



# GRANT INFORMATION GUIDE

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## State-Aided Institutions Field Trip Grant Program

### **Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21201

### **Deadline**

December 1, 2025  
No later than 5:00 p.m. EDT

## MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools

### **Krishnanda Tallur**

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## Program Description

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The State-Aided Institutions Field Trip Grant Program is a Maryland State Department of Education (MSDE) grant program that aims to assist public schools in allowing students to visit State-aided educational institutions across Maryland. This grant is intended to cover the cost of transporting students to and from the locations across the state. Priority is provided for those schools that identify as having more than 40% of their enrolled students as receiving or eligible for the federal Free and Reduced Price Meal ([FARMs](#)) program.

### GRANT OVERVIEW

#### Name of Grant Program

State-Aided Institutions (SAI) Field Trip Grant Program

#### Purpose

The purpose of the State-Aided Institutions Field Trip Grant Program is to provide schools with the funds needed to allow students to visit State-Aided educational Institutions across Maryland.

### AUTHORIZATION

Budget Bill for fiscal year 2026 (HB0350); [Maryland Educational Law §7-810](#).

#### Dissemination

This Grant Information Guide (GIG) was released on June 9, 2025.

#### Deadline

Applications are due no later than 5:00 pm on December 1, 2025.

#### Grant Period

July 1, 2025 - June 30, 2026

#### Funding Amount Available

\$600,000

#### Amount per LEA

See appendix A

#### Estimated Number of Grants

25

#### Eligibility

The funding opportunity is for Local Education Agencies (LEAs) to provide field trips to SAI. Priority is given to those schools that identify as having more than 40% of their registered students receiving or being eligible for the Federal Free to Reduced Price Meals ([FARMs](#)) program.

**Submission Instructions**

Grant applications must be submitted by 5:00 p.m. December 1, 2025, via email to [gabriel.rose1@maryland.gov](mailto:gabriel.rose1@maryland.gov).

**PROGRAM CONTACT****Gabriel D. Rose**

Director

Office of Pupil Transportation/ Emergency Management

Phone: (410) 767-0209

[gabriel.rose1@maryland.gov](mailto:gabriel.rose1@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.

## Use of Funds

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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:**

- Travel to and from identified State-Aided Institutions;
- Contracting of services for motor coach travel;
- The cost of public transit to or from the SAI;
- Tolls collected a part of travel to and/or from the SAI;
- Parking costs; and
- Administrative or indirect costs not to exceed 5% of the proposed budget..

**Funds may not be used for:**

- Food purchases;
- Event tickets;
- Admission costs;
- Merchandise;
- Purchase of gift cards;
- Administrative costs exceeding 5% of the proposed budget.

## Program Requirements

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Each LEA has been assigned an equable amount of the total grant funds based upon a formula that allows each LEA a base amount of **\$16,333** (The SEED School has a base amount of **\$8,008**) in addition to a grant amount based upon the number of students that are identified as eligible for the Federal Free to Reduced Price Meals program. All LEAs are eligible for this grant as all LEAs have at least one school that is identified as having 40% of their registered students receiving or being eligible for the Federal Free to Reduced Price Meals (FARMS) program.

- Each LEA shall review the list of SAI (<https://marylandpublicschools.org/programs/Pages/SAI/index.aspx>) to determine the locations eligible for travel to be covered by this grant
- Schools that are selected to take part in this grant should be identified as school that is identified as having 40% of their registered students receiving or being eligible for the Federal Free to Reduced Price Meals (FARMS) program (<https://marylandpublicschools.org/programs/SchoolandCommunityNutrition/Pages/FreeReducedPriceMealStatistic.aspx>)
- Each LEA will submit request for reimbursement through the Type I payment process
- Each LEA will track the field trips taken to each SAI and the cost of each field trip
- All LEAs will submit a final report of trips take to the MSDE at the conclusion of the grant cycle

## 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/ Head of Grantee Agency.

### EXTENT OF NEED

Identify a clearly defined problem, and how the use of these funds will address the problem. Applicants should include a brief overview of the target audience and expected outcomes. A compelling proposal will have a clearly defined problem supported by a needs assessment.

