

**The Literacy Lab**

**Leading Men Fellowship**

**(FY24)**

**APPLICATION FOR PARTICIPATION**

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

Deadline  
November 30, 2023  
No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Carey M. Wright, Ed.D.**Interim State Superintendent of Schools

**Deann M. Collins, Ed.D.**Deputy State Superintendent of Teaching & Learning

**Wes Moore**Governor

**MARYLAND STATE BOARD OF EDUCATION**

**Clarence C. Crawford**President, Maryland State Board of Education

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Irma E. Johnson, Ph.D.

Joan Mele-McCarthy, D.A.

Rachel L. McCusker

Samir Paul, Esq.

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Abisola Ayoola (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 completed Application should be saved as a pdf and must be submitted via email to Cecilia Roe at: [cecilia.roe@maryland.gov](mailto:cecilia.roe@maryland.gov) by 5:00 p.m. on November 30, 2023.

# The Literacy Lab Leading Men Fellowship Cover Page

All signatures below must be included when the application is submitted. There should be a principal’s signature for each school where Leading Men Fellows will be working with students. Add or delete lines as needed for the number of school principals.

Signatures:

Signature of LEA Superintendent or Designee

Signature of The Literacy Lab CEO or Designee

Signature of School Principal #1

Signature of School Principal #2

Signature of School Principal #3

# Project Narrative

## EXTENT OF NEED (20 points)

Describe how **each** participating school/classroom was identified, including the identification of strategies and activities using multiple sources of data. This shall include the identification of areas of growth and opportunity, as well as areas of attention and any potential barriers to success. Please Include a summary of the data.

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## GOALS, and MEASURABLE OUTCOMES (20 points)

Applicants are required to identify clear and ***measurable*** goals and outcomes for each activity and strategy ***per school***.

See the Grant Information Guide (Pages 7 & 8) for additional information and examples on writing measurable goals and outcomes.

Add additional lines and tables, as needed.

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

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

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

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

## Plan of Operation, key personnel and timeline (20 points)

Explain how the activities and strategies in ***each*** overall school plan will accomplish its goals and will improve educational experiences and outcome for the students in the program. Please Include data.

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The Plan of Operation includes the key personnel, strategies, activities, and timeline that will be implemented to achieve your goals, outcomes, and milestones. Complete the two tables below to address the key components of the program implementation. Add additional lines as needed. See the GIG for examples of completed charts.

| **Person Responsible** | **Title** | **Responsibilities related to Leading Men Fellowship** |
| --- | --- | --- |
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### Project Timeline

Add lines additional tables, as necessary.

| **Key Activities** | **Individual Responsible** | **Timeframe** |
| --- | --- | --- |
| **Management Activities** |  |  |
|  |  |  |
|  |  |  |
| **Implementation Activities** |  |  |
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|  |  |  |
| **Evaluation Activities** |  |  |
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## Evidence of Impact (10 points)

Refer to the grant information guide, page 10, for a full description of what should be included here.

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## Evaluation AND dissemination

Each activity in the application shall include specific measures, artifacts, or data to evaluate the individual activities. These should be aligned to the measurable outcomes for each activity. This data may include surveys, observations, lesson plans, student artifacts, and local and state assessment data.

|  |  |
| --- | --- |
| **Evaluation Measure** | **Goal** |
|  | Click here to enter text. |
|  | Click here to enter text. |
|  | Click here to enter text. |

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| Type response here. |

Describe in detail what success will look like and the criteria that will be used to determine and measure success.

## BUDGET AND BUDGET NARRATIVE

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.

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| 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. 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:** |

## Reporting

## Grantees are required to submit C-125-C Interim Reports quarterly on the 15th of the following month after the end of each quarter e.g. July 1 – September 30 is quarter 1 and reports are due October 15. Final reports and C-125-D are due within 60 days of the end of the grant period.

# The General Education Provisions Act (GEPA)

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.

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# Appendices

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

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

Appendix B: Works Cited: A works cited page is required for any sources that are cited in the proposal.

Appendix C: [A signed C-1-25-A MSDE budget form](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls)