



Grant Information Guide

Maryland National Board Certification Support Grant

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

June 9, 2025
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Deputy State Superintendent
Office of Accountability

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Program Description

The Maryland State Department of Education (MSDE) is committed to The Blueprint for Maryland's Future's (Blueprint) goal of recruiting and supporting high-quality and diverse teachers in Maryland and believes that all students deserve an accomplished teacher. MSDE seeks to attract and retain National Board Certified Teachers (NBCTs) to build and staff a statewide career ladder for teachers who positively impact student outcomes. This program provides the resources for local education agencies (LEAs) to conduct National Board Certification candidate support activities necessary to facilitate the Blueprint for Maryland's Future legislation in achieving its goals in increasing the number of NBCTs.

The Maryland National Board Certification Support Grant focuses on the following key areas:

- National Board Certification Candidate Support
- National Board Certification Facilitator Training and Support

AUTHORIZATION

Incentive Program for Certification by the National Board for Professional Teaching Standards, [Education Article §6-1008](#).

GRANT OVERVIEW

Name of Grant Program

Maryland National Board Certification Support Grant

Purpose

Under this grant program, MSDE is inviting LEAs to apply for funding for initiatives related to virtual and in-person support to teachers pursuing National Board Certification, training and support for local National Board facilitators, and one-on-one support by trained facilitators.

Dissemination

This Grant Information Guide (GIG) was released on April 22, 2025.

Deadline

Proposals are due no later than 5:00 pm on June 9, 2025.

Grant Period

July 1, 2025 -June 30, 2026

Funding Amount Available

The total amount of funding available is up to \$900,000.

Estimated Number of Grants

MSDE anticipates the awarding of up to 24 grants.

Eligibility

Funding eligibility is limited to Maryland LEAs. Only LEAs within the State of Maryland are eligible to apply for this funding opportunity. MSDE recognizes the unique needs and challenges faced by Maryland school communities and seeks to direct resources to support National Board Certification candidate support within the State. MSDE reserves the right to take into consideration the geographic distribution of NBCTs in the State, the current number of NBCTs in an LEA, and the characteristics of the current NBCT population in the LEA when making awards.

Submission Instructions

Grant applications must be submitted by 5:00 pm June 9, 2025, via email to melissa.chandler@maryland.gov.

PROGRAM CONTACT**Melissa Chandler**

National Board State Coordinator
Division of Educator Effectiveness
Phone: (410) 767-5654
melissa.chandler@maryland.gov

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work. MSDE program staff will be available and make every effort to support on demand additional assistance when requested throughout the grant period. In addition, MSDE will monitor program implementation throughout the grant performance period to ensure each council is on target to meet its goals and fully expend its awarded program resources.

Use of Funds

The following are examples of approved uses for the grant funds in accordance with the grant's purpose. Other costs not listed here may be presented to the grant manager in the MSDE program office for determination of allowable expenditures.

Funds may be used for:

- Candidate support activities, including affinity group meetings, professional development sessions, courses, 1:1 and/or small group coaching, and reading and providing feedback on candidate portfolio materials. All activities must be in compliance with the [Guidelines for Ethical Candidate Support](#).
- Materials and technology to support professional learning and recording instruction, such as books, video recording equipment, microphones, and tripods/stands.
- Training, support, and professional development for NBC Facilitators.
- Reimbursement for ACTFL test fees for initial NBC candidates pursuing the World Language certification.
- Release time and/or substitute costs for candidates to complete NBC activities, such as taking the Component One assessment and preparing their portfolio components.

Funds may not be used for:

- Mileage, tolls, or travel expenses;
- Meals, food, or beverages;
- Candidate recruitment activities;
- Ceremonies or materials to celebrate candidates who earn or maintain National Board Certification;
- Activities or materials not reasonable and necessary; and/or
- Cost(s) incurred prior to the approval of the grant.

Application Requirements

PROPOSAL COVER PAGE

Proposals must include a completed Proposal Cover Page provided in the application for participation. The cover page should not contain any graphics or additional information and must be signed by the Superintendent of Schools.

PROJECT DESCRIPTION

The Project Description should be factual, brief, and focused on the LEA's selected activities. The Project Description should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, and the strategies to meet identified goals. The Project Description should be 1 page or less.

