



# Grant Information Guide

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## 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

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## Table of Contents

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Program Description .....	3
Use of Funds .....	7
Program Requirements .....	8
Application Requirements .....	9
Budget and Budget Narrative .....	11
Appendices.....	13
The Review Process .....	14
Scoring Rubric.....	15
Reporting Requirements.....	17
Grant Application Timeline .....	18
Non-Discrimination Statement.....	19
Customer Service Support Sessions .....	20

## Program Description

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The System of Professional Learning Grant is a formula grant administered by the Office of Teaching and Learning and Division of Educator Effectiveness at the Maryland State Department of Education (MSDE). This grant provides funding for the development and design of a new system of professional learning that is tied to the career ladder.

### AUTHORIZATION

[MD Code, Education, § 6-1011](#)

### GRANT OVERVIEW

#### Name of Grant Program

System of Professional Learning Grant

#### Purpose

The purpose of this grant is to 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.

#### Dissemination

This Grant Information Guide (GIG) was released on February 24, 2025.

#### Deadline

Proposals are due no later than 5:00 pm on April 10, 2025.

#### Grant Period

April 21, 2025 – June 30, 2026

#### Funding Amount Available

Total available funding is up to \$2,000,000.

#### Estimated Number of Grants

MSDE anticipates the awarding of up to 24 grants.

**Formula:**  $(\$2,000,000 - (\text{Base Amount} \times 24)) \times \text{LEA Statewide Percentage of Teachers} = \text{Total Award Amount}$

**“Teacher”** is defined as a person that provides instruction to prekindergarten, kindergarten, grades 1 through 12, or ungraded classes; or who teaches in an environment other than a classroom setting and who maintains daily student attendance records.

**Teacher Counts** came directly from the 2024 - 2025 LEA Staff Data Collection.

**“LEA Statewide Percentage of Teachers”** is calculated by dividing the LEA teacher count by the total number of teachers statewide.

<b>LEA</b>	<b>Teacher Count</b>	<b>Statewide Percentage</b>	<b>Base Grant</b>	<b>Formula-Based Supplement</b>	<b>Total Award</b>
<b>Allegany</b>	633	0.99%	\$15,000.00	\$16,296.76	\$31,296.76
<b>Anne Arundel</b>	6,212	9.75%	\$15,000.00	\$159,929.67	\$174,929.67
<b>Baltimore City</b>	5,333	8.37%	\$15,000.00	\$137,299.57	\$152,299.57
<b>Baltimore County</b>	7,427	11.66%	\$15,000.00	\$191,210.19	\$206,210.19
<b>Calvert</b>	977	1.53%	\$15,000.00	\$25,153.14	\$40,153.14
<b>Caroline</b>	431	0.68%	\$15,000.00	\$11,096.22	\$26,096.22
<b>Carroll</b>	1,818	2.85%	\$15,000.00	\$46,804.92	\$61,804.92
<b>Cecil</b>	1,066	1.67%	\$15,000.00	\$27,444.47	\$42,444.47
<b>Charles</b>	1,958	3.07%	\$15,000.00	\$50,409.26	\$65,409.26
<b>Dorchester</b>	353	0.55%	\$15,000.00	\$9,088.08	\$24,088.08
<b>Frederick</b>	3,092	4.85%	\$15,000.00	\$79,604.40	\$94,604.40
<b>Garrett</b>	292	0.46%	\$15,000.00	\$7,517.62	\$22,517.62
<b>Harford</b>	2,655	4.17%	\$15,000.00	\$68,353.72	\$83,353.72
<b>Howard</b>	4,298	6.75%	\$15,000.00	\$110,653.21	\$125,653.21
<b>Kent County</b>	158	0.25%	\$15,000.00	\$4,067.75	\$19,067.75
<b>Montgomery</b>	12,002	18.84%	\$15,000.00	\$308,994.84	\$323,994.84

