



GRANT INFORMATION GUIDE

Fiscal Year 2024 Operating Grant to Yleana Leadership Foundation

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

Deadline
August 31, 2023
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

This grant is intended to support the operating costs of Yleana Leadership Academy (YLA). YLA is a nonprofit organization serving minority and low-income students in Baltimore, Maryland that commits to developing comprehensive mentoring programs. YLA supports and guides college students and existing grads in preparing for their professional careers through workshops focusing on career readiness, interviewing skills, and crafting online profiles. YLA also provides comprehensive mentoring with college preparation, SAT testing, financial aid and managing the transition to college and graduation successfully.

The Operating Grant to Yleana Leadership Academy is specified under the State Operating Budget Volume 2 – R00A02.13 Innovative Programs – Aid to Education for Fiscal Year 2024. The Maryland State Department of Education (MSDE) will coordinate programing and reporting under this program. Approved program expenses will be reimbursed upon submission and approval of an invoice with supporting documentation (i.e., receipts, purchase orders, etc.).

Authorization

[State Operating Budget Volume 2 – R00A02.13 Innovative Programs – Aid to Education for Fiscal Year 2024](#)

GRANT OVERVIEW

Name of Grant Program

Fiscal Year 2024 Operating Grant to Yleana Leadership Foundation

Purpose

The Fiscal Year 2024 State Budget includes an operating grant to Yleana Leadership Foundation. Yleana Leadership Academy, a non-profit organization serving minority and low-income students in Baltimore, Maryland. The Yleana Leadership Academy model of support harnesses the power of human connection, building durable networks of resources and community-based volunteers to support mentorship programs; with the aim of improving educational outcomes, economic, and career readiness outcomes. The YLA model of mentorship and support for students has a proven track record of success, with higher graduation rates, higher SAT scores, transition to postsecondary, and postsecondary completion rates.

Dissemination

This Grant Information Guide (GIG) was released on July 31, 2023.

Deadline

Proposals are due no later than 5 p.m. on August 31, 2023

Grant Period

July 1, 2023 - June 30, 2024

Funding Amount Available

There is \$100,000 in funding available.

Estimated Number of Grants

One (1)

Submission Instructions

The Fiscal Year 2024 Yleana Leadership Foundation Operating Grant Application can be downloaded from the [MSDE Grant Programs website](#). A signed electronic copy in PDF format must be submitted by email to Ruth McLean-Foster by 5:00 p.m. on August 31, 2023.

State Responsibilities

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

Program Contact

Ruth McLean-Foster
Grants Manager
ruth.mclean-foster2@maryland.gov
443-449-4772 (office)

Eligibility

Yleana Leadership Foundation is the only eligible applicant.

Use of Funds

Funds may be used to:

- Support operating expenses related to program delivery;
- Purchase materials and supplies to support student engagement in programming;
- Support transportation costs for students and advisors participating in programming;
- Provide services for student support related to participation in Yleana Leadership Academy; and
- Operating costs of the organization.

Funds may not be used for:

- Construction of temporary or permanent structures, or
- Food or meals.

Program Requirements

Yleana Leadership Academy selects rising high school seniors from low-income backgrounds who academically rank in the bottom 25% of their senior class and face an abundance of challenges in and out of the classroom. Yleana Leadership Academy has partnered with Baltimore Polytechnic Institute, Mergenthaler Vocational-Technical High School, Paul Lawrence Dunbar High School, KIPP Baltimore, Carver Vocational and Technical High School, and Bard Early College to support students within Baltimore with resources to navigate through college readiness, as well as career readiness workshops and programs.

The Fiscal Year 2024 Operating Grant to Yleana Leadership Academy is to support the on-going operation costs of Yleana Leadership Academy and ensure continued services to urban and low-income students in Baltimore. The application for funding must include information about the services to be supported by the funding, as well as the outcomes expected. The application includes identification of the goals, impact, and measurable success criteria for the program, as well as a proposed budget and program assurances.

