

**MassGrad Implementation Grant – Submission Requirements**  
***A grant of the High School Graduation Initiative***

**Submission Instructions:**

To apply for a competitive MassGrad Implementation grant, please complete the tables and respond to the questions included in this document. Please also complete the MassGrad Budget Pages (Excel file). **Grant applications must be submitted via email to [jcurtin@doe.mass.edu](mailto:jcurtin@doe.mass.edu) no later than midnight on Friday, February 18<sup>th</sup>.** Please include “Implementation Grant Proposal” in the subject line of the email message.

The signed project assurance page, and any other documents with original signatures (e.g., Memorandum of Understanding with an external partner), must be sent via postal mail to Jenny Curtin, ESE, 75 Pleasant Street, Malden, MA 02148. Signed documents submitted via mail must be postmarked no later than Friday, February 18<sup>th</sup>.

**SECTION I: BASIC PROJECT INFORMATION**

**Table 1: Project Information Overview**

<b>District name(s)</b>		
<b>High school name(s) and MassGrad tier level</b>	<i>School name</i>	<i>Tier level</i>
<i>Note:</i> <ul style="list-style-type: none"> <li>• Each eligible district is permitted to apply for up to three eligible high schools</li> <li>• Collaborations between multiple districts may include more than three eligible high schools</li> <li>• The high school eligibility list that includes the tier levels is provided in the MassGrad RFP</li> </ul>		
<b>Project coordinator name</b>		
<b>Project coordinator title/role</b>		
<b>Project coordinator phone</b>		
<b>Project coordinator email</b>		

<b>Other project staff</b>  <i>List names, titles, and emails</i>	
<b>Grade level(s) targeted by grant</b>	
<b>Project location(s) – building name and address</b>  <i>If different than the target school(s) location(s)</i>	
<b>Grant amount requested</b>  <i>See the MassGrad RFP for the list of eligible schools and the maximum amount each eligible school may apply for. The maximum amount is per eligible school, per grant year.</i>	

**SECTION II – NEEDS AND ASSETS (25 points)**

*Recommended page length of 2-3 pages*

If more than one school is included in this application, include a specific description of this process for each school.

1. **Planning and Needs Assessment:** Please thoroughly describe your planning and needs assessment process to date.
2. **Prioritized Data:** What data and information were prioritized from your planning and needs assessment process that informed your implementation plans (described in Section III below)?  
*Schools eligible for this grant opportunity already have a recognized level of need (i.e., eligible schools have a 2008-09 annual dropout rate that exceeds the state rate and at least 20 students that dropped out in the 2008-09 school year). For this section, the reviewers will be looking for a deep analysis of prioritized data that demonstrates a thorough understanding of your students.*
3. **Asset Mapping:** What programs, initiatives, and policies are currently in place that are an asset to increasing high school graduation rates and decreasing high school dropout rates? What evidence do you have that these programs, initiatives, and policies are effective?

**SECTION III – IMPLEMENTATION PLANS (40 points)**

*Recommended page length of 3-6 pages (excluding the table below)*

1. **Strategy Overview:** Please complete the overview table below for the main strategies that will be implemented and the expected number of students to be served. *Projects must specifically focus on 1-3 of these strategy areas at each the targeted schools. Selected strategy areas do not need to be discreet activities (i.e., a selected strategy may have elements of the other strategy areas). Each eligible school may select a different set of 1-3 strategies, or strategies may overlap across schools. Brief descriptions of these strategies are available in the MassGrad RFP document.*

