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| **Name of Grant Program:** Increased Access to Quality Summer Learning and Transition Programs | **Fund Codes:** 528 & 323 |
| PART III – REQUIRED PROGRAM INFORMATION |

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| --- | --- | --- |
| **Amount Requested:** | **School Year** | **Summer** |
| $ | $ |
| **Applicant District:** |  |
| **Program Coordinator Name/Title:** |  |
| **Address:** |  |
| **Phone:**  |  | **Email:** |  |
| **Recipient School #1:** |  | **Partnering Feeder School(s):** |  |
| **Number (#) of students served summer of 2017:** |  | **Number (#) of students to be served summer of 2018:** |  |
| **Recipient School #2:** |  | **Partnering Feeder School(s):** |  |
| **Number (#) of students served during the summer of 2017:** |  | **Number (#) of students to be served summer of 2018:** |  |
| **Recipient School #3:** |  | **Partnering Feeder School(s):** |  |
| **Number (#) of students served during the summer of 2017:** |  | **Number (#) of students to be served summer of 2018:** |  |

***Responses to the Questions 1-7 must be completed within this document, cannot exceed 7 pages, and must maintain the existing margins, question text, and font style and size. All questions are highlighted in gray. Please complete responses in the white space following each question.***

Proposals will be evaluated based on the following:

 1. Planning and Resources (10 points)

 2. Program Design (30 points)

 3. Student Outreach and Attendance (10 points)

 4. Staff Qualifications (10 points)

 5. Partnerships (10 points)

 6. Professional Development (10 points)

 7. Evaluation (10 points)

 8. Budget (10 points)

1. **Planning and Resources:** Describe existing summer programming at the proposed school(s) and, if applicable, how this program will collaborate and coordinate with other district/school summer initiatives, including whether there are other funding sources that will be utilized to supplement the proposed summer program.
2. **Program Design:** Respond to each of the following:
* Describe the overall design of the summer program, including a typical day schedule;
* Describe the types of engaging and innovative hands-on activities to be offered that will help build core academic knowledge and skills, as well as social and emotional competencies, in order to prepare students to transition successfully into elementary, middle or high school;
* Describe the enrichment activities that will be offered that will help to close opportunity gaps;
* Describe how the program will connect to [research-based turnaround practices](http://www.doe.mass.edu/turnaround/howitworks/reports.html);
* Describe how the program will create a culturally responsive and welcoming environment; and
* Use the chart below to provide the proposed daily hours of operation for each proposed school (copy and paste as needed).

|  |  |  |
| --- | --- | --- |
| **Program Dates** | **Program Times** | **Days of Week**  |
| Start Date: |  | From: |   | Mon | Tues | Wed | Thurs | Fri |
| End Date: |  | To: |  |  |  |  |  |  |

1. **Student Outreach and Attendance:** Describe how students will be recruited as well as how sustained attendance levels in the summer program(s) will be maintained.
2. **Staff Qualifications:** Describe the staffing for the proposed summer program, including the following:
* Plans for quality personnel recruitment and retention;
* How the applicant will ensure that staff have the necessary qualifications to meet the diverse needs of the target population; and
* Student: staff ratios.
1. **Partnerships:** Describe any current partnerships or plans for new partnerships with other schools and/or community-based organizations to support the implementation of the summer program (Note: A partnership with at least one feeder school and at least one of the recipient schools is required).
2. **Professional Development:** Describe the professional development as well as opportunities for planning time that will be provided to staff, partners, and providers in order to improve the quality of the summer programming provided.
3. **Evaluation of Summer Program:** Describe how the summer program will be evaluated, including a description of any outcome evaluation tool(s) to be utilized. Please also describe the process and timeline for submission of a narrative evaluation on the funded activities and outcomes of the program(s), including a section specifically on lessons learned that could be shared with others, with the Department by September 30, 2018.
4. **Budget:** Use the Part II - Budget (II-A) and Budget Narrative (II-B) Excel Workbook provided in the Funding Opportunity RFP’s *Required Forms* section.

In constructing the budget, please note that all costs must be ***reasonable and necessary*** to implement the program activities. Applicants should complete a school year (upon approval –June 30, 2018) budget for planning and recruitment activities (and any programming prior to July 1) and a summer budget (July 1- August 31, 2018) for costs directly related to summer programming. Note: Funds cannot be used to pay students to participate in these programs.