

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

Submission Instructions:

To apply for a competitive MassGrad Planning 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 no later than midnight on Friday, February 18th.** Please include “Planning 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 18th.

SECTION I: BASIC PROJECT INFORMATION

Table 1: Project Information Overview

District name(s)		
High school name(s) and MassGrad tier level <ul style="list-style-type: none"> <i>Collaborations between multiple districts may include more than three eligible high schools</i> <i>The high school eligibility list that includes the tier levels is provided in the MassGrad RFP</i> 	<i>School name</i>	<i>Tier level</i>
Project coordinator name		
Project coordinator title/role		
Project coordinator phone		
Project coordinator email		
Other project staff <i>List names, titles, and emails</i>		

Grade level(s) targeted by grant	
Project location(s) – building name and address <i>If different than the target school(s) location(s)</i>	
Grant amount requested <i>All MassGrad School Cohort members are eligible for to apply for a planning grant of \$5,000-\$15,000.</i>	

SECTION II – PROJECT ACTIVITIES (50 points)

Recommended page length of 2-4 pages

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

1. **Planning, Needs Assessment, and Pilot Programs.** Thoroughly describe the anticipated planning, needs assessment, and/or pilot program processes. Describe, at a minimum, the following:
 - a. All activities associated with the planning, needs assessment, and/or pilot program plans and processes.
 - b. How the selected activities will specifically focus on students most likely to drop out and/or 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 planning, needs assessment, or pilot activities build on strategies, policies, and programs currently in place.
 - d. How the planning, needs assessment, or pilot activities assist the target high school(s) with addressing gaps in current services or procedures.

2. **Staff:** List and describe the district and school staff members that will be part of your “planning 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 III – MEASURABLE OBJECTIVES AND SELF-EVALUATION (25 points)

Recommended page length of 1-2 pages

1. Overarching Goals: Provide an overview of the overarching goals of the planning, needs assessment, or pilot processes included in the proposal.
2. Project Objectives: Using the table below, define the specific objectives for the proposed project. Objectives must be measurable and address the stated activities described above. Objectives should be ambitious, but realistic.

Table 2: 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 Program Evaluation: In addition to assessing your progress towards meeting the objectives stated above, describe any additional ways the overall project or particular planning, needs assessment, or pilot 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 your efforts for evaluating the activities under this grant.

SECTION IV – TIMELINE (10 points)

Recommended page length of 1 page

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

Grants are likely to be awarded by April 1, 2011 and will end on September 30, 2011.

Table 3: Strategy Selection Overview

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

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

SECTION V – 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 April 1, 2011 – September 30, 2011.*
 - *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 II 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.*
 - *Grant recipients will be required to participate in regular awardee gatherings (up to 2 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 4: Budget Narrative

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

Project Assurances – MassGrad Planning 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.

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