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| Name of Grant Program: MassGrad Promising Practices | **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**

|  |  |  |  |
| --- | --- | --- | --- |
| **District Name** |  | | |
| **School Name** |  | | |
| **Project coordinator (he/she will be the main contact for the project)** |  | | |
| **Project coordinator title** |  | | |
| **Project coordinator Contact Information (phone & email)** |  | | |
| **Grant/business contact (if different)** |  | | |
| **Other key project staff**  *List names, titles, and emails* |  | | |
| **Priority strategy/strategies (*list the strategies chosen for this proposal):*** | | |
| **How do you, or 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 grant proposal that 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 – SELF ASSESSMENT**

1. Complete the Self-Assessment tool included with the RFP. Briefly describe the results of the assessment including how these funds will respond to the needs identified in your assessment. Include in your description any qualitative and quantitative data that influences the prioritization for addressing this need. Identify any tools that supported the planning and assessment processes (e.g. EWIS, DART, etc.)

**SECTION IV– GRANT GOALS**

1. Describe what success will look like for your school and district at the end of the grant period, August 31, 2019.
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 and the identified need.
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 are 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. How will this funding opportunity improve access to supports for historically underserved populations?
5. 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. Also, please include in the description how often this team will meet and work together to ensure the successful implementation of the grant project.
6. Provide a *detailed* description of the timeline for all grant-related activities and milestones, as well as the individual people responsible for the implementation of the grant activities. Activities listed may extend beyond just the grant funded activities but there must be a connection between activities and the strategies being implemented. *Note: grants are likely to be awarded by November 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 any 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.*