **Goal 1:** |
| **Outcome(s):** |
| **Milestone(s):** |

|  |
| --- |
| **Goal 2:** |
| **Outcome(s):** |
| **Milestone(s):** |

|  |
| --- |
| **Goal 3:** |
| **Outcome(s):** |
| **Milestone(s):** |

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

## Strategies

What strategies will be used to reach project milestones, accomplish outcomes, and achieve project goals? Discuss how and why these strategies were chosen. Refer to the grant information guide for additional guidance.

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Who are the targeted populations to be impacted by the strategies chosen? And how will they be impacted? Refer to the grant information guide, page 10, for additional guidance.

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## Management Plan

Refer to the grant information guide, page 11, for additional guidance.

### Steering Committee Worksheet

|  |  |  |  |
| --- | --- | --- | --- |
| **Member Name** | **Title** | **Affiliations** | **Time devoted** |
|  |  |  |  |
|  |  |  |  |

### Management Plan Worksheet

|  |  |  |
| --- | --- | --- |
| **Key Activities** | **Individual Responsible** | **Time Frame** |
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### Partner Plan

Discuss the role(s) of the project partners listed on the cover page. Refer to the grant information guide for additional guidance.

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## Evaluation and Dissemination

## Grantees are required to submit an interim progress report that is consistent with the project’s goal and objective(s). Keep in mind that the final evaluation summary will consider the entire project, beginning to end it should not be viewed as what is done after the project’s completion, but as an integral element in the project’s planning, design, and implementation. An effective ongoing plan that evaluates milestones quarterly helps project staff to make informed decisions about needed changes.

## Applicants must evaluate the following required measures:

|  |  |
| --- | --- |
| Evaluation Measure | Goal |
| Evaluation Questions: What questions will the evaluation seek to answer, based on the project’s goal and objectives, implementation plan, and anticipated consequences? Examine the relationship between the expected outcomes, specific efforts, and what is important to evaluate |  |
| Evaluation Strategy: What approach will be taken to find answers to the evaluation questions? What criteria will be used to assess lessons learned from the project? What populations will be included in your evaluation? |  |
| Data: The type of data and method of data collection will depend upon the nature of the program, the questions, and the evaluation strategy. What measurement instruments will be used? How will the baseline be established? There should be a combination of quantitative and qualitative data identified. How will project staff collect data from the various sites and organizations involved in the project? When considering data collection techniques, ensure that the resources are sufficient to use the proposed data collection techniques. |  |
| Evaluator(s): Specify the individuals or groups who will conduct the evaluation. What are specific qualifications? What are the responsibilities of key personnel? |  |
| Budgeting of resources and staffing for evaluation: The application's budget should reflect sufficient funds to carry out a thorough and useful evaluation. Note: The evaluation will be an internal self-evaluation/reflection and can be completed by Chair/Co-Chair of the Council or a designee at no cost. |  |
| Dissemination: Details on how the project’s findings will be disseminated to the major stakeholders, individuals with an interest in the project. Information, requirements and dissemination methods differ from stakeholder to stakeholder. Will there be a presence on the internet and/or attending important national conferences to present lessons from the project? How and when will demonstrations of your project be made available? Also consider including descriptions of the types of reports and other by-products that will be produced during the project. |  |

## Evaluation and quarterly progress reports should be consistent with the project’s goals and objectives. An effective ongoing plan should evaluate milestones and help project staff make informed decisions.

## Sustainability Plan

Refer to the grant information guide, page 14, for guidance.

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## 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. Note: When completing this section, refer to Use of Funds, page 6, and Budget and Budget Narrative, page 15, sections in the Grant Information Guide.

### Budget Narrative

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### Itemized Budget

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 equipment, materials, and supplies 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 “Requested”, “In-Kind”, and “Total” columns, use the formula: **=SUM(ABOVE).**

### Salaries and Wages (list separately for each position)

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

### Contracted Services

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

### Supplies & Materials

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

### Other Charges

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

### Equipment

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

### Transfers

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

1. Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix C).