EXTENT OF NEED

Identify a clearly defined problem that is data driven and how the use of these funds will address the problem. Applicants should include a brief overview of the target population and expected outcomes.

GOALS, MEASURABLE OUTCOMES, AND MILESTONES

State the overall goal(s) of the project. The goal(s) should address the main problem identified at the beginning of the needs assessment. Include all relevant groups and individuals in the target population. While there should be at least one goal, it is possible to have multiple goals. Measurable Outcomes are the anticipated outcomes to be accomplished for the term of the project and must be related to the goal(s).

STRATEGIES

Strategies are broad approaches (methods, procedures, techniques) employed to realize outcomes and accomplish goals. What strategies will be used to achieve project goals? Discuss how and/or why these strategies were chosen. Applicants should describe the targeted populations to be impacted by the strategies chosen and how they will be impacted. Describe sustainability plans for continuing the project beyond the funding cycle.

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

The Plan of Operation includes the strategies activities that will be implemented to achieve the project's goals and outcomes. Describe a plan of operation that addresses the key components of the program's implementation or expansion. Include a timeline and the key personnel associated with the plan of operation. Ensure that all key personnel responsible for the successful implementation and monitoring of the grant requirements are included.

EVALUATION AND EVIDENCE OF IMPACT

Discuss your organization's history of impact on the target population, how past performance has informed the proposed activities, and the future impact your proposed key activities are likely to have on the target population. Identify how the evidence-based strategies and implemented activities will be measured to determine the impact on the target population.

Mid-year and final 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.

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.

Provide content justifying any line-item expenses that are not obvious from the project narrative. Discuss and align line-item activities in the budget narrative. Explain how the estimated cost of each line item was derived if the rationale is not obvious. An MSDE [Grant Budget C-125](#) form must also be completed, signed, and submitted as an appendix.

Following the budget narrative, include a line-item description. Group line items according to the following categories: Salaries and Wages, Contracted Services, Supplies and Materials, Other Charges, Equipment, and Transfers (indirect costs). Total each category. Each line must be detailed and specific. General expenses should be broken down into specific line items. There is no page limit for the budget, so be as detailed as possible. Here is an example of the budget and budget narrative template.

Contracted Services: Sample

Line item	Calculation	Requested	In-Kind	Total
NBC Facilitators for candidate support	\$40/hr. x 300 hours	\$12,000	\$0	\$12,000
2 NBCT Lead Facilitators	\$2,500 stipend x 2 Facilitators	\$5,000	\$0	\$5,000
1 PLF Trainer	\$50/hr. x 6 hours	\$300	\$0	\$300
Facilitator training for 20 NBCTs	\$40/hr. x 3 hours x 20 NBCTs	\$2,400	\$0	\$2,400
Total for Salaries and Wages:		\$19,700	\$0	\$19,700

AMENDMENTS

Unless a division implements a stricter policy, the grantee must receive prior written approval from the MSDE Program Manager for any budgetary realignment of \$1,000 or 15% of total object, program or category of expenditure, whichever is greater. The requestor must support the request with the reason for the requested change. Amendments and budget realignments must be submitted at least 45 days

before the grant period ends. In addition, any re-aligned monitoring plans reflecting the amended or extended grant should be considered and communicated to the grantee.

Fiscal amendments must be accompanied by an approved C-1-25, C-1-25-A, and C-1-25-B form. The forms must include the appropriate signatures, show the revised funds, and show correct math and totals. Program staff must review submitted requests and work with their program-level colleagues to initiate, approve, and return administrative and fiscal amendments in the NOGA system. MSDE will notify the grantee regarding their request by returning a signed C-1-25, C-1-25-A, C-1-25-B, and the amended NOGA. All budget forms can be found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#).

NO-COST EXTENSIONS

A no-cost extension is when the project end date is extended (changed to a later date) but no additional funds are added by the agency to cover the extension period. For first-time requests for an extension, for a grant that has not expired and is under the general terms and conditions of the grant award, MSDE may approve a one-time no-cost extension. The request must be received at least 45 days before the grant expiration date.

FINAL INVOICES

Final invoices must be submitted no later than 60 days after the grant period ends.