Application Requirements

COVER PAGE

Applications must include the Proposal Cover Page provided in the application for participation that includes a project statement. The project statement should briefly describe the project's outcome(s) and strategies (i.e., what the project will do, and how it will be accomplished). Do not exceed the 100-word limit. The Proposal Cover Page should be printed and signed by the appropriate leadership.

PROJECT ABSTRACT (1 PAGE)

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.

PROJECT NARRATIVE

The Fiscal Year 2024 Operating Grant to Yleana Leadership Academy is to support the on-going operation costs of Yleana Leadership Academy and ensure continued services to students in Baltimore. The project narrative consists of the following sections. These sections will be scored by reviewers.

- Extent of Need (30 Points)
- Goals, Measurable Outcomes, and Milestones (20 Points)
- Plan of Operation, Key Personnel, and Project Timeline (20 Points)
- Evidence of Impact (10 Points)
- Evaluation and Dissemination (10 points)

EXTENT OF NEED

Describe the conditions or needs to be addressed through the Fiscal Year 2024 Operating Grant to Yleana Leadership Academy. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the Operating Grant funds will address the problem and show how those efforts are effective.

GOALS AND OUTCOMES

State the overall goal(s) of the Fiscal Year 2024 Operating Grant to Yleana Leadership Academy. The goal(s) should address the main problem identified in the needs assessment and should be aligned to Blueprint Pillar 3. While there should be at least one goal, it is possible to have multiple goals. For each goal statement, identify objectives or anticipated outcomes to be accomplished. For instance, if the project seeks to increase student achievement by training teachers, there must be measurable outcomes for both students and teachers. Examples of goals and outcomes are:

Goal 1: Identify rising high school seniors from low-income backgrounds who academically rank in the bottom 25% of their senior class and face an abundance of challenges in and out of the classroom.

Outcome 1: Link students to support services to help them become successful.

Goal 2: The identified rising high school seniors will improve by 10% in standardized tests by the end of quarter 2.

Outcome 2: Students are more successful academically and their self-esteem has improved.

Goal 3: Ensure that all students in your cohort are College and Career Ready as described in the Blueprint Pillar 3.

Outcome 3: Students achieve a minimum score of 1050, which is equivalent to the national average, on the SAT and are accepted to college or are enrolled in a trade to be career ready.

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Discuss the strategies and activities to be used to accomplish the outcomes. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish outcomes. Include in this section a justification as to why the strategies were chosen and how they will help to achieve the outcomes. How will grant funds support these strategies and how many students will be served? In the application, please list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

EVIDENCE OF IMPACT

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the organization's experience in terms of effective practices (research-based strategies) leading to the desired outcomes.

EVALUATION

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 grant's life cycle. 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.

Budget and Budget Narrative

The project’s budget (10 points) should be submitted on MSDE budget form C-1-25 (Appendix C) and accompanied with a detailed budget narrative that captures all related project expenses. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. (If required by the grant process). 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 project activities and the budget line items.

For entities expending federal funds of \$750,00 or more in a single fiscal year a copy of the most recent Single Audit Report is required with the grant application. A Request for Taxpayer Identification Number and Certification ([W-9 Form](#)) is completed for first time applicants and/or grantees.

- What is the Indirect Cost rate?
- 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.
- Please use the formula functions in the “Table Tools Layout” to calculate your costs. In the “Total” column, use this formula to multiply each row: **=PRODUCT(LEFT)**. To get your final amount, in the last cell of the “Total” column, use this formula: **=SUM(ABOVE)**.

Item/Description	Quantity	Unit Cost	Total

Appendices

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

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

Appendix B: Taxpayer Identification Number and Certification ([W-9 Form](#)).

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

The Review Process

The review of the Operating Grant to Yleana Leadership Foundation application includes confirmation of inclusion of all required sections. Incomplete components will require revision to meet the requirements prior to funding.

