

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

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

**Maggie McIntosh School Arts Fund**

**APPLICATION FOR PARTICIPATION**

**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

**Wes Moore**Governor

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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 emailed to Elizabeth Devereux at elizabeth.devereux@maryland.gov.
5. The Maggie McIntosh School Arts Fund application is due by 5:00 p.m. on August 31, 2023.

# Proposal Cover Page

Program Title:

Project/Program Director:

Director Phone:

Director email:

Institution/Agency Name:

Institution/Agency Address:

Financial Contact Name:

Financial Contact email:

Grants Contact Name:

Grants Contact email:

Federal Employer ID number:

Unique Entity Identifier (UEI) and Expiration Date:

Amount of the request for grant period (June 28, 2024 – June 30, 2025): $

Estimated Annual Cost of Program/Project and Type of Funds

 Federal $

 State/Local $

 Other $

(Should agree with Proposed Budget)

Signature of Director Date

# Project Narrative

## EXTENT OF NEED - (20 POINTS)

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

|  |
| --- |
|  |

## GOALS, measurable outcomeS and milestones- (20 POINTS)

Communicate the goals and measurable outcomes of the program. Refer to the Grant Information Guide for further guidance.

|  |
| --- |
| **Goal 1:** |
| **Outcome:** |
| **Milestone:** |

|  |
| --- |
| **Goal 2:** |
| **Outcome:** |
| **Milestone:** |

## Plan of Operation, Key Personnel and Timeline - (20 Points)

The Plan of Operation includes the strategies, activities, and timeline that will be implemented to achieve your goals, outcomes, and milestones. Use the table below to address the key components of the program implementation or expansion.

| **Timelines** | **Strategy/Activities** | **Person Responsible Partner Organization** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Add more rows, if necessary*

## Evidence of Impact - (10 Points)

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the grantee’s experience in terms of effective practices leading to the desired outcomes.

|  |
| --- |
|  |

## evaluation - (15 Points)

Grantees are required to submit an annual evaluation report and quarterly progress reports that are consistent with the project’s goals.

| **Evaluation Measure** | **Goal** |
| --- | --- |
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|  |  |

*Add more rows, if necessary*

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

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|  |

##

## BUDGET AND BUDGET NARRATIVE - (15 POINTS)

A budget and budget narrative are required. Submit the budget on the [MSDE Grant Budget C-1-25 form](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) and a separate document for the budget narrative.

The project’s budget narrative should detail all related project expenses in an 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.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, “meeting expenses” can be broken down into room rental, photocopying, and refreshments. There is no page limit for the budget, so be as detailed as possible.

| **Item/Description** | **Quantity** | **Unit Cost** | **Total** |
| --- | --- | --- | --- |
| Salaries & Wages |  |  |  |
| Fringe |  |  |  |
| Contractual |  |  |  |
| Sub-Awards (grants to Baltimore City Public Schools) |  |  |  |
| Indirect Cost |  |  |  |
| **Total Requested:** |  |  |  |

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