



Grant Information Guide

State Aided Institutions (SAI) Program FY 2027

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

Deadline

June 13, 2025
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D.

State Superintendent of Schools

Donna Gunning

Assistant State Superintendent

Office of Finance

Wes Moore

Governor

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Program Description

The Maryland State Department of Education (MSDE) provides annual grants to qualified non-profit organizations that provide enriching, educational programs to Maryland students. Eligible programs provide learning experiences that align to the State's curricular and educational priorities and cannot be replicated in the classroom.

These educational opportunities emphasize experiential learning and one-on-one support services. This includes, but is not limited to, free or reduced admission, full-day and residential field trips with hands-on activities, mentoring, and tutoring. Pre- and post- visit activities for teachers can be used to connect the experiences to the classroom curriculum. In addition, professional development opportunities for teachers that link the SAI programs to the classroom are also funded.

Currently, there are 57 organizations in the SAI program. In fiscal year 2024, approximately 440,000 Maryland students and teachers were served through this program.

AUTHORIZATION

Budget bill for fiscal year 2026 ([HB0350](#)); requirements defined in [COMAR 13A.05.13.00 through 13A.05.13.06](#)

GRANT OVERVIEW

Name of Grant Program

[State Aided Institutions \(SAI\) Program](#)

Purpose

The purpose of the SAI Program is to fund non-profit organizations that provide unique, educational experiences to students and teachers that cannot be replicated in the classrooms. These educational experiences are aligned to Maryland curricular and educational priorities.

Dissemination

This Grant Information Guide (GIG) was released on May 1, 2025.

Deadline

Proposals are due no later than 5:00 pm on June 13, 2025, but MSDE will review applications on a rolling basis.

Grant Period

July 1, 2026 – June 30, 2027

Funding Amount Available

There is approximately \$6,706,449 available

Estimated Number of Grants

Between 60-65

Eligibility

Applicants must be a 501(c)(3) non-profit organization in good standing and that provide direct service to Maryland students and teachers.

Submission Instructions

The electronic SAI application can be downloaded on the SAI webpage. Applicants must download the electronic application, complete it with all attachments, and save it as one pdf file. Grant applications must be submitted by 5:00 p.m. June 13, 2025, via email to sai.applications@maryland.gov

PROGRAM CONTACT**Roslyn Coleman**

SAI Program Manager

Office of Special Fiscal Programs

Phone: (410) 767 -3309

sai.applications@maryland.gov

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the SAI's performance of the work and will provide such additional assistance when requested.

The State Superintendent will review and comment on a preliminary list of institutions, focusing on the extent and manner in which each institution's educational program aligns with the educational and curricular priorities of MSDE. The State Superintendent will then present the list of qualified institutions and comments on each institution to the State Board at the July meeting for review and comment by the Board at the August meeting.

Use of Funds

SAI funds are to be used to provide direct services to students and teachers. Funds must be used within the fiscal year for which they are granted. The following are examples of approved uses for the grant funds in accordance with the grant's purpose.

Funds may be used for:

- Salaries, wages, and stipends for the direct service to students and educators;
- Supplies and materials to implement the educational program;
- Outreach, engagement, informational, and marketing tools to expand reach;
- Equipment necessary for the direct service to students and teachers; and
- Contractual expenses.

Funds may not be used for:

- Construction or capital improvements;
- Transportation of students;
- Utilities or operating costs; and
- Food.

Program Requirements

This funding opportunity is designed for Maryland nonprofit organizations that provide educational experiences to Maryland school groups. To qualify as an SAI, the institution must be a nonprofit organization¹, and must submit:

- A Fiscal Impact Statement;
- The names of the members of an independent governing board for the institution;
- Proof of status as a 501(c)(3) nonprofit organization;
- A copy of the most recent independent annual audit or copies of the most recent internally generated financial statement until the annual audit is available;
- Evidence of liability insurance coverage;
- A detailed operating budget that indicates that less than 50% of the budget comes from state grants (except for the Baltimore Zoo), specifies all sources of income (including grants received, name of granting agency, and amount of each grant), and specifies all expenditures;
- Plans for the use of any grant funds that may be awarded by the SAI program;
- Evidence of the provision of direct service to Maryland school groups or to individuals with disabilities, including data on the age levels of students and data on the projected numbers of students and teachers to be served both statewide and by jurisdiction; and
- Plans of the institution to align the educational programs of the institution with the educational and curricular priorities of MSDE.