### Local ECAC Quality Improvement Scoring Rubric

| **Areas** | **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- | --- |
| **Project Abstract** | The project abstract outlines a concise and comprehensive summary of the target population, goals, strategies and partnerships. | The project abstract addresses the required components. | The project abstract is missing or does not address the required components. |
| **Extent of Need** | The main problem and contributing factors are clear, concise, and demonstrate considerable understanding of the issues.  The proposal details who is affected by the problem, and when and where the problem exists, including historical impacts on the target population(s).  Current qualitative and quantitative data is cited to clearly illustrate the problem. Data is derived from a variety of sources, including state and local data references.  Applicant demonstrates extensive history of expertise and aligns to evidence-based practices specific to the population they intend to serve that illustrate progress in the addressing the identified problems. | The main problem is clear and concise.  The proposal 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.  Applicant provides an example of their history of expertise or aligns to evidence-based practices specific to the population they intend to serve. | The main problem is missing or is not clear.  The proposal does not accurately identify the target population(s).  Data is not identified or does not support the problem stated.  Applicant does not identify demographics or other statistics of the population(s) intended to be served.  No citations or research included in proposal,  The proposal lacks details of how the funds will address the problem. |
| **Evidence of Impact** | The proposal provides two or more examples that explain the history of impact on the target population including discussion of past efforts, failures and successes toward influencing change.  The proposal clearly explains future impacts of the proposed activity/project and how the target population is expected to be influenced by the efforts of specific to implementing this grant. | The proposal provides ate least one example that explains the history of impact on the target population.  The proposal describes the future impact of the activity/project and how the target population will be influenced by change. | No examples that explain the history of impact on the target population.  The proposal does not describe the future impact of the activity/project. |
| **Goals, Measurable Outcomes, and Milestones** | The goal(s) are measurable, clearly aligned to the extent of need, and ambitiously focused on effectuating change.  Realistic and attainable outcomes illustrate a distinguishable effort to significant progress.  Milestones for each intended outcome ensure continued monitoring for success and include response to meeting targets. | The goal(s) are measurable and aligned to the extent of need.  Outcomes are realistic and attainable.  Milestones are provided for measuring progress of each intended outcome. | The goal(s) are not measurable are not clearly aligned to the extent of need.  Outcomes are not realistic or attainable.  Milestones are not provided or do not align to outcomes. |
| **Strategies** | The proposal provides several rationales for selecting specific, evidence-based strategies, and precisely how they will be implemented to ensure outcomes are achieved.  Multiple broad strategies are identified with detailed and systematic methods, procedures, or techniques for successful implementation. | The proposal provides a clear rationale for selecting a specific strategy and how it will help achieve the outcome.  Applicant provides broad strategies and includes the methods, procedures, techniques for implementation. | No rationale for selecting specific strategies and how they will help achieve the outcome.  Applicant only states some of the strategies, but does not include the necessary methods, procedures, or techniques for implementing. |
| **Management Plan and Key Personnel** | The proposal includes a steering committee and partner plan that identifies individuals from a variety of backgrounds with extensive experience toward ensuring successful implementation.  All relevant activities listed chronological indicating a comprehensive management plan throughout the grant period. | The proposal includes steering committee, partner plan that appears adequate for ensuring implementation.  The proposal includes a time-specific management plan. | The proposal does not include steering committee or partner plan that is adequate for ensuring implementation. |
| **Evaluation and Dissemination** | Evaluation questions are included for each goal with considerable guidance toward implementation of aligned strategies and can be effectively and meaningfully evaluated.  Clear evaluation strategy that includes alternative scenarios and criteria to ensure comprehensive evaluation.  Multiple relevant, logical data types and collection methods are identified.  Evaluators and their qualifications are indicated.  Detailed dissemination plan on how the project findings will be shared to stakeholders, committee members, and the public including examples of how, when and through what methods. | Evaluations questions are based around the goal(s) and outcomes, provide guidance on the implementation, and can be evaluated.  Clear evaluation strategy  Clear data type(s) and collection method(s) are identified.  Evaluator is identified.  The dissemination plan includes how the findings will be shared to stakeholders, committee members, and the public. | Limited or no examples of evaluation questions.  No evidence of evaluation strategy  Data type and collection method is unclear.  Evaluator is not identified.  The dissemination plan does not clearly identify how findings will be shared. |
| **Sustainability Plan** | Applicant provides a comprehensive plan for ensuring the ongoing success of the proposal beyond the funding cycle that includes identification of additional resources. A detailed plan for maintaining partnerships and their contribution to sustainability is described | Applicant provides a continuation plan beyond the funding cycle and describes how partnerships will be maintained. | The application does not include a plan to exist after the funding cycle. |
| **Budget and Budget Narrative** | The budget narrative is detailed and comprehensive of all activities necessary for successful implementation of proposal. The budget aligns directly to the proposal and does not rely entirely on grant funds for successful implementation. There are no mathematical errors and all expenses are cost effective and appear necessary. | 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

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 recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: Local Early Childhood Advisory Council By-Laws and Membership

Appendix C: [A signed C-125 MSDE budget form](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx)

Appendix D: [Evidence](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx) of status of a non-profit 501(c)(3) organization, if applicable

Appendix E: Resume(s) of Key Personnel

Appendix F: [Signed](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx) Letter(s) of Commitment from the local Judy Center and other project partner(s) (as it is appropriate)