

**FY23 Nita M. Lowey**

**21st Century Community Learning Centers:**

**Maryland Out-of-School Time Programs for**

**the Future**

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

**Deadline**Summer Programs June 20, 2023

All other Programs July 19, 2023
No later than 5:00 p.m. EDT

**APPLICATION FOR PARTICIPATION**

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Mohammed Choudhury**State Superintendent of Schools
Secretary-Treasurer, Maryland State Board of Education

**Sylvia Lawson, Ph.D.**Deputy Superintendent for Organizational Effectiveness

**Wes Moore**Governor

**MARYLAND STATE BOARD OF EDUCATION**

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

Susan J. Getty, Ed.D. (Vice President)

Shawn D. Bartley, Esq.

Gail Bates

Chuen-Chin Bianca Chang

Charles R. Dashiell Jr., Esq.

Jean C. Halle

Vermelle Greene, Ph.D.

Dr. Joan Mele-McCarthy

Rachel L. McCusker

Lori Morrow

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Merin Thomas (Student Member)

Table of Contents

[Instructions 3](#_Toc132112941)

[Proposal Cover Page 4](#_Toc132112942)

[Federal and State Absolute and Competitive Priorities 5](#_Toc132112943)

[Project Narrative 8](#_Toc132112944)

[General Education Provisions Act (GEPA), Section 427 13](#_Toc132112945)

[Appendices 14](#_Toc132112946)

# Instructions

Complete this application electronically by typing directly into the fillable fields and charts. Do not alter or remove sections. When finished, save the application document as a PDF to your computer and obtain appropriate signatures. Be sure to include the required attachments.

Required application components for the Fiscal Year 2023 Nita M. Lowey 21st Century Community Learning Centers (21st CCLC) Maryland Out-of-School Time Programs for the Future grant include:

* A complete Grant Application Form (Microsoft Word document, saved to PDF)
* All required appendices at the time of the application. Appendices do not count towards the Project Narrative page limit. A signed electronic copy in PDF format must be submitted by email to 21stcclcrfp2023.msde@maryland.gov. Please submit the following appendices:
* Resumes of Key Personnel;
* Partner Contracts or Memorandum of Understanding (MOU) per contracted service vendor or Partner Letter of Commitment;
* [LEA/School Participation Agreement Form;](https://msdeps.sharepoint.com/%3Aw%3A/r/teams/TheMarylandStateDepartmentofEducationOut-of-SchoolTimeGrantResources/_layouts/15/Doc.aspx?sourcedoc=%7B20C94C75-EEBE-4F81-BFEE-0D275E442A2F%7D&file=Exhibit9TheLEASchoolParticipationAgreement.docx&action=default&mobileredirect=true)
* The [Budget Worksheet and Narrative](https://msdeps-my.sharepoint.com/%3Aw%3A/g/personal/ekatongole_msdeps_org/EVDUHZ-jW-FBgoF9h4onkgABPMcyJknbSX_lRZHCHt1CLw?e=TGoL9P); and
* The approved [MSDE Grant Budget Forms (C-1-25).](https://view.officeapps.live.com/op/view.aspx?src=http%3A%2F%2Farchives.marylandpublicschools.org%2FS%2FSpecialEd-RMMB%2F2022%2FC-1-25_Budget_pages_and_Amendment.xlsx&wdOrigin=BROWSELINK)

Proposals are due no later than 5 p.m. on June 20, 2023, for FY24 summer programs and July 19, 2023, for all other programs. However, applications will be reviewed on a rolling basis starting June 5, 2023.

# Proposal Cover Page

Program Title:

Project/Program Director:

Director Phone:

Director email:

Financial Contact Name:

Financial Contact Phone:

Financial Contact Email:

Institution/Agency Name:

Institution/Agency Address:

Federal Employer ID number:

UEI number: UEI expiration date:

Amount of request for Summer 2023 grant period (July 1, 2023-September 30, 2023): $

Amount of request for School Year and Summer / Summer Only grant period (July 1, 2023-August 31, 2024): $

Amount of request for School Year Only grant period (July 1, 2023-June 30, 2024): $

(Should agree with Proposed Budget)

Signature of Director/Superintendent

# Federal and State Absolute and Competitive Priorities

## Eligible school summary

Program Type (check only one): School Year ☐ School Year and Summer ☐ Summer only ☐

## List of Proposed Eligible Schools (Summer 2023):

|  |  |
| --- | --- |
| Name of School | Percentage of FARMS |
| Enter text here. | Enter text here. |
| Enter text here. | Enter text here. |
| Enter text here. | Enter text here. |
| Enter text here. | Enter text here. |
| Enter text here. | Enter text here. |

*Add more rows if necessary.*

Core Subject Area(s): Click or tap here to enter text.

Total Number of Operating Days: Click or tap here to enter text.

Days of Operation: Click or tap here to enter text.

Hours of Operation: Click or tap here to enter text.

Operating Site(s) Address(es): Click or tap here to enter text.