¹ A "Nonprofit organization" means an organization that:

(a) Is based in the State;

(b) Is incorporated or registered under the laws of the State;

(c) Is exempt from federal income tax under §501(c)(3), (4), or (6) of the Internal Revenue Code; and

(d) Is current in the payment of all tax obligations to the State or any unit or subdivision of the State.

Fiscal Impact Statement

According to [COMAR 13A.05.13.04](#), an organization seeking funding must submit a fiscal impact statement. The fiscal impact statement must describe the educational program for which funding is sought, the amount of funds being requested, the populations to be served, the educational goals and objectives, and the anticipated outcomes. Applicants will submit the fiscal impact statement as Appendix A in their application.

Project Narrative

As a requirement for this program, applicants must address the following areas in the grant application found on the SAI webpage.

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 Head of Grantee Institution.

NEW APPLICANTS ONLY

Evidence of Impact

Evidence that the educational program for which funding is sought is not a new program and can show a track record of success.

ALL APPLICANTS

Participation Goals

Applicants will provide the projected numbers of students and teachers expected to participate in SAI-funded activities by completing the chart below:

	Fiscal Year 2025 (actual)	Fiscal Year 2026 (projected)	Fiscal Year 2027 (projected)
Number of LEAs served			
Number of public schools served			
Number of schools designated as Title 1			
Number of nonpublic/homeschools served			
Number of PreK-12 students served			
Number of students with a disability served			

	Fiscal Year 2025 (actual)	Fiscal Year 2026 (projected)	Fiscal Year 2027 (projected)
Number of teachers served			
Number of chaperones/other adults served			

Note: No more than 20% of participants served may come from nonpublic or homeschools

Program Goals and Evaluation

Applicants are required to set a programmatic goal for the educational program and describe how it will be evaluated. Based on the implementation and evaluation of the program last year, the goal should address what will be done this year to enhance the quality of the programming along with the rationale for determining the selected goal.

Goals should be specific, measurable, ambitious yet attainable, realistic, and time bound. If there is no way to evaluate a goal, it is not measurable and should be rewritten. Some examples of programmatic goals and their evaluation can be found below.

Example 1:

Goal:	To create signage in Spanish and launch Spanish audio within the exhibit space.
Rationale:	After reviewing survey data from museum visitors, the request for translated materials was stated frequently.
Evaluation:	Increase number of Spanish speaking student admissions by 10%.

Example 2:

Goal:	Create a maker space within the watershed exhibit to allow for experimentation, observation and literacy activities and to enhance programming.
Rationale:	Looking at last year's program evaluation data, several teachers shared that having a space to do hands-on activities after the tour would be a nice addition to help process the learning.
Evaluation:	Survey data will show that 85% of teachers agree or strongly agree that the maker space helped their students get a better hands-on experience.

Educational Programming and Outreach

Applicants are required to provide a description of the proposed educational enrichment program, including the identification of grade levels targeted, areas of educational focus, and related curricular standard(s). Proposed educational programming must connect to the state's educational goals and standards. Below is a list of resources on the state's curricular standards:

Content Area	Resource
Environmental Literacy	Environmental Literacy Standards and Framework
Science	Next Generation Science Standards (NGSS)
English Language Arts	Maryland College and Career Ready (MCCR) standards for ELA
Mathematics	Maryland College and Career Ready (MCCR) standards for math
Fine Arts	Maryland State Fine Arts Standards
Social Studies	Maryland Social Studies Standards
Blueprint for Maryland's Future (optional)	Blueprint for Maryland's Future

The institution must have an outreach plan to advertise the educational program in an effort to expand its reach to Maryland public school students and teachers. The outreach plan may involve printing promotional materials, conducting in-person visits to nearby schools, social media advertising, and others. Please be sure to include steps that will be taken to provide outreach to historically underserved populations to ensure their participation in proposed activities.

Project Timeline

The Project Timeline includes the key activities that will be implemented to achieve the project's goals. Describe, at a minimum, the key components of the program's implementation or expansion. Include a timeline associated with the key activities.