GRANT TIMELINE

Date	Program Milestone
July 31, 2023	MSDE disseminates the grant information guide and opens the application submission window
August 14, 2023	MSDE will hold a customer support session to answer questions and review the GIG and Application
August 31, 2023	The grant application period closes
September 15, 2024	MSDE completes application review and notifies awardees
July 1, 2023 – June 30, 2024	Grant Period

Yleana Leadership Foundation Operating Grant Fund Scoring Rubric

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Extent of Need (30 points)	All the requirements in the Meets Criteria are met and additional quantitative and qualitative data is provided.	The extent of need is clearly described. There is sufficient evidence-based data to support the extent of needs.	The extent of need is not clearly identified.
Goals, Measurable and Outcomes (20 points)	All requirements in Meets Criteria are met and they include milestone data.	Identifies at least two goals, and outcomes. Includes a clear narrative to achieve these goals. Outcome statements are clear and tell how the project's target population would improve. There is a clear alignment to Blueprint Pillar 3.	Incomplete identification of goals and outcomes. Statements are vague and not measurable.
Plan of Operation, Key Personnel, and Timeline (20 points)	All requirements under Meets Criteria are met and include data with each person assigned to completing a specific goal.	Includes a detailed plan of operation and list the timeline that addresses each goal. Key personnel are identified and % FTE listed. Activities occur within the grant period.	The plan of operation provided does not address the items identified in the statement of need.
Evidence of Impact (10 points)	All requirements in the Meets Criteria category are met, plus they provide data on students' progress after graduating from their program e.g. completed college, or working as an electrician etc.	The application identifies how proposed strategies are evidence-based and will lead to the desired impact. Includes success stories for students who have participated in their program.	The application does not identify evidence of impact.

Areas	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>Evaluation (10 points)</p>	<p>The application clearly identifies measurable improvements and the data that will be reviewed. There is a plan to collect, evaluate and report on outcomes. They provide a plan of how they will disseminate data to stakeholders.</p>	<p>The application clearly identifies measurable improvements and the data that will be reviewed. There is a plan to collect, evaluate and report on outcomes</p>	<p>The application does not identify measurable program improvements. There is a limited plan to report on outcomes.</p>
<p>Budget and Budget Narrative (10 points)</p>	<p>All the requirements under Meets Criteria are met plus additional worksheets that show backup calculations are provided.</p>	<p>The application includes a thorough budget narrative. The itemized budget narrative lists budget items showing how the cost of each item was calculated. Budget calculations are correct. The budget narrative agrees with the budget form C-1-25 and the program narrative. Staff name, annual salary and %FTE charged to grant is reflected.</p>	<p>The application lacks a budget narrative or lacks detail and is not itemized. Budget contains errors.</p>

AWARD NOTIFICATION

Notification of awards will be sent by email in September 2023. Processing of the official Notice of Grant Awards (NOGA) will begin on September 15, 2023. Please note this process can take 4-6 weeks.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
Ongoing	Ongoing Fiscal and program monitoring
Oct. 15, 2023	Q1: Quarterly Project Updates (Narrative and Fiscal)
Jan. 15, 2024	Q2: Quarterly Project Updates
April 15, 2024	Q3: Quarterly Project Updates
August 1, 2024	Final Evaluation Report (Narrative and Fiscal)

The General Education Provisions Act (GEPA)

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation.

Non-Discrimination Statement

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 Operations

Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor
Baltimore, Maryland 21201-2595

410-767-0123 - voice

410-767-0431 - fax

410-333-6442 - TTY/TDD

Customer Service Support Sessions

MSDE will hold one 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:

Monday, August 14, 2023

10:00 a.m. – 11:00 a.m.

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Ruth McLean-Foster at ruth.mclean-foster2@maryland.gov with questions related to the Yleana Leadership Academy Operating Grant.

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

Attachment

Yleana Leadership Academy Operating Grant Fiscal Year 2024 Application for Funding