## List of Proposed Eligible Schools (School Year 2023 - 2024):

|  |  |
| --- | --- |
| Name of School | Percentage of FARMS |
| Enter text here. | Enter text here. |
| Enter text here. | Enter text here. |
| Enter text here. | Enter text here. |
| Enter text here. | Enter text here. |
| Enter text here. | Enter text here. |

*Add more rows if necessary.*

Core Subject Area(s): Click or tap here to enter text.

Total Number of Operating Days: Click or tap here to enter text.

Days of Operation: Click or tap here to enter text.

Hours of Operation: Click or tap here to enter text.

Operating Site(s) Address(es): Click or tap here to enter text.

## Absolute and Competitive Priorities - (20 Points)

* **Federal Absolute Priorities –** Describe how the grant project provides comparable opportunities in designing the program for the participation of both public and private school students in the area served by the grant. This detail includes evidence of consultation with private school officials during the design, development, and implementation of the 21st CCLC program. Describe efforts to provide a timely notice of intent to apply and how the information will be disseminated.

Enter text here.

* **State Absolute Priorities –** Identify at least one of the MD Leads Strategy, MD Strategic Plan, or Blueprint for Maryland’s Future Priority as a focus of the 21st CCLC program. Identify which strategy, activity, and expected impact the 21st CCLC program will align with or build upon in the Performance Goals and Indicator section of the application.

Enter text here.

* **Competitive Priorities –** Competitive Priorities are optional and may be addressed by the applicant. If applicable, describe how the 21st CCLC will address one of the competitive priorities.

Enter text here.

## Required Minimum Hours of Programming

Describe how the program will fulfill the required minimum hours of programming.

|  |
| --- |
| Enter text here. |

# Project Narrative

## EXTENT OF NEED - (10 POINTS)

Describe the conditions or needs to be addressed through the FY23 21st CCLC grant program. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the grant funds will address the problem and show how those efforts are effective.

|  |
| --- |
| Enter text here |

## GOALS, MEASURABLE OUTCOMES AND MILESTONES - (15 POINTS)

The goals should address the main problem identified in the needs assessment. Report the MD Leads Strategy, MD Strategic Plan, or Blueprint for Maryland’s Future Priority, target percentage, activities, data sources, and evaluation methods for each State identified measurable outcome.

|  |
| --- |
| Measurable Outcome: Percentage of students participating in 21st CCLC programming during the school year and summer who demonstrate growth in reading/language arts.  |
| MD Leads Strategy, MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Enter text here. |
| Target Percentage: Enter text here. |
| Activities: Enter text here. |
| Data Source and Evaluation Methods: Enter text here. |

*\*Add more rows if necessary*

|  |
| --- |
| Measurable Outcome: Percentage of students participating in 21st CCLC programming during the school year and summer who demonstrate growth in math.  |
| MD Leads Strategy, MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Enter text here. |
| Target Percentage: Enter text here. |
| Activities: Enter text here. |
| Data Source and Evaluation Methods: Enter text here. |

*\*Add more rows if necessary*

|  |
| --- |
| Measurable Outcome: Percentage of students attending 21st CCLC programming during the school year and summer with a prior-year unweighted GPA less than 3.0 who demonstrated an improved GPA. |
| MD Leads Strategy, MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Enter text here. |
| Target Percentage: Enter text here. |
| Activities: Enter text here. |
| Data Source and Evaluation Methods: Enter text here. |

*\*Add more rows if necessary*

|  |
| --- |
| Measurable Outcome: Percentage of youth participating in 21st CCLC school year and summer program who demonstrated at least an 80% attendance rate during the summer program.  |
| MD Leads Strategy, MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Enter text here. |
| Target Percentage: Enter text here. |
| Activities: Enter text here. |
| Data Source and Evaluation Methods: Enter text here. |

*\*Add more rows if necessary*

|  |
| --- |
| Measurable Outcome: Percentage of students attending 21st CCLC programming during the school year and summer who experienced a decrease in in-school suspensions compared to the previous school year. |
| MD Leads Strategy, MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Enter text here. |
| Target Percentage: Enter text here. |
| Activities: Enter text here. |
| Data Source and Evaluation Methods: Enter text here. |

*\*Add more rows if necessary*

|  |
| --- |
| Measurable Outcome: Percentage of students participating in 21st CCLC programming during the school year and summer who demonstrated an improvement in teacher-reported engagement in learning. |
| MD Leads Strategy, MD Strategic Plan, or Blueprint for the Maryland’s Future Priority: Enter text here. |
| Target Percentage: Enter text here. |
| Activities: Enter text here. |
| Data Source and Evaluation Methods: Enter text here. |

*\*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.

|  |
| --- |
| Enter text here. |

## Plan of Operation, Key PersonneL, and Timeline - (10 Points)

Provide a narrative description of a plan of operation. Refer to the Grant Information Guide Plan of Operations section and address all requirements (i.e.: i-iv).

|  |
| --- |
| Enter text here. |

Provide a justification as to why the strategies were chosen and how they will help to achieve the performance goals and measures.

|  |
| --- |
| Enter text here. |

Provide a narrative description of key personnel and timeline. Refer to the Grant Information Guide Plan of Operations Key Personnel section and address all requirements (i.e.: i-v).

|  |
| --- |
| Enter text here. |

Identify key personnel responsible for the operations supported by this funding including names, titles, roles, and responsibilities relative to plan implementation.