Sample Key Activities	Timeframe
Gather feedback received from teachers and students on the Ecosystem Detector program; meet with education specialists; revise program content and structure based on feedback received	July–August 2026

Sample Key Activities	Timeframe
Design an abbreviated in-class teaser program targeting students in grades 6-8	August 2026
Design flyers and graphics for the Ecosystem Detector program, send emails out to current school contacts	September 2026
Initiate contact with current school partners. Initiate contact with 5 schools in a new LEA	September 2026
Schedule field trips with schools	March–May 2027
Submit midyear progress report to MSDE	January 2027

Key Personnel

For key personnel, include the title, responsibilities, and tasks, of key contributors required for program success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are included. Any position included in the budget should be described in the list of key personnel.

Name	Title	Responsibilities
John Smith	Education Program Manager	Implement programming, curate educational resources, assist with management and administration of day-to-day operations and scheduling of artist residencies.

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. Group line items according to the following categories: Salaries & Wages, Contracted Services, Supplies & Materials, Other Charges, Equipment, and Transfers. Total each category.

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. Reviewers will use this information to determine if the budget is reasonable and cost-effective. There is no page limit for the budget, so be as detailed as possible.

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

Salaries and Wages (list each position separately)

Line item/Description	Calculation	Total
Program Director	40% of annual salary (\$103,600 annual salary)	\$41,440
Museum Educators (2)	250 hours each (500 total) at \$18 per hour	\$9,000
Total salaries & wages:		\$50,440

Contracted Services

Line item/Description	Calculation	Total
3 actors, for 6 matinee performances	3 actors x 6 performances x \$500 stipend	\$9,000
Stage equipment rental for 6 matinee performances	\$5,000 for all 6 performances	\$5,000
Total Contracted Services:		\$14,000

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](#).

Funding Augmentation (Optional)

According to [COMAR 13A.05.13.04](#), an organization seeking additional funding must submit an augmentation request. To be considered for an increase, organizations must describe who will be served, the objectives, the anticipated outcomes, as well as provide a budget as to how the additional funds will be spent. Organizations not requesting an increase in funding may disregard this section of the application.

Appendices

The following appendices must be included in PDF format with the application. Include other appendices as deemed necessary.

- Appendix A: Fiscal Impact Statement
- Appendix B: Student safety response
- Appendix C: General Education Provisions Act (GEPA) Section 427 response
- Appendix D: A list of the members of the independent governing board including their name, title, and affiliation
- Appendix E: A signed [C-1-25 MSDE budget form](#)
- Appendix F: Evidence of current status of a [non-profit 501\(c\)\(3\) organization](#)
- Appendix G: Evidence of active liability insurance coverage
- Appendix H: A detailed operating budget that indicates that less than 50% of the budget comes from state grants (except for the Baltimore Zoo), specifies all sources of income (including grants received, name of granting agency, and amount of each grant), and specifies all expenditures
- Appendix I: A copy of the most recent independent annual audit or copies of the most recent internally generated financial statement until the annual audit is available

The Review Process

The review of proposals will follow the process below:

1. Written applications will be pre-screened for submission requirements and the 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. For any application section(s) that is scored a level 1: does not meet criteria, written feedback will be provided and an opportunity to revise and resubmit the application will be offered.
4. MSDE will communicate the results of the evaluation to the State Superintendent of Schools. The data will then be sent to the State Board of Education for review.
5. Final approval for awards will be determined in legislation as authorized by the budget bill for fiscal year 2027.

Scoring Rubric

EVIDENCE OF IMPACT (NEW APPLICANTS ONLY)

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>All requirements listed under the meets criteria are met. It is clear how the program will increase the number of students who have access to experiential learning activities.</p> <p>There is a plan to continually evaluate grant activities and adapt as necessary to ensure program goals are met.</p>	<p>The applicant highlights past success in education programs, providing data on prior impact and detailing the expected outcomes for Maryland students and teachers.</p>	<p>There is no evidence that the proposed program will lead to the intended impact.</p>

PROGRAM GOALS AND EVALUATION (ALL APPLICANTS)

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>There are at least 2 goals that meet level 2 criteria. They are ambitious yet attainable, supported by qualitative or quantitative data from past programming.</p> <p>The evaluation clearly describes data instruments, collection processes, and analytic methods aligned with the goals.</p>	<p>The program goal is clear, measurable, and time bound. The rationale is based on feedback and evaluation from previous programming.</p> <p>There is a tool to evaluate the program's stated goals that clearly measures whether it was met.</p>	<p>Program goals are not clear, measurable, time-bound or attainable. There is no rationale for setting the goal(s).</p> <p>The evaluation does not measure and/or is disconnected from the goal(s).</p>

EDUCATIONAL PROGRAMMING AND OUTREACH

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The program provides unique, evidence-based activities beyond the classroom, aligning with state curricula and the Blueprint for Maryland's Future. It includes a strong plan to expand to new schools and LEAs.	The program provides evidence-based activities aligned with state curricular goals. An outreach plan demonstrates efforts to expand access to services.	Proposed activities are disconnected or bare and lacks coherence and meaningful alignment with state curricular goals. The outreach plan is limited and ineffective in expanding service access.

