



**Maryland**

STATE DEPARTMENT OF EDUCATION

# GRANT INFORMATION GUIDE

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## Lacrosse Opportunities

### Grant FY 2025

#### **Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21201

#### **Deadline**

November 15, 2024

No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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Interim State Superintendent of Schools

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## Program Description

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The State of Maryland is committed to helping Local Education Agencies (LEAs) and nonprofits maximize opportunities for minority students to participate in lacrosse in their communities. The Lacrosse Opportunities Program Grant funds programs to develop and provide comprehensive education and training in the sport of Lacrosse.

### GRANT OVERVIEW

#### NAME OF GRANT PROGRAM

Lacrosse Opportunities Grant Program

#### Purpose

The purpose of this grant is to provide lacrosse opportunities for children under the age of 18-years old with increased opportunities for minority students to participate in lacrosse in LEAs serving a population of students at least 80% of which are minority students. Non-profit organizations recognized by US Lacrosse as a member of the Urban Lacrosse Alliance are eligible to apply for funding..

#### Authorization

[Maryland House Bill 708](#), as enacted in [Md. Code Ann. Education § 2-305](#)

#### Dissemination

This Grant Information Guide (GIG) will be released on October 7, 2024.

#### Deadline

Proposals are due no later than 5 pm on November 15, 2024.

#### Grant Period

July 1, 2024 -June 30, 2025

#### Funding Amount Available

\$40,000.

#### Estimated Number of Grants

One to Four (1-4)

#### Eligibility

Local Education Agencies (LEAs) or nonprofit organizations serving a population of students, at least 80% of which are minority students within the jurisdiction of the LEA are invited to apply. Proposals must contain the following to be considered for funding:

- Evidence that the applicant is recognized by USA Lacrosse as a member of the Urban Lacrosse Alliance;
- Proposed budget may not exceed 50% of the total annual cost of the lacrosse program; and
- Proposed budget must demonstrate 100% matching funds.

**Submission Instructions**

The Lacrosse Opportunities Grant Program application can be downloaded on the Lacrosse Opportunities Grant program webpage. A signed electronic copy in PDF format must be submitted by 5:00 p.m., November 15, 2024, to [robert.warner1@maryland.gov](mailto:robert.warner1@maryland.gov).

**PROGRAM CONTACTS****R. Andrew Warner**

Director of Athletics

Office of Athletics

(410) 767-0555

[Robert.warner1@maryland.gov](mailto:Robert.warner1@maryland.gov)

**State Responsibilities**

The Maryland State Department of Education (MSDE) is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work and will provide such additional assistance when requested. MSDE will monitor grant program activities, ensure that programs are being implemented according to their approved plan and with fidelity, ensure that funds are being spent down on schedule, and monitor student outcomes.

## Use of Funds

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Funds may be used for:

- Salaries and wages.
- Supplies and equipment.
- Costs associated with running an on- or off-season lacrosse clinic.

Funds may not be used for:

- Costs incurred prior to approval of the grant.
- Expenses not directly related to providing lacrosse opportunities for minorities in their community.

## Getting Started

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### LEARN

- Read this document in its entirety as it provides a comprehensive overview of the various opportunities to participate, application process, and grant program timeline.
- Understand the program requirements as established in Maryland House Bill 708, as enacted in Md. Code Ann. Education § 2-305
  - Applicants must demonstrate they serve a local educational agency with a student population of at least 80% of which are minority students.
  - Proposed budgets demonstrate matching funds for the requested grant funding, and
  - Nonprofit organizations must provide evidence of membership in the US Lacrosse Urban Lacrosse Alliance.

### CONSIDER

- Examine your lacrosse opportunities program and consider how your outreach plan for recruiting minority students will accomplish your goals for providing access to participation in a lacrosse program.
- Evaluate the membership you serve and identify schools and goals related to underrepresented demographics in lacrosse or schools and programs who have a disparity in the number of boys versus girls' programs.
- Consider key activities and timelines to implement lacrosse opportunities program. Examples include marketing of program registration, signups, registration events, clinics, plans for practices, and transportation.