**Table 2: Strategy Selection Overview**

<p><b>Strategy Options</b></p>	<p>For each selected strategy, list the <b>names of the eligible school(s)</b>, if any, which will implement this approach with support of the MassGrad grant. <i>Up to three strategies per school may be selected.</i></p>	<p>For each selected strategy, indicate the <b>numbers of students</b> expected to be directly served or impacted by the approach. Provide a total number, as well as your best estimate for the grade level breakdowns, as well as the number of current out-of-school youth (students that have already dropped out, but will be re-enrolled and provided services through this grant).  Indicate an estimate for the number of students <b>for each of the three grant years.</b> Y1 = 4/1/11 – 9/20/11 Y2 = 10/1/11 – 9/30/12 Y3 = 10/1/12 – 9/30/13</p>			
<p><b>Alternative Pathways to meet a range of student needs</b></p>			<b>Y1</b>	<b>Y2</b>	<b>Y3</b>
		Grade 8 ( <i>students expected to enroll in the target school may be served</i> )			
		Grade 9			
		Grade 10			
		Grade 11			
		Grade 12			
		Re-enrolled dropouts ( <i>do not count in the grade level options above</i> )			
		<b>Total number of students</b>			
<p><b>Adult advocates for student support</b></p>			<b>Y1</b>	<b>Y2</b>	<b>Y3</b>
		Grade 8 ( <i>students expected to enroll in the target school may be served</i> )			
		Grade 9			
		Grade 10			
		Grade 11			
		Grade 12			

<b>Strategy Options</b>	For each selected strategy, list the <b>names of the eligible school(s)</b> , if any, which will implement this approach with support of the MassGrad grant. <i>Up to three strategies per school may be selected.</i>	For each selected strategy, indicate the <b>numbers of students</b> expected to be directly served or impacted by the approach. Provide a total number, as well as your best estimate for the grade level breakdowns, as well as the number of current out-of-school youth (students that have already dropped out, but will be re-enrolled and provided services through this grant).  Indicate an estimate for the number of students <b>for each of the three grant years.</b> Y1 = 4/1/11 – 9/20/11 Y2 = 10/1/11 – 9/30/12 Y3 = 10/1/12 – 9/30/13			
		Re-enrolled dropouts ( <i>do not count in the grade level options above</i> )			
		<b>Total number of students</b>			
<b>Positive school climate and socio-emotional systems of support</b>			<b>Y1</b>	<b>Y2</b>	<b>Y3</b>
		Grade 8 ( <i>students expected to enroll in the target school may be served</i> )			
		Grade 9			
		Grade 10			
		Grade 11			
		Grade 12			
		Re-enrolled dropouts ( <i>do not count in the grade level options above</i> )			
		<b>Total number of students</b>			
<b>Service-learning and work-based learning models specifically targeting students most likely to not graduate</b>			<b>Y1</b>	<b>Y2</b>	<b>Y3</b>
		Grade 8 ( <i>students expected to enroll in the target school may be served</i> )			
		Grade 9			
		Grade 10			
		Grade 11			
		Grade 12			

<b>Strategy Options</b>	For each selected strategy, list the <b>names of the eligible school(s)</b> , if any, which will implement this approach with support of the MassGrad grant. <i>Up to three strategies per school may be selected.</i>	For each selected strategy, indicate the <b>numbers of students</b> expected to be directly served or impacted by the approach. Provide a total number, as well as your best estimate for the grade level breakdowns, as well as the number of current out-of-school youth (students that have already dropped out, but will be re-enrolled and provided services through this grant).  Indicate an estimate for the number of students <b>for each of the three grant years.</b> Y1 = 4/1/11 – 9/20/11 Y2 = 10/1/11 – 9/30/12 Y3 = 10/1/12 – 9/30/13			
		Re-enrolled dropouts ( <i>do not count in the grade level options above</i> )			
		<b>Total number of students</b>			
<b>Expansion of the school year/ structured learning time and summer transition programs</b>			<b>Y1</b>	<b>Y2</b>	<b>Y3</b>
		Grade 8 ( <i>students expected to enroll in the target school may be served</i> )			
		Grade 9			
		Grade 10			
		Grade 11			
		Grade 12			
		Re-enrolled dropouts ( <i>do not count in the grade level options above</i> )			
		<b>Total number of students</b>			
<b>Programs and systems specifically designed to serve transient students, including migrant students, ELL student, refugees, immigrants, and other newcomers</b>			<b>Y1</b>	<b>Y2</b>	<b>Y3</b>
		Grade 8 ( <i>students expected to enroll in the target school may be served</i> )			
		Grade 9			
		Grade 10			
		Grade 11			
		Grade 12			
		Re-enrolled dropouts ( <i>do not count in the grade level options above</i> )			
		<b>Total number of students</b>			
<b>TOTAL (unduplicated) number of students to be served across all strategy areas</b>					

