# PART III – REQUIRED PROGRAM INFORMATION

**A. DISTRICT INFORMATION (3 pages max not including chart)**

|  |  |  |  |
| --- | --- | --- | --- |
| District/Entity: |  | Program Coordinator:  |  |
| Email Address: |  |
| Number of Sites included in this application:  |  | Names of Proposed Sites: |  |
| Programs must offer a daily nutritious snack; breakfast (if applicable) and lunch that meets the requirement of the [United States Department of Agriculture (USDA) National School Lunch Program](http://www.fns.usda.gov/cnd/About/AboutCNP.htm). Confirm that these will be provided**.** | ***Yes*** | ***No*** |
|  |  |
| Recipient of an FY18 Summer Enhancement Grant | *Yes* | *No* |
|  |  |
| Base amount of enhancement funds requested*Up to $20,000/site*  |  $ |
| **Additional Coaching Opportunity –Project Based Learning (PBL) Coaching- Please check if one or more of the applicant sites is interested in receiving coaching to develop and implement PBL that incorporates academics and student ownership. The projects may be developed as part of this process.**  |
|  | Yes, we would be interested in receiving on site PBL coaching  | # of sites: |  |
| \*Names of Sites:  |  |

**\*Please note at least 1-2 staff from the site must commit to attending the February 8th and March 8th PBL Basics Parts I & II Training.**

1. Identify the priorities and the elements of the district’s existing improvement, turnaround, and/or other strategic plans this grant will support and enhance (e.g., academic, social-emotional learning, etc.).
* Include the reason(s) for prioritizing the proposed site(s).
* Describe the planning process for writing and designing the summer program. Include who was involved in the planning/design process and their specific role in the development of this proposal (district personnel, school personnel, partners, etc.)
* Describe how the lead applicant and proposed school(s)/site(s) will collaborate to support these efforts.
1. Describe the ways in which the summer program will collaborate with other district/school summer initiatives in order to align and leverage resources, improve program quality, and develop shared outcomes for success. Note: If you are a CBO, you are expected to be working with the school/district to identify these resources. Note: Use of space for the school site in which the program is held is not considered in-kind. However, use of space or facilities in the community can be listed.
2. If you are a previous recipient of a FC 644 Summer Enhancement Grant, describe lessons learned and how this application builds on those lessons.

**B. SITE SPECIFIC INFORMATION (Must submit a separate application for each applicant site)**

**Instructions:**  Please address each of the following questions within the indicated word/page limits ***for each site***. Responses should be provided within this document, without changing the format or font size, and leaving the questions above each response.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site Name |  | OST (Y/N) |  | ELT (Y/N) |  |
| Site Coordinator/Contact |  | Email |  |
| Please select from the following eligibility options (Check all that apply) |
| Adding Additional… | Increasing the number of students served by 25%  | Adding Additional Enrichment |
| Hours |  | Weeks |  |  |  |
| Number of unduplicated students originally planning to serve in 2019? |  |
| If applicable, number of unduplicated students served during the summer of 2018?  |  |
| Total Number of unduplicated students expected to be served during the summer of 2019?  |  |
| If applicable, percentage student increase? |  |
| Total number of hours originally planned for summer 2019 | Total number of weeks originally planned for summer 2019 | Total number of hours to be offered with FC 644 funds in summer 2019 | Total number of weeks to be offered in summer 2019 | If applicable, Percentage increase of program hours |
|  |  |  |  |  |
| Base amount of enhancement funds requested (*Up to $20,000/site)*  | ***$*** |
| Total FY19 21st CCLC grant funds to be used to support the enhanced summer program | ***$*** |
| *Total Value of In-Kind Services* | ***$*** |
| *Total other funding sources (non-21st CCLC)*  | ***$*** |
| *Total Program Cost* | ***$*** |
| Projected cost per pupil served(Projected students to be served / Total program cost)  | ***$*** |

**C. PROGRAM OVERVIEW**

In the box below please provide a brief description (no more than 150 words) of the proposed program, and highlight the types of engaging practices/programming to be provided.

The description should begin with the following sentence, filling in the blanks with the appropriate information: *[District/Lead Applicant Name] proposes to implement an enhanced summer program at [School/Site Name], serving [# of students] in grades [grade levels]*…..

**D. PROGRAM DEVELOPMENT AND IMPLEMENTATION (6 pages maximum)**

1. Project Narrative: Provide a brief narrative in 300 words or less of what a typical day will look like in the proposed summer program. Include how social and emotional learning (SEL) will be intentionally incorporated into teaching practices, and how programming will reflect the cultures and backgrounds of youth to be served and will reflect a variety of learning needs and styles.
2. Describe the rationale for the eligibility option selection. If applicable, describe the plan for adding the additional hours (e.g., additional day each week to the schedule, expanding from half day to full day, etc.) and/or the enhancements to be added.
3. Use the chart below to provide the proposed hours of operation for the proposed site.

|  |  |  |  |
| --- | --- | --- | --- |
| **Program Dates** | **Program Times** | **Days of week**  | **Total # Hours** **(hrs/wk x # wks)** |
| **Start Date:** |  | **From:** |   | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** |  |
| **End Date:** |  | **To:** |  |  |  |  |  |  |