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](#)

Appendix B: [A signed C-1-25 MSDE budget form](#)

The Review Process

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. Applications not meeting all pre-screen requirements may be returned to the applicant for revisions.
2. A review committee established by 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.

MSDE reserves the right to take into consideration the geographic distribution of NBCTs in the State, the current number of NBCTs in an LEA, and the characteristics of the current NBCT population in the LEA when making awards.

Review Committee

The committee will be composed of representatives from MSDE and the Division of Educator Effectiveness. Reviewers will assign numerical scores to each proposal based on the criteria on the scoring rubric. Each application will be reviewed and scored based on all documents submitted. Applications may be returned to the applicant if some or all criteria do not meet the criteria standard.

Scoring Rubric

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 are affected by the problem, including historical impacts on the target population(s) using local data. Data supports the identified problem.</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.</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>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 application identifies how proposed evidence-based strategies will lead to the desired impact and lists success criteria for their existing program and proposed activities.</p>	<p>The application describes how the proposed strategies are evidence-based. There is a description of what the intended impact of the proposed activities will be on the target population.</p>	<p>The application does not identify evidence of impact.</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>The goal(s) are measurable and aligned to the extent of need.</p> <p>Outcomes are realistic and attainable.</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>

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. Strategies are identified with detailed and systematic methods, procedures, or techniques for successful implementation. The proposal includes a clear sustainability plan beyond the funding cycle.</p>	<p>The proposal provides clear rationale for selecting a specific strategy and how it will help achieve the outcome.</p> <p>Applicant provides strategies and includes the methods, procedures, techniques for implementation.</p> <p>The proposal includes a plan for continuing the project beyond the funding cycle.</p>	<p>No rationale for selecting specific strategies and how they will help achieve the outcome.</p> <p>Applicant states some of the strategies, but does not include the necessary methods, procedures, or techniques for implementing.</p> <p>A sustainability plan is not included.</p>

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
All requirements listed in the meets criteria are listed and the applicant provides additional information.	The plan is clear and concise. There is a timeline and experienced personnel listed for all key activities. Names and titles are present.	The plan of operation provided does not address the items identified in the extent of need.

EVALUATION AND EVIDENCE OF IMPACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The application identifies how proposed strategies will lead to the desired impact and lists success criteria for their existing program and proposed activities.	The application describes how the proposed strategies are evidence-based. There is data on how candidates in the program have progressed in prior years, and a description of what the intended impact of the proposed activities will be on the target population.	The application does not identify evidence of impact or evaluation strategy.

BUDGET AND BUDGET NARRATIVE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The budget is detailed and comprehensive of all activities for successful implementation. The budget aligns to the proposal. There are no mathematical errors, and all expenses are cost effective and appear necessary.	The budget 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 costs that are not reasonable or allowable, or has several mathematical errors.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
Ongoing	Fiscal and program monitoring; all invoices must be accompanied with supporting documentation.
March 1, 2026	Interim progress report (C-1-25 C) reflecting the months of July-January.
September 30, 2026	Final progress report (C-1-25-C) reflecting the months of February-June.

Grant Application Timeline

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

Date	Timeline Event
April 22, 2025	The Grant Information Guide and the application for participating are released.
April 29, 2025	MSDE will hold a virtual customer service support session for interested applicants.
May 2, 2025	MSDE will hold a virtual customer service support session for interested applicants.
May 8, 2025	MSDE will hold a virtual customer service support session for interested applicants.
June 9, 2025	The grant application period closes.
Week of June 30, 2025	MSDE will notify applicants of the award status.
July 1, 2025	The grant period begins.
June 30, 2026	The grant period ends.

Non-Discrimination Statement

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.

Customer Service Support Sessions

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:

Grant Overview

April 29, 2025

1:00 p.m. – 2:00 p.m.

[Teams meeting link](#)

Office Hours

May 2, 2025

10:00a.m. – 10:30 a.m.

[Google Meet link](#)

May 8, 2025

11:00 a.m. – 11:30 a.m.

[Google Meet link](#)

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:

PROGRAM CONTACT

National Board State Coordinator

Division of Educator Effectiveness

Phone: (410) 767-5654

melissa.chandler@maryland.gov

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

Attachment

Maryland National Board Certification Support Grant FY26 Application for Funding