### COLLABORATE

- Identify the primary point of contact and key collaborators responsible for the application submission.
- Develop a plan to include a list of the key personnel responsible for the successful implementation and monitoring of the lacrosse program and strategize a plan in case of staff turnover.

### APPLY

- Submit the online grant application, by the application deadline, with all required appendices. (Required)

# Application Requirements

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## COVER PAGE

Applications must include the Cover Page provided in the application for participation that includes a project statement. The project statement should briefly describe the project's outcome(s) and strategies (i.e., what the project will do, and how it will be accomplished). Do not exceed the 100-word limit. Project statements may be utilized in press releases, State Board presentations, or other MSDE publications. The Cover Page should be printed and signed by the local educational agency Superintendent of Schools or nonprofit organization Head of Agency.

## PROJECT ABSTRACT (1 PAGE)

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.

## PROJECT NARRATIVE

The project narrative consists of the following sections. These sections will be scored by reviewers.

- Project Abstract
- Extent of Need and Evidence of Impact
- Goals and Program Outreach Plan
- Key Personnel and Timeline
- Evaluation
- Budget and Budget Narrative

## EXTENT OF NEED AND EVIDENCE OF IMPACT

Extent of need demonstrates the applications knowledge and understanding of the community and target population(s) served by the proposed program. Describe the conditions or needs to be addressed through the Lacrosse Opportunities Grant Program. Include a clearly defined problem supported by a needs assessment and relevant data. Provide quantitative and qualitative data to demonstrate the need for your lacrosse program. Describe how the grant funds will address the problem.

Evidence of impact identifies the consequences of the actions taken. Applicants must describe how the proposed lacrosse program and outreach activities will lead to the desired impact on the community, as well as include a description of the organization's historical experience in terms of effective practices leading to increasing the opportunities for minority students to participate in lacrosse programs in their communities. Applicants should document current or past efforts to address the problem and show how those efforts addressed the need. Also discuss the applicant's history or expertise in dealing with the problem by implementing programming or engaging in other related activities informed by evidence and/or research. The most competitive applications will show a strong connection to the organization's historical experience in terms of effective practices leading to increasing the opportunities for minority students to participate in lacrosse programs in their communities.



## GOALS AND OUTCOMES

Applicants are required to set overall goals for the project. Determining the program goals is an important part of evaluating your program. The applicant must identify a baseline for students currently being served and goals to increase participation or provide opportunities for underrepresented demographics in lacrosse or close the gaps on a disparity in the number of boys versus girls' programs.

### Sample Goals Chart for Participation

<b>Demographic</b>	<b>Baseline: # of students currently served</b>	<b>Goal: # of students projected to serve</b>
<b>African American</b>		
<b>Hispanic</b>		
<b>Asian</b>		
<b>Other Race</b>		
<b>Female</b>		
<b>Other gender</b>		

### Program and Outreach Plan

In the Program and Outreach Plan, the applicant must describe the lacrosse program, including a proposed schedule of practices. Additionally, the applicant must develop an outreach plan for recruiting minority students into the lacrosse program.

## PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Applicants are required to include a list of the key personnel responsible for the successful implementation and monitoring of the lacrosse program and describe the plan in case of staff turnover. For key personnel, include the program instructor(s) (if known), the program contacts for the local educational agency, principal of the school where the program will be implemented, and any other personnel who will be involved. Indicate names, titles, affiliations, roles, and responsibilities.

- Develop a plan to include a list of the key personnel responsible for the successful implementation and monitoring of the lacrosse program and strategize a plan in case of staff turnover.
- Identify the equipment and/or materials needed to support the program and provide lacrosse programming opportunities to minority students.