### GOALS

Goals: State the overall goal(s) of the project. The goal should address the main problem identified at the beginning of the needs assessment. While there should be at least one goal, it is possible to have multiple goals; however, the more goals established the more complex the project becomes

#### Goals Worksheet Example

<b>Goal 1:</b>	The State-Aided Institutions (SAI) Field Trip Grant Program will allow grades 3-5 in downtown elementary school to attend the Maryland Zoo.
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### ACCESS AND EQUITY FOR SPECIAL POPULATIONS

Programs must ensure equitable access to all students, including special populations. This includes targeted support and resources to enable successful participation by students from these groups.

### MANAGEMENT AND IMPLEMENTATION PLAN

To support an effective rollout of the State-Aided Institutions Field Trip Grant Program, submit a detailed, time-specific management and implementation plan that outlines key responsibilities and milestones. This plan should address aspects such as a timeline for field trips; designated staff roles and responsibilities; a system for maintaining accurate documentation of field trips; established fiscal procedures and processes for managing the grant budget; timely submission of reports, and overall project management strategies to ensure on-time completion.

#### Management Example

Key Activities	Individual Responsible	Timeframe
Determine eligible schools for field trips	Jim Smith	September 2025
Identify the locations of SAI that eligible schools will visit	Sue Jones	October 2025
Submit final report	Jack McDonald	July 2026



## 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-1-25 form](#) must also be completed, signed, and submitted as an appendix.

Following the budget narrative, include a line-item description using the format in the example below. Total each category. Each line must be detailed and specific. General expenses should be broken down into specific line items.

Use the format indicated by the following excerpt from a sample Budget Narrative.

### Contracted Services

Line item	Calculation	Requested	In-Kind	Total
Buses to Zoo	2 buses @ \$815 per trip	\$1,630	\$0	\$1,630
<b>Total for Contracted Services:</b>		\$1,630	\$0	\$1,630

### 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

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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: Grant amount totals

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

## The Review Process

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The review of proposals will be a three-part process:

1. 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.

### Review Committee

The committee will be composed of representatives from MSDE. Reviewers will evaluate each application and ensure that all required documentation is complete. Applications will be returned to the applicant if some or all criteria do not meet the criteria standard.

## Scoring Rubric

### EXTENT OF NEED

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<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>Applicant identifies demographics or other statistics relevant for the population(s) intended to be served.</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>Applicant does not identify demographics or other statistics of the population(s) intended to be served.</p>

### GOALS

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<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>

### BUDGET AND BUDGET NARRATIVE

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The budget narrative is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable.</p>	<p>Budget does not align with the proposal, includes cost that are not reasonable or allowable, or has several mathematical errors.</p>

**REPORTING REQUIREMENTS**

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
Ongoing and on a monthly basis	Fiscal and program monitoring of Type I Payments.
January 31, 2026	Interim progress report (C-1-25 C) reflecting the months of July – December 2025 is due electronically to the MSDE.
August 31, 2026	A final progress report (C-1-25 D) must be received electronically to MSDE on or before 60 days after the grant end date, June 30, 2026.

## 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
May 23, 2025	The Grant Information Guide and the application are released. Grant period opens
June 12, 2025	MSDE will hold a virtual office hour for interested applicants.
July 1, 2025	MSDE will hold a virtual office hour for interested applicants.
December 1, 2025	The grant application period closes.
On a rolling basis	MSDE begins reviewing applications for completeness and minimum requirements.
On a rolling basis	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

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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

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MSDE will have two assigned virtual office hours sessions to allow for LEAs to ask any questions regarding the grant application process

**June 12, 2025**

2:00 p.m. – 3:00 p.m.

[Video Call](#) Link using Google Meets

**July 1, 2025**

11:00 a.m. – 12:00 p.m.

[Video Call](#) Link using Google Meets

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****Gabriel D. Rose**

Director

Office of Pupil Transportation/ Emergency Management

Phone: (410) 767-0209

[gabriel.rose1@maryland.gov](mailto:gabriel.rose1@maryland.gov)

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**Attachment**

State-Aided Institutions Field Trip Grant Program FY26 Application for Funding