



APPLICATION FOR FUNDING

Maryland Elevates SFY 2026

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

Deadline
April 22, 2025
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Office of Teaching and Learning

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Samir Paul, Esq.

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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 EI&SEgrantsubmissions.msde@maryland.gov with the subject "Maryland Elevates."

Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

UEI Number:

Please note that a screenshot of active SAM.gov registration is also required as an appendix.

Amount of Funding Requested (July 1, 2025 – June 30, 2026): \$

Project Partners:

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

Add more rows as needed.

PROJECT STATEMENT

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.

Signature of Contact Person

Date

Printed Name of Contact Person

Title

Signature of Head of Agency

Date

Printed Name of Head of Agency

Title

Project Narrative

PROJECT ABSTRACT

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

EXTENT OF NEED

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

EVIDENCE OF IMPACT

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

GOALS, MEASURABLE OUTCOMES, AND MILESTONES

Refer to the grant information guide for a full description of what should be included here. Add more tables if including additional goals.

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

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

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

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 a full description of what should be included here.

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Refer to the grant information guide for a full description of what should be included here. Add more rows if needed.

MANAGEMENT

| Activity | Person Responsible | Timeline |
|----------|--------------------|----------|
| | | |
| | | |

IMPLEMENTATION

| Activity | Person Responsible | Timeline |
|----------|--------------------|----------|
| | | |
| | | |

EVALUATION

| Activity | Person Responsible | Timeline |
|----------|--------------------|----------|
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| | | |

PARTNER PLAN

Discuss the role(s) of the project partners listed on the cover page.

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EVALUATION AND DISSEMINATION

Refer to the grant information guide for a full description of what should be included here. Add more rows if needed.

EVALUATION

| Goal/Measurable Outcome | Evaluation Strategies | Data Collection & Analysis | Key Personnel |
|-------------------------|-----------------------|----------------------------|---------------|
| | | | |
| | | | |
| | | | |

DISSEMINATION**BUDGET AND BUDGET NARRATIVE**

The project's budget should detail all related project expenses in a budget narrative, an itemized budget, as well as on the MSDE Grant Budget C-1-25 form. 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 also have a corresponding entry on the MSDE Grant Budget C-1-25 form. Reviewers should be able to see a clear connection between the project activities and the budget line items.

Use the tables below to provide an itemized budget 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.

Use the fields below each table to provide descriptions of each line item.

Additionally, enter all line items on the MSDE Grant Budget C-1-25 form.

BUDGET NARRATIVE**ITEMIZED BUDGET****1. Salaries & Wages (list separately for each position)**

| Line item | Calculation | Requested | In-Kind | Total |
|-------------------------------|-------------|-----------|---------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total for Salaries and Wages: | | | | |

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

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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 above are necessary, reasonable, and cost-effective.

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3. Supplies and Materials

| Line item | Calculation | Requested | In-Kind | Total |
|-----------------------------------|-------------|-----------|---------|-------|
| | | | | |
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| | | | | |
| Total for Supplies and Materials: | | | | |

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

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4. Other Charges

| Line item | Calculation | Requested | In-Kind | Total |
|-----------|-------------|-----------|---------|-------|
| | | | | |
| | | | | |
| | | | | |
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| Line item | Calculation | Requested | In-Kind | Total |
|--------------------------|-------------|-----------|---------|-------|
| Total for Other Charges: | | | | |

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

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5. Equipment

| Line item | Calculation | Requested | In-Kind | Total |
|----------------------|-------------|-----------|---------|-------|
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| Total for Equipment: | | | | |

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

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6. Transfers

| Line item | Calculation | Requested | In-Kind | Total |
|-----------|-------------|-----------|---------|-------|
| | | | | |

| Line item | Calculation | Requested | In-Kind | Total |
|----------------------|-------------|-----------|---------|-------|
| | | | | |
| | | | | |
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| Total for Transfers: | | | | |

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

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Maryland Elevates Grant Scoring Rubric

PROJECT ABSTRACT

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|--|---|--|
| 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

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|--|--|--|
| <p>The main problem and contributing factors are clear, concise, and demonstrate considerable understanding of the issues.</p> <p>The proposal details who is affected by the problem, and when and where the problem exists, including historical impacts on the target population(s).</p> <p>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.</p> <p>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.</p> | <p>The main problem is clear and concise.</p> <p>The proposal identifies who is affected by the problem and when the problem exists.</p> <p>Data supports the identified problem. Local data is referenced to document the problem and includes demographic and other statistics.</p> <p>Applicant identifies demographics or other statistics relevant for the population(s) intended to be served.</p> <p>Applicant provides an example of their history of expertise or aligns to evidence-based practices specific to the population they intend to serve.</p> | <p>The main problem is missing or is not clear.</p> <p>The proposal does not accurately identify the target population(s).</p> <p>Data has not identified or does not support the problem stated.</p> <p>Applicant does not identify demographics or other statistics of the population(s) intended to be served.</p> <p>No citations or research included in proposal,</p> <p>The proposal lacks details of how the funds will address the problem.</p> |