2. Description of Strategies and Activities: Provide a thorough description of the implementation plans and student impact for each eligible high school included in the proposal. Describe, at a minimum, the following:

- a. All activities associated with the implementation of selected strategies. If the application includes more than one high school please note any common activities occurring at each of the high schools and which activities will only take place at one high school.
- b. How the selected strategies, and associated activities, will specifically target and serve students most likely to drop out and/or also reach out to students that have already dropped out.

*Per the federal guidelines for the High School Graduation Initiative, priority will be given to proposals that include activities that focus on dropout prevention, intervention, and recovery. See the MassGrad RFP Packet for our definitions of these three layers of support.*

- c. How the selected strategies and activities fill the needs, and complement the assets, described in Section II, above. In the description include information about how the selected strategies will inform and coordinate with other school improvement efforts and ongoing initiatives. Include in the description how other federal, state, and local funding streams, initiatives, and resources will be connected with this project<sup>1</sup>.

*The federal guidelines are very clear that MassGrad funds must be used to supplement, not supplant, current programming.*

- d. How at least one partner will be involved to enhance the project activities. Examples of partners include, but are not limited to a: community-based organization, local workforce investment board, state agency office, institution of higher education.

*Please include a signed Memorandum of Understanding (MOU) or letter of commitment from the partner(s) as an attachment to the grant proposal.*

3. **Staff:** List and describe the district and school staff members that will be part of your “implementation team.” Include in the description the names, titles, and roles of these team members. Include in the description how this team will meet and work together to ensure the successful implementation of the grant project.

#### **SECTION IV – MEASURABLE OBJECTIVES AND SELF-EVALUATION (15 points)**

*Recommended page length of 1-3 pages*

1. **Goals for Dropout Reduction:** Provide an estimate for how the selected strategy or strategies will lead the targeted high school(s) toward the “school-level trajectory estimates” provided in the MassGrad RFP.

*These trajectory estimates were created to inform state and local educators on the ideal trajectory of each school that will lead us to the overall state rate goal of 1.7% by 2014 (goal recommended by the [Dropout Commission](#)).*

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<sup>1</sup> These may include, but are not limited to: RTTT activities, Academic Support, 21<sup>st</sup> Century Community Learning Centers, service-learning implementation, internships and work-based learning opportunities, positive behavioral interventions and support, implementation of online courses and modules, homeless student supports, summer transition programs, and credit recovery options.

2. Project Objectives: Using the table below, define other specific objectives for the proposed project. Objectives must be measurable and address the stated activities and strategy described above. Objectives should be ambitious, but realistic. Moving towards and meeting the proposed objectives will be part of the application for continued funding each year.

**Table 3: Project Objectives**

*Add more lines, as needed*

Objective description	Baseline data	Projected results and outcomes	Timeline and benchmarks for reaching projected results	Measurement tools(s)

3. Additional Project Evaluation: In addition to assessing your progress towards meeting the objectives stated above, describe any additional ways the overall project or particular activities will be evaluated. How will you know if you are successful? Include in your response any suggestions for how the Department, and its contracted evaluation partners for the entire MassGrad project, can specifically support you efforts for evaluating the new or expanded activities under this grant.

**SECTION V – TIMELINE (5 points)**

*Recommended page length of 1 page*

1. Year 1 Timeline: Provide a *detailed* timeline and indicate the specific individuals responsible for carrying out specific activities.