LEA	Teacher Count	Statewide Percentage	Base Grant	Formula-Based Supplement	Total Award
Prince George's	9,377	14.72%	\$15,000.00	\$241,413.48	\$256,413.48
Queen Anne's	552	0.87%	\$15,000.00	\$14,211.39	\$29,211.39
Saint Mary's	1,086	1.70%	\$15,000.00	\$27,959.37	\$42,959.37
Somerset	231	0.36%	\$15,000.00	\$5,947.16	\$20,947.16
Talbot	345	0.54%	\$15,000.00	\$8,882.12	\$23,882.12
Washington	1,577	2.48%	\$15,000.00	\$40,600.30	\$55,600.30
Wicomico	1,229	1.93%	\$15,000.00	\$31,640.95	\$46,640.95
Worcester	599	0.94%	\$15,000.00	\$15,421.42	\$30,421.42
<b>Total</b>	63,701	100.00%	\$360,000.00	\$1,640,000.00	\$2,000,000.00

### Estimated Number of Grants

Twenty-Four (24)

### Eligibility

This funding opportunity is designed for local education agencies (LEAs) to develop and implement a system of professional learning tied to the career ladder in order to advance the goals of the Blueprint for Maryland's Future.

If additional funds are made available, all LEA applicants will be notified and given the opportunity to submit an updated project narrative and budget in order to request additional funding. The updated project narrative and budget will be reviewed by the review committee and approved based on available funds and alignment with grant program requirements.

### Submission Instructions

Grant applications must be submitted by 5:00 p.m. April 10, 2025, via email to [kristin.alkire@maryland.gov](mailto:kristin.alkire@maryland.gov) and [tamarisk.james@maryland.gov](mailto:tamarisk.james@maryland.gov).

**PROGRAM CONTACTS****Kristin Alkire**

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Professional Development Coordinator

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**State Responsibilities**

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work. MSDE Office of Teaching and Learning and the Division of Educator Effectiveness staff will be available and make every effort to support on demand additional assistance when requested throughout the grant period.

In addition, MSDE will monitor program implementation throughout the grant performance period to ensure each LEA is on target to meet its goals and fully expend its awarded program resources. Monitoring will take place in the form of progress reports, technical assistance sessions, and at least one site visit. A monitoring tool/rubric will be shared and utilized in order to monitor program objectives, deliverables, and compliance requirements. All monitoring tools and resources will be shared well in advance of any visits.

## 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 managers in the MSDE program office for determination of allowable expenditures. Please ensure all funds are tied to Learning Forward's Standards for Professional Learning.

### **Funds may be used for:**

- Personnel costs, including payroll and salaries for an employee to carry out the grant
- Contract services for training and speakers
- Stipend(s) for professional development
- Materials and supplies in support of grant activities
- Travel expenses incurred specifically to carry out the grant
- Food (must be tied to a deliverable, i.e. working lunch)
- Indirect costs

### **Funds may not be used for:**

- Supplanting existing services or program funds
- Capital improvements (i.e. building renovations)
- Purchase of gift cards and other incentives
- Purchase of office furniture
- Cost(s) incurred prior to the approval of the grant
- Fundraisers

## Program Requirements

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As defined in MD Code, Education, § 6-1011, and the Accountability and Implementation Board's Comprehensive Implementation Plan dated August 2023, the proposal for the System of Professional Learning must provide state-of-the-art training using a train-the-trainer model on how to:

1. Lead and mentor teams of professionals to promote professional learning among colleagues;
2. Collaborate with colleagues to improve student performance;
3. Design and support collaborative professional learning for teachers pursuing National Board Certification;
4. Provide advanced training on the science of learning specific to individual disciplines;
5. Provide instruction and school-based services utilizing racial equity and cultural competency principles and best-practices;
6. Select and implement evidence-based instructional practices for students with disabilities and multilingual learners;
7. Implement restorative practices and trauma-informed responses; and
8. Implementation of high-quality instructional materials (HQIM) at the classroom level.

The **Local Education Agency (LEA)** must include a plan for how they will deliver the initial training to each teacher who teaches in the county, **on or before June 30, 2026**.

## Application Requirements

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### 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.

### PROJECT ABSTRACT

The project statement should briefly describe the project's outcome(s) and strategies (i.e., what the project will do and how it will do it.) Do not exceed the 100-word limit. This statement may be used in press releases, board exhibits, etc.