EVIDENCE OF IMPACT

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|---|---|--|
| <p>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.</p> <p>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.</p> | <p>The proposal provides at least one example that explains the history of impact on the target population.</p> <p>The proposal describes the future impact of the activity/project and how the target population will be influenced by change.</p> | <p>No examples that explain the history of impact on the target population.</p> <p>The proposal does not describe the future impact of the activity/project.</p> |

GOALS, MEASURABLE OUTCOMES, AND MILESTONES

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|--|--|---|
| <p>The goal(s) are measurable, clearly aligned to the extent of need, and ambitiously focused on effectuating change.</p> <p>Realistic and attainable outcomes illustrate a distinguishable effort to significant progress.</p> <p>Milestones for each intended outcome ensure continued monitoring for success and include response to meeting targets.</p> | <p>The goal(s) are measurable and aligned to the extent of need.</p> <p>Outcomes are realistic and attainable.</p> <p>Milestones are provided for measuring progress of each intended outcome.</p> | <p>The goal(s) are not measurable are not clearly aligned to the extent of need.</p> <p>Outcomes are not realistic or attainable.</p> <p>Milestones are not provided or do not align to outcomes.</p> |

STRATEGIES

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|---|--|--|
| <p>The proposal provides several rationales for selecting specific, evidence-based strategies, and precisely how they will be implemented to ensure outcomes are achieved.</p> <p>Multiple broad strategies are identified with detailed and systematic methods, procedures, or techniques for successful implementation.</p> | <p>The proposal provides a clear rationale for selecting a specific strategy and how it will help achieve the outcome.</p> <p>Applicant provides broad strategies and includes the methods, procedures, techniques for implementation.</p> | <p>No rationale for selecting specific strategies and how they will help achieve the outcome.</p> <p>Applicant only states some of the strategies, but does not include the necessary methods, procedures, or techniques for implementing.</p> |

PLAN OF OPERATION, KEY PERSONNEL AND TIMELINE

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|---|--|---|
| <p>The proposal includes a partner plan that identifies individuals from a variety of backgrounds with extensive experience toward ensuring successful implementation.</p> <p>All relevant activities listed chronologically indicating a comprehensive management plan throughout the grant period.</p> <p>Resumes are included for all key personnel.</p> | <p>The proposal includes a partner plan that appears adequate for ensuring implementation.</p> <p>The proposal includes a time-specific management plan.</p> <p>One-page resumes are included for all key personnel.</p> | <p>The proposal does not include a partner plan that is adequate for ensuring implementation.</p> <p>Resumes may not be included for all key personnel.</p> |

EVALUATION AND DISSEMINATION

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|--|---|---|
| <p>Evaluation questions are included for each goal with considerable guidance toward implementation of aligned strategies and can be effectively and meaningfully evaluated.</p> <p>Clear evaluation strategy that includes alternative scenarios and criteria to ensure comprehensive evaluation.</p> <p>Multiple relevant, logical data types and collection methods are identified.</p> <p>Evaluators and their qualifications are indicated.</p> <p>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</p> | <p>Evaluations questions are based around the goal(s) and outcomes, provide guidance on the implementation, and can be evaluated.</p> <p>Clear evaluation strategy</p> <p>Clear data type(s) and collection method(s) are identified.</p> <p>Evaluator is identified.</p> <p>The dissemination plan includes how the findings will be shared to stakeholders, committee members, and the public. Applicant provides a continuation plan beyond the funding cycle and describes how partnerships will be maintained.</p> | <p>Limited or no examples of evaluation questions.</p> <p>No evidence of evaluation strategy</p> <p>The data type and collection method are unclear.</p> <p>Evaluator is not identified.</p> <p>The dissemination plan does not clearly identify how findings will be shared. The application does not include a plan to exist after the funding cycle.</p> |

BUDGET AND BUDGET NARRATIVE

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|---|--|--|
| 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. Include other appendices as deemed necessary.

- Appendix A: A signed [Recipient Assurances](#) form
- Appendix B: A signed [C-1-25 MSDE budget](#) form
- Appendix C: A signed Lobbying, Debarment, Suspension, Other Responsibility Matters, and Drug-Free Workplace Certification form
- Appendix D: A signed Non-LEA/IHE Certification form
- Appendix E: One-page resumes of key personnel
- Appendix F: A copy of the W-9 form (applicable for first time grant applicants and/or grantees requiring a change of address/contact)
- Appendix G: Screenshot of active SAM.gov registration
- Appendix H: [GEPA Section 427 form](#)
- Appendix I: Pre-Award Risk Assessment Questionnaire