*Year 1 grants are likely to be awarded by April 1, 2011. Year 1 grants will follow the federal fiscal year (ending September 30, 2011).*

**Table 4: Strategy Selection Overview**

Time Period	Description of Activities, Accomplishment to be completed, etc.	Person/ people responsible
April 2011		
May 2011		
June 2011		

Time Period	Description of Activities, Accomplishment to be completed, etc.	Person/ people responsible
July 2011		
August 2011		
September 2011		

2. Year 2 Timeline: Provide a brief description of the timeline for Year 2. A more thorough timeline will be requested in the Year 2 continuation grant application.

**SECTION VI – BUDGET (15 points)**

*Recommended page length of 2-3 pages (including the table below)*

1. Budget Narrative: Provide a budget narrative (use the table below) that includes a description of proposed program expenses by line item that corresponds to the line item sequence of the Budget Pages. Describe how project expenses relate to proposed activities.
  - *The budget should be for only Year 1 (April 1, 2011 – September 30, 2011), the budgets for Years 2 and 3 will be requested in the continuation grant applications.*
  - *Grant funds may not be used to compensate students for participation in activities.*
  - *While there are no restrictions on the percentage of the grant that may be spent in a particular category, the reviewers will take into account whether the budget is strictly tied to the activities described in Section III and that the expenses are cost-effective.*
  - *The federal guidelines for this project are very clear that funds must be used to supplement, not supplant, current activities and programming.*
  - *Up to 50 percent of the Year 1 grant award may be carried-over to a Year 2 grant, however, successful grant recipients should plan to expend the vast majority of Year 1 funds prior to September 30, 2011.*
  - *Grant recipients will be required to participate in regular awardee gatherings (up to 5 face-to-face meetings per year in a central location). There will also be additional, optional opportunities (i.e., additional training, networking events) each year. Grant recipients may include costs associated with participation in the mandatory and optional convenings (mileage, substitutes, etc.) in their proposed budget).*
2. Matching Funds: Describe the local matching funds, both in-kind and actual cash expenditures, which will support the program activities.  
*The match does not need to equal 100 percent but must show a substantial commitment on behalf of the district.*

**Table 5: Budget Narrative**

Line Item	Total of Line	Purpose
<b>Line 1</b> Administrators		
<b>Line 2</b> Instructional/ Professional Staff		
<b>Line 3</b> Support Staff		
<b>Line 4</b> 4-a MTRS 4-b Other		
<b>Line 5</b> Contractual Services		
<b>Line 6</b> Supplies and Materials		
<b>Line 7</b> Travel		
<b>Line 8</b> Other Costs		
<b>Line 9</b> Indirect Cost		
<b>Line 10</b> Equipment		

**Project Assurances MassGrad Implementation Grant**  
*(Copy this page for each high school included in this application)*

The high school and school district agree to:

- \_\_\_\_\_ Implement the grant activities as proposed in this application, or as approved by the Department and the Department’s partners on the MassGrad Leadership Council.
  
- \_\_\_\_\_ Work with the Department’s selected third party intermediary organization in order to receive grant funding.
  
- \_\_\_\_\_ Submit budget amendment and programmatic change requests to the assigned Department staff contact.
  
- \_\_\_\_\_ Participate in designated grantee awardee activities sponsored by the Department – including but not limited to an online community, face-to-trainings and networking events, and teleconference meetings.
  
- \_\_\_\_\_ Participate in all project evaluation activities supported by the Department and the Department’s contract evaluation partners.

<b>District Name:</b>	
<b>High School Name:</b>	
<b>Type Superintendent’s Name:</b>	
<b>Superintendent’s Signature</b>	<b>Date</b>
<b>Type High School Principal’s Name:</b>	
<b>High School Principal’s Signature</b>	<b>Date</b>
<b>Type Project Coordinator’s Name</b> <i>(may be the same as principal or superintendent):</i>	
<b>Project Coordinator’s Signature</b>	<b>Date</b>