



Application for Participation

System of Professional Learning Grant

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

April 10, 2025
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools

Geoff Sanderson

Deputy State Superintendent

Office of Accountability

Tenette Smith, Ed.D.

Interim Deputy State Superintendent

Office of Teaching and Learning

Wes Moore

Governor

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Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The signed and completed application should be saved as a single pdf document and emailed as an attachment to kristin.alkire@maryland.gov and tamarisk.james@maryland.gov with the subject “SPL Grant Application Submission”. Please name the file “LEA Name_SPL Grant Application Submission.”

Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Amount of the request for grant period (April 24, 2025 – June 30, 2026):

\$

(Should agree with Proposed Budget and the C-1-25.)

Signature of Contact Person

Date

Printed Name of Contact Person

Title

Signature of Superintendent of Schools

Date

Printed Name of Superintendent

LEA Name

Project Narrative

Please refer to the Grant Information Guide (GIG) for information on completing each section.

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.

GOALS, MEASURABLE OUTCOMES AND MILESTONES

Refer to the Grant Information Guide for additional guidance. The goal and outcome(s) have already been identified.

Goal:

Design and implement a system of professional learning tied to the career ladder for teachers to build their capacity in various educational areas to advance the goals of the Blueprint for Maryland's Future.

Outcome(s):

On or before June 30, 2026, each Local Education Agency shall provide the system of professional development to each teacher who teaches in the county.

Beginning on July 1, 2026, each Local Education Agency shall provide the system of professional development to each teacher teaching in the county no later than 1 year after the teacher begins teaching in the State.

Milestone(s):

Strategies

What strategies will be used to reach project milestones, accomplish outcomes, and achieve project goals? Discuss how and why these strategies were chosen. **Share how the strategies are directly aligned to the Learning Forward Professional Learning Standards.** Refer to the Grant Information Guide for additional guidance.

MANAGEMENT PLAN

Refer to the grant information guide for additional guidance.

Management Plan Worksheet

List in **chronological order**, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet who is responsible for accomplishing each action. Please refer to the Grant Information Guide for additional information.

Key Activities	Individual Responsible	Time Frame

**Add more rows as needed.*

EVALUATION AND DISSEMINATION

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, beginning to end 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. Refer to the Grant Information Guide for additional guidance.

SUSTAINABILITY PLAN

Describe plans for continuing the project beyond the funding cycle. Answer questions such as how the project will be sustained after funding ends, and what are the plans for maintaining the project's partnerships.

Budget and Budget Narrative

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. When completing this section, refer to Use of Funds and Budget and Budget Narrative sections in the Grant Information Guide. A C-1-25 Budget Form must also be submitted.

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR SALARIES & WAGES:				

Using the space below, explain how these costs above are necessary, reasonable, and cost-effective.

Enter text here.

CONTRACTED SERVICES

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR CONTRACTED SERVICES:				

Using the space below, explain how these costs above are necessary, reasonable, and cost-effective.

Enter text here.

SUPPLIES & MATERIALS

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR SUPPLIES & MATERIALS:				

Using the space below, explain how these costs above are necessary, reasonable, and cost-effective.

Enter text here.

OTHER CHARGES

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR OTHER CHARGES:				

Using the space below, explain how these costs above are necessary, reasonable, and cost-effective.

Enter text here.

EQUIPMENT

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR EQUIPMENT:				

Using the space below, explain how these costs above are necessary, reasonable, and cost-effective.

Enter text here.

TRANSFERS

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR TRANSFERS:				

Using the space below, explain how these costs above are necessary, reasonable, and cost-effective.

Enter text here.

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](#)