### PROJECT NARRATIVE (25 PAGE LIMIT)

The project narrative consists of the following sections. Reviewers will score these sections.

- Goals, Measurable Outcomes, and Milestones
- Strategies
- Management Plan
- Evaluation and Dissemination

### GOALS, MEASURABLE OUTCOMES, AND MILESTONES

**Goals:** State the overall goal(s) of the project. This has been provided to you on the application.

**Measurable Outcomes:** Outcomes measure progress toward the goal. This has been provided to you on the application.

**Milestones:** Ongoing evaluation is essential to the management of a project. Since goals and outcomes are not evaluated until the end of the year, milestones must be established to measure progress during the year. Milestones should be evaluated quarterly.

Since milestones are intended to indicate progress towards an outcome, each milestone must be related to a stated outcome. Keep in mind that milestones are indicators of progress and may not use the same measurement tool as the outcome to which they are related. A project may take months before there is an impact on clients, or the rate of improvement may level off over time. Milestones should anticipate this and be gauged accordingly. Be sure that milestones are ambitious, yet attainable.

### STRATEGIES

Strategies are broad approaches (methods, procedures, techniques) employed to reach milestones, realize outcomes, and ultimately accomplish goals. Begin this section with a justification as to why specific strategies were chosen and how they will help in accomplishing the stated goals, including those identified in the Evidence of Impact. The

justification should cite research to support the strategies. Once the question of why strategies were chosen is addressed, discuss how the strategies will be adapted to fit the project.

Materials and resources created and shared by Learning Forward and MSDE can be used to support the overall goal and measurable outcomes. Materials and resources created by and already utilized by the Local Education Agency (LEA) can also be utilized as long as they directly align to the Standards of Professional Learning.

## **MANAGEMENT PLAN**

Submit a detailed and time-specific management plan with pre-assigned responsibilities to ensure the following: timely start of the project; upkeep of documentation of project activities, hiring of qualified staff and continuous management of the project in cases of high turnover; prior approval received for an overall change in project from what described in the grant application; submission of unbiased and complete project evaluation data; the presence of an approved project fiscal procedure; the availability of a process for the disposal of project supplies, equipment, or other assets in authorized ways; approved budget deviations and authorized transfers from one budget category to another; proper management of inherent conflicts of policies, perspectives, and philosophies between project's host agency and the funder; the formation of partnerships in which all members recognize and fulfill their clearly defined roles, responsibilities, and contributions to the project; timely report submission and performance monitoring; and management that ensures timely completion of the project.

## **EVALUATION AND DISSEMINATION**

Grantees are required to submit annual evaluation reports and quarterly progress reports that are consistent with the project's goal and objective(s). Keep in mind that the final evaluation 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. During the evaluation, applicants should consider the following questions:

- How will this project assist the LEA in reaching the goal that by June 30, 2026, each board shall provide the system of professional learning to each teacher who teaches in the county?
- What other measurable improvements are expected to occur?
- What data will be collected to prove that the program/activity has had the intended effects?
- How will this data be collected?

Grantees must also include a plan for how results will be disseminated.

## 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

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 [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.

Clearly show the requested funds and in-kind contributions for each line item. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable with current market prices. Show how the expense was calculated for each line item. 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 separately for each position)

Line item	Calculation	Requested	In-Kind	Total
Project Manager	\$50/hr. x 40 hrs. per week x 52 weeks	\$83,200	\$20,800	\$104,000

<b>Total for salaries &amp; wages:</b>	\$83,200	\$20,800	\$104,000
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**AMENDMENTS**

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: [A signed recipient assurances page](#)

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. 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. Final approval for the awards will be determined by the review committee.

MSDE reserves the right to take into consideration geographic distribution when making awards.

### Review Committee

The committee will be composed of representatives from MSDE, the Office of Teaching and Learning, and the Division of Educator Effectiveness. Reviewers will assign numerical scores to each proposal based on the criteria on the scoring rubric. Each application will be reviewed and scored based on all documents submitted. Applications may be returned to the applicant if some or all criteria do not meet the criteria standard.

## Scoring Rubric

### PROJECT ABSTRACT

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The project abstract addresses the required components.	The project abstract is missing or does not address the required components.