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Roles & Responsibilities** |
| Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. |

*\*Add more rows if necessary*

List in chronological order, all major key personnel management and specific, measurable, attainable, relevant, and time-based (SMART) actions necessary to implement the project during the funding cycle.

|  |
| --- |
| Enter text here. |

## Partners Plan (10 Points)

Identify project partners, their respective roles in the project, the benefits each expects to receive, and the specific contributions each partner will make to the project in the form of financial support, equipment, personnel, or other resources. Also include which objectives their services will help to achieve.

|  |  |  |  |
| --- | --- | --- | --- |
| **Partner** | **Roles and Responsibilities** | **Benefit to the Project** | **Timelines** |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. |
| Enter text here. | Enter text here. | Enter text here. | Enter text here. |

*\*Add more rows if necessary*

Describe how the program will achieve sustainability beyond the life of the grant. Include a description of current public/private partnerships, the plans to expand these partnerships, and plans to develop new public/private partnerships.

|  |
| --- |
| Enter text here. |

## Evaluation and Dissemination - (10 Points)

Outline the process by which the program will be evaluated. Include evaluation questions, an evaluation strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project’s goal and objectives. Describe how the information will be used by the program to monitor progress, as well as disseminate findings to stakeholders.

|  |
| --- |
| Enter text here. |

## BUDGET AND BUDGET NARRATIVE - (15 POINTS)

The [MSDE Grant Budget C-125](http://archives.marylandpublicschools.org/S/SpecialEd-RMMB/2022/C-1-25_Budget_pages_and_Amendment.xlsx) form and [Budget Worksheet and Narrative](https://msdeps-my.sharepoint.com/%3Aw%3A/g/personal/ekatongole_msdeps_org/EVDUHZ-jW-FBgoF9h4onkgABPMcyJknbSX_lRZHCHt1CLw?e=TGoL9P) must be completed, signed and submitted as an appendix. Adhere to the [OST Grant Fiscal Guidelines](https://msdeps.sharepoint.com/%3Ab%3A/s/TheMarylandStateDepartmentOut-of-SchoolTimeGrantResources/EWe2uUAcfIlJnPiPXzFVSiUBgTm1G_FgM3onLV4wvrHViQ?e=Q0zVzX) when proposing expenses in the specified budget objects.

Submit a complete separate budget for each period below:

* Summer 2023 (July 1, 2023 – September 30, 2023)
* Summer 2024 (July 1, 2023 – August 31, 2024)
* School Year and Summer - 2023-2024 (July 1, 2023 – August 31, 2024)
* School Year Only - 2023-2024 (July 1, 2023 – June 30, 2024)

| **Line Item and Budget Narrative** | **Time and Effort** | **Calculation** | **Amount Requested** | **In-Kind Amount/Source** |  **Total** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  **Total** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# General Education Provisions Act (GEPA), Section 427

Explain the steps the applicant will take to ensure equitable access to and participation in the project as it is related to the six (6) types of barriers described in the [GEPA](https://oese.ed.gov/gepa/) (gender, race, national origin, color, disability, and age).

|  |
| --- |
| Enter text here. |

# Appendices

The following Appendices must be included in the proposal for funding:

* A [signed Recipient Assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)
* A [signed C-1-25 MSDE Budget Form](http://archives.marylandpublicschools.org/S/SpecialEd-RMMB/2022/C-1-25_Budget_pages_and_Amendment.xlsx)
* [A Budget Worksheet and Narrative](https://msdeps-my.sharepoint.com/%3Aw%3A/g/personal/ekatongole_msdeps_org/EVDUHZ-jW-FBgoF9h4onkgABPMcyJknbSX_lRZHCHt1CLw?e=TGoL9P)
* A copy of the most recent Single Audit Report (Only applicable to entities expending federal funds of $750,000 or more in a single fiscal year.)
* A copy of the [W - 9 Form](https://www.irs.gov/pub/irs-pdf/fw9.pdf) (Applicable for first-time grant applicants and/or grantees requiring a change of address/contact)
* A signed [LEA/School Participation Agreement Form](https://msdeps.sharepoint.com/%3Aw%3A/r/teams/TheMarylandStateDepartmentofEducationOut-of-SchoolTimeGrantResources/_layouts/15/Doc.aspx?sourcedoc=%7B20C94C75-EEBE-4F81-BFEE-0D275E442A2F%7D&file=Exhibit9TheLEASchoolParticipationAgreement.docx&action=default&mobileredirect=true)