|  |  |
| --- | --- |
| Name of Grant Program: Supplementary Support to School Districts with High Concentrations of At-Risk Students: MassGrad Promising Practices (Competitive) | **Fund Code:** 320 |

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| PART III – REQUIRED PROGRAM INFORMATION |

**Instructions:**

Please complete the tables and respond to the questions included in this document in the order provided. The response should be no longer than eight (8) pages of narrative and tables using Arial 10 point font (the *Budget Detail Pages* do not count towards page maximum).

**SECTION I: BASIC PROJECT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lead school district name** |  | | | |
| **List partnering school district names, if applicable** |  | | | |
| **Participating school name(s) and level (middle or high school)** | ***School names*** | | ***School names*** | |
|  | |  | |
|  | |  | |
|  | |  | |
| **Project coordinator name** |  | | | |
| **Project coordinator title** |  | | | |
| **Project coordinator phone** |  | | | |
| **Project coordinator email** |  | | | |
| **Other key project staff**  *List names, titles, and emails* |  | | | |
| **Priority strategy/strategies (*list the strategies chosen for this proposal):*** | | | |
| **How will you address the social, emotional and/or health needs of targeted students;** | | | |
| **Anticipated number of students to be served:** | | **Actual/Anticipated Risk Factors of Students:** | |

**SECTION II – GRANT PROPOSAL SYNOPSIS**

1. Provide a one to two paragraph synopsis of your entire grant proposal which you will detail below. Include in your response brief descriptions of the activities associated with the chosen priority component(s). If selected for funding this synopsis will be posted on the Department website.

**SECTION III – NEEDS ASSESSMENTS**

1. Thoroughly describe any planning and needs assessment processes over the last two school years (2015-16 and 2016-17) related to decreasing the district’s high school dropout rate. Include in your description the quantitative and qualitative data that were prioritized in your planning and needs assessment process that describe the core needs in your school(s) and district. Identify any tools that supported the planning and assessment processes (e.g. EWIS, DART, etc.)

**SECTION IV– GRANT GOALS AND SELF-EVALUATION**

1. Describe what success will look like for your district at the end of the grant period, August 31, 2018.
2. What key data points will your district look at to determine the impact and success of this grant funding? Include any goals for those data points; e.g., increase attendance by 5%, pass all courses, etc.)

**SECTION V – GRANT IMPLEMENTATION**

1. Describe the student population(s) you intend to serve during the grant period and the criteria you will use to determine eligibility. Identify the strategies you have chosen and explain rationale for this (these) choices for this student population.
2. Provide a brief description of a typical day for a student in the program, with particular emphasis on the aspects of the day that will be directly impacted by grant funding.
3. How will this grant project 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. *Note:* *funds must be used to supplement, not supplant, current programming.*
4. List and describe the district and school staff members, students, guardians, and/or external partners 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.
5. Using the timeline below, provide a *detailed* description of all grant-related activities and milestones, as well as the individual people responsible for the implementation of the grant activities. Grant-funded activities should cover selected strategies. However, activities do not need to be limited to only addressing the chosen strategies (activities may extend beyond must the selected strategies). *Note: grants are likely to be awarded by November 2016.*

| **Time Period** | **Description of Activities and Benchmarks** | **Person/ people responsible** |
| --- | --- | --- |
| **November 2017** |  |  |
| **December 2017** |  |  |
| **January 2018** |  |  |
| **February 2018** |  |  |
| **March 2018** |  |  |
| **April 2018** |  |  |
| **May 2018** |  |  |
| **June 2018** |  |  |
| **July 2018** |  |  |
| **August 2018** |  |  |

#### SECTION VI – BUDGET

Provide a budget narrative in the *Budget Detail Pages* (Excel file) that includes a description of proposed program expenses by line item. Describe how project expenses relate to proposed activities.

Describe the local matching funds, both in-kind and actual cash expenditures, which will support the program activities. *Note:* *the match does not need to equal 100 percent but must show a substantial commitment on behalf of the district.*