### GOALS, MEASURABLE OUTCOMES, AND MILESTONES

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>Milestones are provided for measuring progress of each intended outcome.</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> <p>Milestones are not provided or do not align to outcomes.</p>

### STRATEGIES

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>The proposal provides a clear rationale for selecting a specific strategy and how it will help achieve the outcome.</p> <p>Applicant provides broad strategies and includes the methods, procedures, and/or techniques for implementation.</p>	<p>No rationale for selecting specific strategies and how they will help achieve the outcome.</p> <p>Applicant only states some of the strategies, but does not include the necessary methods, procedures, or techniques for implementing.</p>

**MANAGEMENT PLAN**

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The proposal includes a time-specific management plan.	The proposal does not include a plan that is adequate for ensuring implementation.

**EVALUATION AND DISSEMINATION**

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>Evaluations questions are based around the goal(s) and outcomes, provide guidance on the implementation, and can be evaluated.</p> <p>Clear evaluation strategy is provided.</p> <p>Clear data type(s) and collection method(s) are identified.</p> <p>Evaluator is identified.</p> <p>The dissemination plan includes how the findings will be shared to stakeholders, committee members, and the public.</p>	<p>Limited or no examples of evaluation questions.</p> <p>No evidence of evaluation strategy is provided.</p> <p>The data type and collection method are unclear.</p> <p>Evaluator is not identified.</p> <p>The dissemination plan does not clearly identify how findings will be shared.</p>

**SUSTAINABILITY PLAN**

Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Applicant provides a continuation plan beyond the funding cycle and describes how partnerships will be maintained.	The application does not include a plan to exist after the funding cycle.

**BUDGET AND BUDGET NARRATIVE**

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

## Reporting Requirements

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Grantees must comply with the following reporting requirements:

Date	Reporting Requirements for Each Year
Ongoing	Fiscal and program monitoring
November 30, 2025	Interim progress report (C-1-25 C)
On or before 60 days after the grants ends	A final project evaluation (C-1-25-D) must be received by 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
February 24, 2025	The Grant Information Guide and the application for participating are released.
February 27, 2025; 10 A.M.	MSDE will hold a virtual customer service support session for interested applicants.
March 3, 2025; 1 P.M.	MSDE will hold a virtual customer service support session for interested applicants.
March 6, 2025; 10 A.M.	MSDE will hold a virtual office hours support session for interested applicants.
March 11, 2025; 1 P.M.	MSDE will hold a virtual office hours support session for interested applicants.
April 10, 2025	The grant application period closes.
Week of April 14, 2025	MSDE begins reviewing applications for completeness and minimum requirements.
Week of April 14, 2025	MSDE Review Committee will evaluate proposals.
Week of April 21, 2025	MSDE will notify applicants of the award status.
April 21, 2025	The grant period begins.
April 21, 2025 – June 30, 2026	Grant Monitoring (fiscal and programmatic monitoring through interim progress reports, technical assistance sessions, and site visits.
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 hold **two customer service support sessions** for interested applicants. During these sessions, MSDE personnel will provide an overview of the application process. The sessions will be on:

### February 27, 2025

10:00 a.m. – 11:00 a.m.

[Video Call Link](#) using Google Meets

### March 3, 2025

1:00 p.m. – 2:00 p.m.

[Video Call Link](#) using Google Meets

MSDE will hold **two office hour support sessions** for interested applicants. During these sessions, MSDE personnel will be available to answer questions and provide support, as needed. The sessions will be on:

### March 6, 2025

10:00 a.m. – 11:00 a.m.

[Video Call Link](#) using Google Meets

### March 11, 2025

1:00 p.m. – 2:00 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

#### Kristin Alkire

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Division of Educator Effectiveness

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#### Tami James

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Following customer service support sessions, a list of frequently asked questions (FAQ) and answers will be posted to the System of Professional Learning [MSDE Office of Grants Administration and Compliance website](#).

This funding opportunity, including all attachments and updates can be downloaded from the [MSDE Office of Grants Administration and Compliance website](#).

**Attachment**

System of Professional Learning Grant Application for Participation