1. Student Outreach: Describe planned strategies for student outreach and sustained attendance levels that will ensure that the select population (i.e., students in high need groups and those in need of additional supports) will be served and meet the required average minimum of 80 percent of total attendance hours. Reminder: students must enroll and participate for the entire length of the summer program.
2. Describe in detail how the program will build on the success of both the summer of 2018 (if applicable) and the FY19 school year program. Include the primary focus (foci) of the summer program [e.g., pre-K to K, middle or high school transition support, PBL, Science, Technology, Engineering & Mathematics (STEM), 3rd grade reading, literacy, college and career awareness, workforce readiness, etc.]. Include the following:
* Describe how the program will be designed to be culturally responsive, collaborative, and demonstrates an understanding of different languages, norms, and values.
* If the site was a recipient of an FY18 Summer enhancement grant describe what will be different about the program this year than the previous summer.
1. Use the “Planned Activities” chart on the following page to describe the types of innovative academic enrichment (cohesive blending of academic learning and enrichment activities) to be offered. For each opportunity described, please include a description of:
* *Content area/outcome addressed.*
* *The engaging instructional strategies to be used.*
* *How the offering meets an identified need/gap in services.*

***Please note that a minimum of 24 hours over 4 weeks should be dedicated to implementing PBL.***

**Planned Activates Chart**

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| --- |
|  |
| **Activity/Program** | **Program Description** | * **Enhanced**
* **New**
* **Existing**
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|  |  |  |
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|  |  |  |
|  |  |  |

**E. Staff Qualifications (1 page maximum)**

1. Describe the staffing for the proposed program and services. Include the following:
* Plans for quality personnel recruitment and retention;
* How the applicant will work to ensure that staff have the necessary qualifications to meet the diverse needs of the target population;
* Student: staff ratios; and
* Amount of planning time provided per hour of teaching.
1. Complete the charts below detailing staff credentials**.**

|  |
| --- |
| **Type of staff that will be utilized** *(Check all that apply):* |
| **School day** **teachers** | **School day paraprofessionals** | **Out-of-School Time** **Educators** | **Other** **(please specify)** |
|  |  |  |  |
| **Indicate the projected number of certified teachers in the following areas** |
| **Math** | **ELA** | **Science** | **Art** | **History/ Soc. Sci.** | **Health/PE** | **Other (List Licensure)** |
|  |  |  |  |  |  |  |

**F. COMMUNITY PARTNERSHIPS/CONTRACTED PROVIDERS (1 page maximum)**

1. Describe the current partnerships as they relate to the implementation of the summer program.
* If applicable, include plans to cultivate new or expand opportunities for building and strengthening partnerships.
* If applicable, describe the criteria that was (or will be) used in the selection of contracted providers.
1. Complete the chart below (add more rows as needed)

|  |
| --- |
| **Partners/Outside Contractors** |
| **Partner/Contractor Name** | **Area of Expertise/Role in Summer Program** |
|  |  |
|  |  |

**G. PROFESSIONAL DEVELOPMENT (1 page maximum)**

The Department is dedicated to helping educators improve their practice through participation in [High Quality Professional Development (HQPD).](http://www.doe.mass.edu/pd/) High Quality Professional Development is a set of coherent learning experiences that is systematic, purposeful, and structured over a sustained period of time with the goal of improving teacher practice and student outcomes.

1. Describe the types of professional development and total number of hours that will be provided to staff, partners, and providers in order to improve practices.

**H. EVALUATION (1 page maximum)**

1. From the list below s*elect the Academic and three (3) SEL Outcomes* the program will be measuring. The district and school curricular priorities, school improvement plan, and students’ needs should guide the items selected. Grantees must use the Survey of Academic Youth Outcomes (SAYO) evaluation instrument.

|  |
| --- |
| **Academic Outcomes (Select one outcome)** |
| **Mathematics** |  | **English/Language Arts** |  |

|  | **Critical Thinking** (Includes: interpret and explain new information, identify relationships between ideas, evaluate validity of arguments and claims / information effectively, draw conclusions or hypotheses, explain conclusion and how it was reached, articulate own position or bias, & identify alternative perspectives) |
| --- | --- |
|  | **Communication Skills-** (Includes volunteers to ask questions or answer, communicate ideas or other information, speaking clearly, demonstrates active listening skills, and contributes to discussions) |
|  | **Engagement in Learning** (Includes: staying on task, interested in learning new things, & participates in classroom activities) |
|  | **Leadership** (Includes: interpret and explain new information, motivated to learn, identifies ways in which she/he is a leader, comfortable speaking in front of others, able to accomplish tasks, able to be organized,& displays ethical consideration in decision making |
|  | **Perseverance** (Includes: goal setting, identifies manageable steps to achieving goals, sticks to a plan to complete a task, makes continued attempts to complete a task identifies connections between current task and future goals, & able to understand that at times there is value in knowing when to quit) |
|  | **Self Regulation** (Includes: able to work independently, Is able to regain control of behavior or adjust behavior when given warning, able to focus and remain on task) |
|  | **Relations with Adults** (Includes: discussing interests or ideas, showing respect, and seeking assistance) |
|  | **Relations with Peers** (Includes: works well on cooperative tasks, able to compromise with peers during times of disagreement or conflict., & makes friends) |

1. Describe the rationale for selecting the academic and SEL outcomes and how they support the district and school curricular priorities, school improvement plans, and students’ needs.

**I. TIMELINE (1/2 page maximum)**

1. Include a brief timeline for continued program planning, program implementation and evaluation.