



**Maryland**

STATE DEPARTMENT OF EDUCATION

# APPLICATION FOR PARTICIPATION

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## School Leadership Training Program Grant

**Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**

June 9, 2024

No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Carey M. Wright, Ed.D.**

State Superintendent of Schools

**Deann Collins, Ed.D.**

Deputy State Superintendent  
Office of Teaching and Learning

**Wes Moore**

Governor

**MARYLAND STATE BOARD OF EDUCATION**

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Joshua L. Michael, Ph.D. (Vice President)

Shawn D. Bartley, Esq.

Chuen-Chin Bianca Chang, MSN, PNP, RN-BC

Susan J. Getty, Ed.D.

Dr. Monica Goldson

Nick Greer

Dr. Irma E. Johnson

Dr. Joan Mele-McCarthy, D.A., CCC-SLP

Rachel L. McCusker

Samir Paul, Esq.

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

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## Instructions

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1. Refer to the School Leadership Training Program Grant Information Guide.
2. Complete this application electronically by typing directly into the fillable fields and charts.
3. Do not alter or remove sections.
4. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
5. The signed and completed application should be saved as a single pdf document and emailed as an attachment to [phil.lasser@maryland.gov](mailto:phil.lasser@maryland.gov) with the subject “School Leadership Training Program Grant Application Submission”.

## Proposal Cover Page

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**Program Name:** School Leadership Training Program Grant

**Name of Contact Person:**

**Agency Name:**

**Institution/Agency Address:**

**Contact Person Phone:**

**Contact Person Email:**

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

\$

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Signature of Contact Person

Date

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Printed Name of Contact Person

Title

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Signature of Head of Agency/Organization

Date

---

Printed Name of Head of Agency/Organization

Title

## Project Narrative

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### PROJECT ABSTRACT (100 WORDS)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization’s efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

### EVIDENCE OF IMPACT

Refer to the grant information guide, page 8, for a full description of what should be included here.

**GOALS AND MEASURABLE OUTCOMES**

Refer to the grant information guide, page 9, for additional guidance.

<b>Goal 1:</b>
<b>Outcome 1:</b>
<b>Outcome 2:</b>
<b>Outcome 3:</b>

<b>Goal 2:</b>
<b>Outcome 1:</b>
<b>Outcome 2:</b>
<b>Outcome 3:</b>

<b>Goal 1:</b>
<b>Outcome 1:</b>
<b>Outcome 2:</b>
<b>Outcome 3:</b>

*\*Add more tables if including additional goals.*



**PLAN OF OPERATION**

What strategies and activities will be used to reach project milestones, accomplish outcomes, and achieve project goals? Discuss how and why these strategies were chosen. Refer to the grant information guide for additional guidance.

**ACTIVITIES AND KEY PERSONNEL**

Clearly define the roles, responsibilities, tasks, and deadlines of key contributors to make sure your program is a success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are captured here. Provide resume(s) as an appendix.

Key Activities	Individual Responsible	Timeline

\*Add more rows if necessary

**PROJECT TIMELINE**

A Project Timeline should be created for the project. It should contain three sections: management, implementation, and evaluation.

**EVALUATION**

Grantees are required to submit an interim progress report that is consistent with the project’s goal and objective(s). Keep in mind that the final evaluation summary will consider the entire project, it should not be viewed as what is done after the project’s completion, but as an integral element in the project’s planning, design, and implementation. An effective ongoing plan that evaluates milestones quarterly helps project staff to make informed decisions about needed changes.

Applicants must evaluate the following required measures:

Evaluation Measure	Evaluation Plan
<p><b>Evaluation Questions:</b> What questions will the evaluation seek to answer, based on the project’s goal and objectives, implementation plan, and anticipated consequences? Examine the relationship between the expected outcomes, specific efforts, and what is important to evaluate</p>	
<p><b>Evaluation Strategy:</b> What approach will be taken to find answers to the evaluation questions? What criteria will be used to assess lessons learned from the project? What populations will be included in your evaluation?</p>	

Evaluation Measure	Evaluation Plan
<p><b>Data:</b> The type of data and method of data collection will depend upon the nature of the program, the questions, and the evaluation strategy. What measurement instruments will be used? How will the baseline be established? There should be a combination of quantitative and qualitative data identified. How will project staff collect data from the various sites and organizations involved in the project? When considering data collection techniques, ensure that the resources are sufficient to use the proposed data collection techniques.</p>	
<p><b>Evaluator(s):</b> Specify the individuals or groups who will conduct the evaluation. What are the specific qualifications? What are the responsibilities of key personnel?</p>	
<p><b>Budgeting of resources and staffing for evaluation:</b> The application's budget should reflect sufficient funds to carry out a thorough and useful evaluation. Note: The evaluation will be an internal self-evaluation/reflection</p>	

Evaluation and quarterly progress 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

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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. Note: When completing this section, refer to Use of Funds, page 5, and Budget and Budget Narrative, page 11, sections in the Grant Information Guide.

### BUDGET NARRATIVE

### ITEMIZED BUDGET

1. What is the Indirect Cost rate?
2. Provide an itemized budget narrative showing how the cost of each item was calculated. It is advisable to take an inventory of existing equipment, materials, and supplies before developing the budget.
3. Please use the formula functions in the "Table Tools Layout" to calculate your costs. To get your final amount, in the last cell of the "Requested", "In-Kind", and "Total" columns, use the formula: **=SUM(ABOVE)**.
4. Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix B).

**Salaries and Wages (list separately for each position)**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR SALARIES &amp; WAGES:</b>				

**Contracted Services**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR CONTRACTED SERVICES:</b>				

**Supplies & Materials**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR SUPPLIES &amp; MATERIALS:</b>				

**Other Charges**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR OTHER CHARGES:</b>				

**Equipment**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR EQUIPMENT:</b>				

**Transfers**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR TRANSFERS:</b>				

## 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: [A signed recipient assurances page](#)

Appendix B: [A signed C-125 MSDE budget form](#)

Appendix C: Job Descriptions of Key Personnel

Appendix D: Resumes of Key Personnel