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| PART III – REQUIRED PROGRAM INFORMATION |

Using no more than four (4) pages, please respond to the following items.

1. **Program Need:** Describe how the grant funding will help increase participation. Participation is defined by the number of children served and the number of days operating.
2. **Program Description:** Describe your SFSP. Include in the description how anticipated increases will be sustained in future years. Additionally, answer questions below.
	1. What is the duration of program? Provide anticipated start date and end date.
	2. What days will you operate?
	3. How many sites will operate this summer?
	4. How many sites are you closing from last summer?
	5. How many new sites are you planning to open this summer?
	6. What is the highest anticipated monthly ADP for this upcoming summer?
	7. What meal services will be provided?
	8. What activities will you offer?
3. **Program Priority:** Describe how you will address the priorities referenced in the grant Request for Proposal (RFP).
	1. How will this grant assist you in addressing the priorities listed?
		1. Include information about new sites, Farm to Summer initiatives, community collaboration, and serving rural communities.
4. **Results:** Provide data as requested below:
	1. Sites
		1. For FY16 SFSP:
			1. How many sites operated in your program?
			2. How many were new sites?
		2. For FY17 SFSP:
			1. How many sites operated in your program?
			2. How many were new sites?
	2. Provide FY16 and FY17 monthly ADP figures. These are found in your Sponsor Claim tab.
		1. What was FY16 monthly ADP for each month operated?
		2. What was FY17 monthly ADP for each month operated?
	3. Last summer did you expand by increasing (check all that apply and provide brief descriptor):
		* Days of operation
		* Hours of operation
		* Duration of program
		* Meal Service
		* Offered activities
		* Outreach/public relations/advertising
		* New Sites
5. **FY17 Grant Evaluation Results**: If you were a 542 grant recipient last year, describe how the grant activities supported increased participation and the success of your **FY17 SFSP** program.
	1. How did the grant support an increase in ADP last summer? Were there any impediments or barriers?
	2. What planned activities did the grant fund (check all that apply and provide brief descriptor):
		* Coordination Activities
		* Other Contracted Services
		* Public Relations/Advertising
		* Supplies/Materials
		* Pre-operational activities
		* Pre-operational training
		* Other
6. Financial Report (FR1) activities: If you did not complete the electronic FY17 FR1 please do so immediately.
	1. Did you complete an amendment for the grant? If yes, please explain.
	2. Did you return any funds? If yes, please explain.

1. **FY18 Needs Assessment**: Do you plan to expand your SFSP by increasing (check all that apply):
	* + Days of operation
		+ Hours of operation
		+ Duration of program
		+ Offered activities
		+ Meal Service
		+ Outreach/public relations/ advertising
		+ New Sites
		+ Farm to Summer initiatives
		+ Meals served to rural communities
		+ New sites serving low-income children not previously served in SFSP
		+ New sites serving low-income children

1. **FY18 Evaluation Plan**
	1. Describe your **FY18 SFSP** evaluation plan, including how you will measure your results.
		1. How do you plan to increase ADP this summer?
		2. Describe how you will evaluate the outcomes from your **FY18 grant program.**
2. **Budget:**
	1. The Part II Budget will be entered directly into EdGrants (Reference [EdGrants Front Office User Guide: How to Apply).](https://edgrants.eoe.mass.edu/grantium/frontOffice.jsf)
		1. Please note, this grant will not support budget line item categories 1-5.
		2. Review descriptors provided within [Grants for Schools: Getting Them and Using Them, a Procedural Manual](http://www.doe.mass.edu/grants/procedure/manual.html) to understand line item details of Part II Budget.
	2. Provide a budget narrative on a separate page.
		1. Please include unit cost, quantity, total cost and purpose or use of specific position or item.
		2. Examples:
			1. Contractual Services, Consultants (line item 6): Outreach Coordinator. Narrative must provide the number of outreach coordinators, rate/hour, rate/day, or rate/unit and the purpose of the position.
			2. Supplies & Materials, Non-instructional supplies (line item 7). Narrative must provide details of the specific items, quantities of each, cost per item, and purpose or use.