### Sample Key Personnel

Name	Title, Affiliation	Roles and/or Responsibilities
Jane Doe	Director of Lacrosse Operations	Oversees programming, clinicians, and operations pertaining to the sport of lacrosse.
John Smith	Athletic Director	Oversees

Applications must include a list of the key activities and the date of implementation. Be sure to include all key activities, including outreach and registration dates:

### Sample Timeline

Date of Implementation	Strategy/Activities	Person Responsible Partner Organization
October 15, 2024	Post flyers at the local high school in English and Spanish announcing a winter lacrosse clinic	Registration Director
October 20, 2024	Hold a lacrosse registration event during parent-teacher conference days for winter clinic	Registration Director
November 5, 2024	Parent and Player Clinician Meeting	Lacrosse Clinician

**EVALUATION**

Evaluation is an important part of determining the success of the lacrosse program. Applicants will be required to describe in detail what success will look like and to what extent the program increased opportunities for minority students to participate in lacrosse. Furthermore, grantees are required to submit annual evaluation and progress reports that are consistent with the project's goals and intended impact on the community.

# 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.

- 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.
- 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” column, use this formula: =SUM(ABOVE).
- Submit the budget on the MSDE Grant Budget C-1-25 form (Appendix C).

Line item	Calculations (Quantity and Unit Cost)	Requested	In-Kind (matching funds)	Total
Coach/Instructor	\$25/hr. x 20 hrs. per week x 12 weeks	\$3,000	\$3,000	\$6,000
Director of Lacrosse Operations	\$30/hr. x 40 hrs. per week x 52 weeks	\$14,000	\$48,400	\$62,400
Girls Lacrosse Sticks	\$50 sticks at \$40 per stick	\$1,000	\$1,000	\$2,000
Bus Transportation	6 Trips at \$1,000 per trip	\$3,000	\$3,300	\$6,000
<b>Totals for Budget</b>		<b>\$21,000</b>	<b>\$55,700</b>	<b>\$76,400</b>

Allowable expenditures include:

- Materials of instruction and equipment to support the Lacrosse Grant Opportunities Program.
- Information needed regarding registration, clinics, and supporting logistics.
- Salaries and wages.
- Supplies and equipment such lacrosse sticks, teaching aides, and protective gear.
- The costs associated with running an on- or off-season lacrosse clinic.

## 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 recipient assurances page](#)

Appendix B: A signed C-1-25 MSDE budget form or Postsecondary/Other Budget form found here: [Budget Forms](#)

Appendix C: Evidence of status of a [non-profit 501\(c\)\(3\) organization](#). (Nonprofit applications only)

Appendix D: Evidence of status as recognized by the [USA Lacrosse and Urban Lacrosse Alliance](#). (Nonprofit applications only)

Appendix E: GEPA, Section 427 Statement

## The Review Process

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

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applicants not meeting all pre-screen requirements will not be reviewed.
2. A review committee established by the 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 the Executive Director and the Assistant Director of the MPSSAA, as well as an Athletic Specialist, who will assign numerical scores to each application based on the criteria on the following scoring rubric. Applicants must meet criteria in all rubric categories to be eligible for funding.

### AWARD NOTIFICATION

Notification of approval will be sent by email within 30 days of the deadline to submit proposals. Approved proposals may begin implementing the program as soon as the award notification letter is received. The Notice of Grant Award (NOGA) will be forthcoming within 3 weeks of the approval letter.

## Lacrosse Opportunities Grant Fund Scoring Rubric

### EXTENT OF NEED

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The application includes quantitative and qualitative data to demonstrate the need for this program. The data provided is aligned to the intent of the program.	The application identifies the need for this program. Not all the data provided is aligned to the intent of the program.	The application lacks sufficient data to demonstrate the need for this program. The data provided is misaligned to the intent of the program.