PROJECT TIMELINE AND KEY PERSONNEL

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
There is a timeline established for each phase of the program, including outreach, implementation, data collection, and program evaluation. Key personnel are identified to implement every phase of the program.	There is a timeline for all key activities. There is sufficient capacity to implement a successful program. Key personnel information is complete. There is sufficient staff identified to implement the program.	The timeline is either missing or is not inclusive of all key activities. Key personnel information is incomplete. The institution does not seem to have the capacity to implement a successful program.

BUDGET AND BUDGET NARRATIVE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
All requirements are met, and the budget includes sufficient resources for successful program execution.	The budget is complete, covering all key activities. Expenses are allowable, cost-effective, and include clear calculations with no errors.	The budget does not reflect all programming activities, contains unallowable costs, and may have missing calculations or mathematical errors.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
July 2026	A signed assurances page is due SAIs may request an initial 25% disbursement of funds (optional)
October 31, 2026	Invoices submitted by this date will be processed in November
January 31, 2027	Invoices submitted by this date will be processed in February Interim Report due (C-1-25C)
April 30, 2027	Invoices submitted by this date will be processed in May
June 30, 2027	Site visits will take place on an ongoing basis throughout the grant period and must be completed by the end of the fiscal year
August 15, 2027	Final invoices are due Final progress report (C-1-25D) is due Managing for Results (MFR) report is due

Notes: On the MFR report, SAIs will be required to report the total number of students served, the number of students served per school and the name of the school, the LEA of the school, whether any schools are designated as Title I schools, data on the grade of the students served, as well as the number of teachers and adults served.

Any requests for amendments must be submitted at least 45 days before the grant period ends and must be submitted using the C-1-25B form found in the Grants Forms Workbook on the MSDE Grants Program [webpage](#).

Final invoices must be submitted no later than 45 days after the grant period ends.

Grant Application Timeline

This funding opportunity, including all attachments and updates, can be downloaded from the [MSDE Grant Programs website](#).

Date	Timeline Event
April 24, 2025	The Grant Information Guide and the application for participating are released.
April 28 & May 9, 2025	MSDE will hold a virtual customer service support session for interested applicants.
June 13, 2025	A complete grant application is due.
July 2025	MSDE will communicate the results of the evaluation to the State Superintendent of Schools.
August 2025	The State Board of Education will convene and review institutions.
January-April 2026	The Governor will release the draft budget bill for Fiscal Year 2027, including the institutions and the funding allocations. The budget bill will be voted on and finalized around April 2026.
July 1, 2026	The grant period begins.
June 30, 2027	The grant period ends.
August 15, 2027	Funds need to be liquidated by this date. Grantees have until this date to submit invoices.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate based on 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.

The General Education Provisions Act (GEPA) Sect 427

Each applicant must describe any barriers that may impede access to and participation in the educational program, and then describe what steps were taken or will be taken to address the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation. Review [Section 427 of the GEPA Notice to All Applicants](#) for additional information.

Customer Service Support Sessions

MSDE will hold customer service support sessions for interested applicants. During these sessions, MSDE personnel will provide an overview of the application process. To attend a session, click on a date below:

Monday, May 5, 2025

2:00 p.m. – 3:00 p.m.

Topic: Walk through of the application and requirements

Video call link: <https://meet.google.com/cew-bccp-jha>

Friday, May 23, 2025

11:00 a.m. – 12:00 p.m.

Topic: Open question & answer session

Video call link: <https://meet.google.com/cew-bccp-jha>

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

Roslyn Coleman

SAI Program Manager

Office of Special Fiscal Programs

Phone: (410) 767-3309

sai.applications@maryland.gov

A list of frequently asked questions (FAQ) and answers will be posted to the [State Aided Institutions \(SAI\) Program webpage](#) following customer service support sessions.