### GOALS, OUTCOMES AND MILESTONES

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The application provides a complete baseline of demographic data. Goals are ambitious yet attainable.	The application provides some baseline demographic data. Goals are realistic and attainable.	The application lacks baseline data. Goals are set but are not realistic or attainable.

### PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
A detailed description is provided that demonstrates how the proposed lacrosse program is structured to serve the community. The outreach plan to recruit minority athletes is robust.	A clear description is provided that demonstrates how the proposed lacrosse program is structured to serve the community. The outreach plan to recruit minority athletes is sufficient.	It is not clear how the proposed lacrosse program is structured to serve the community. The outreach plan to recruit minority athletes is underdeveloped.

**EVIDENCE OF IMPACT**

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The application provides a detailed description of how proposed activities are evidence-based and will lead to the desired impact.	The application identifies how proposed activities are evidence-based and will lead to the desired impact.	It is not clear how the activities will lead to the desired impact, or it is misaligned to the intent of the program.

**EVALUATION AND DISSEMINATION**

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
There is a robust plan to evaluate the success of the lacrosse program and whether the program has met its goals.	There is a clear plan to evaluate the success of the lacrosse program and whether the program has met its goals.	The plan to evaluate the success of the lacrosse program is underdeveloped. It is not clear how the program will determine whether goals have been met.

**BUDGET AND BUDGET NARRATIVE**

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
All grant activities are present in the budget. Costs are reasonable and cost-effective. The budget demonstrates at least 100% in matching funds.	Most grant activities are present in the budget. Costs are reasonable. There may be a few calculation errors. The budget demonstrates at least 100% in matching funds.	The budget includes erroneous expenses. Grant activities are not present. Budget details are not itemized. Budget contains errors. The budget does not demonstrate at least 100% in matching funds.



## Reporting Requirements

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Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
Ongoing	Fiscal and program monitoring: all invoices must be accompanied by supporting documentation.
March 31, 2024	Interim Report due (programmatic and fiscal)
August 30, 2024	Final Annual Report due (programmatic and fiscal)

Notes: Any requests for amendments must be submitted at least 45 days before the grant period ends and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#). Final invoices must be submitted no later than 60 days after the grant period ends.

## Grant Timeline

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

Date	Reporting Requirements for Each Year
October 7, 2024	The Grant Information Guide and the application is released
October 11, 2024	MSDE will hold a virtual customer service support sessions for interested applicants
October 15, 2024	MSDE will hold a virtual customer service support sessions for interested applicants
October 17, 2024	MSDE will hold a virtual customer service support sessions for interested applicants
November 15, 2024	The grant application period closes
November 18, 2024	MSDE begins reviewing applications for completeness and minimum requirements
November 25, 2024	MSDE Review Committee will evaluate proposals
July 1, 2024	The grant period begins
March 1, 2025	Interim Report due (programmatic and fiscal)

## Non-Discrimination Statement

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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.

## The General Education Provisions Act (GEPA) Sect 427

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Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to and equitable participation in the project or activity to be conducted with such assistance by addressing the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation.

## Customer Service Support Sessions

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

### Friday, October 11, 2024

11:00 a.m. – 12:00 p.m.

Video link: <https://meet.google.com/noe-cihb-qum?hs=122&authuser=0>

### Tuesday, October 15, 2024

12:30 p.m. – 1:30 p.m.

Video link: <https://meet.google.com/asx-izbu-wam?hs=122&authuser=0>

### Thursday, October 17, 2024

2:00 p.m. – 3:00 p.m.

Video link: <https://meet.google.com/cdx-pgxb-eto?authuser=0>

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

[robert.warner1@maryland.gov](mailto:robert.warner1@maryland.gov)

## PROGRAM CONTACT

### R. Andrew Warner

Director of Athletics,

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Maryland State Department of Education

(410) 767-0555

[Robert.warner1@maryland.gov](mailto:Robert.warner1@maryland.gov)

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

## Attachment

Lacrosse Grant Opportunities FY24 Applications for Funding