|  |
| --- |
| PART III-B – REQUIRED PROGRAM INFORMATION - School/Site Summary |

**School/Site Summary- Please c*omplete a separate school/site summary for each proposed site.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School/Site Name:** |  | | | | |
| **Funding Level:**  **Place an X in the appropriate box** |  | **Promising** |  | **Demonstration** | |
| **Designation**  **Place an X in the appropriate box** | **OST** |  | | **ELT** | |
|  | 300 hrs ELT (for all students) | |  | |
| Combined total of 180 hours: ELT (for all students) and 120 (for a select group) | |  | |
| Other combination that adds up to 300 hrs. Please describe: | |  | |
| **Student Information OST** | | | | **FY17** | **FY18 Projected** |
| **Total number of students served** | | | |  |  |
| **Percentage SPED Served** | | | |  |  |
| **Percentage ELL served** | | | |  |  |
| **Percentage Economically Disadvantaged served** | | | |  |  |
| **Student Information ELT** | | | | **FY18**  **SY** | **FY18**  **Vacation/**  **Summer** |
| **Total number of students to be served** | | | |  |  |

1. **PROGRAM OVERVIEW AND NARRATIVE *(10 pages maximum)***
2. Provide a brief, no more than 150 word description, of the proposed 21st CCLC Exemplary Program. Include the name of the district/lead applicant, school/site, grade levels and number of students to be served, and highlights or focus of programming supported through this grant.  Please note this description may be posted on the Department’s website.

1. Describe the planning process for developing this proposal. Include a list of the team members that contributed to its development and their respective roles. Describe the process for gathering input and “buy-in” from key stakeholders (including teachers/staff, parents, students, and community partners).
2. Provide a ***narrative*** that tells the story of the applicant 2st CCLC school/site. The narrative should be no more than 8 pages long and address the following:

* How the school/site has evolved over the course of the funding cycle(s).
* The school’s/site’s specific needs and priorities related to students’ academic achievement, social emotional learning (SEL), college and career readiness, civic engagement, wellness, etc. that have been addressed through engaging instructional practices and academic enrichment opportunities. Include relevant data that supports the need and growth in the identified areas.
* Include data (SAYO, district/school student benchmark data, attendance data, Student Growth Data, Edwin Analytics, school climate, etc.) that provides evidence to supports student growth, continuous program improvement, and for **OST** programs: retention of your selected student population. For **ELT** programs: be specific in describing how the activities supported through these funds have contributed to school improvement efforts.
* Include lessons learned from past experiences (include both successes and challenges), and how those lessons have been applied to this application and vision going forward.
* A description of what makes your program exemplary and highlight *Elements of Exemplary Programs* that best demonstrate the areas in which the site is most exemplary. Promising site applicants should highlight at least three (3) elements and Demonstration sites at least six (6).
* Include a vision for the program over the next three years. The vision should describe what will be different about the program going forward. The vision should also address and identify the school’s/site’s *specific needs and priorities* related to student learning (including academic, social-emotional, wellness, etc.) that will be addressed in the upcoming year.\*(See note below.)

*\*****Note:*** *The school’s needs/priorities should be identified from existing school improvement, turnaround, or other plans guiding current work. Sites should use the*[Elements of Exemplary Programs](http://www.doe.mass.edu/21cclc/funding/exempelements.docx) *as benchmarks against which to gauge practice in key areas supported with these funds.*

1. Describe how the Assessment of Program Practices Tool (APT) is used for continuous program improvement and any changes that have been made to the program as a result of observations conducted. Include who is on your observation team and the number of observations conducted this past year.
2. **Program INFORMATION *(7 pages maximum)***

For each of the questions below, provide specific examples, where applicable, that support the responses.

1. **STUDENT ATTENDANCE-** Describe the success the school/program has had in maintaining high and consistent attendance levels over the funding cycle. For **ELT** utilize school attendance data and for **OST** utilize program attendance data to support your response.
2. [OST] Additionally, describe the student attendance policy for the school year and [OST and ELT] vacation/summer program. Include for both school year and summer how often students are required to attend.
3. [OST] Did the school/site consistently meet the minimum required average attendance hours over the funding cycle (80 for high school, 90 for middle school, and 100 hours for elementary school)? If not, describe why and the plan to address this going forward.
4. Describe how the ELT/OST site coordinator fits into the school’s organizational structure.
5. Describe the select population served through grant-funded programming/activities. [ELT applicants should respond specific to school vacation or summer programming to be offered.]

* If the school houses specialized programming or has high percentages of special populations (e.g., students with disabilities, English Language Learners, etc.), describe how the program has effectively included those students into the academic enrichment activities.
* [OST] Describe effective outreach strategies that have been used to recruit and retain the students participating in the OST program, as well as to ensure that students that would benefit most from the program and services offered are being served. Understanding that recruiting and retaining middle and high school students can be particularly challenging, applicants that serve these grades should describe specific outreach strategies and/or programmatic practices that have been used to increase enrollment and/or sustain student attendance and active participation (e.g., offering core/elective credits, etc).
* [ELT] Describe outreach strategies that will be used to recruit and retain select population of students for the school vacation and/or summer program.

1. Describe how the 21st CCLC program is designed to be student centered. In your response also address:

* How homework, academic support, and/or blended learning are designed to focus on building skills and practices that support learning and problem-solving.
* [OST] If applicable, additionally describe the types of engaging opportunities available for students that finish their homework early.

1. Provide examples of the following:

* *Promising site applicants* provide one example of a project-based (PBL) or service-learning (SL) activity and attach a sample of a teacher developed lesson plan for the project described.
* *Demonstration site applicants* provide one example of a project-based or service-learning activity *and* one example of a creative cross-curricular or enrichment program offered. Attach a sample of teacher developed lesson plans for each of the activities described.
* For each of the above describe the purpose of the activity, the skills it was intentionally designed to enhance/promote, and the connections to needs and outcomes (SAYO, school/district priorities, social emotional learning, civic engagement, health and wellness, cultural competency/awareness, etc.). For PBL/SL also describe the problem addressed and solution (if applicable).

1. Describe [family engagement](https://www.acf.hhs.gov/sites/default/files/ecd/draft_hhs_ed_family_engagement.pdf) strategies the program has found to be particularly effective and/or that it plans to implement.

***Note:*** *While episodic, non-reoccurring, or special events involve families they do not on their own constitute family engagement. For example, an open house night for parents of participating students that involves a meal or social activities would not, by itself, represent family engagement.*

1. Describe how the program has made effective use of the trainings and resources provided through the Department and regional networks. Include the PD /training sessions attended, by whom, and the effects on program quality. Additionally, provide any suggestions or ideas for PD/Training for FY18 and/or ways in which the Department may better support your district/school/site.
2. [OST] Describe the location and space in which the program takes place. Describe how the space and environment is welcoming, have the necessary resources to fully implement program activities, stimulate learning, and provide space to exhibit students' work and projects. Please refer to the *Addendum A: Grant Assurances* document in the *Required Forms* section of the Funding Opportunity RFP for more information regarding space requirements. **[ELT if applicable]** If students are transported to a partner/contracted provider’s facility for enrichment describe the location and space in which the program takes place, if it is handicapped accessible, how the sites ensures a welcoming environment with necessary resources to implement activities, stimulate learning, and meet the needs of students of all ability levels.
3. **[OST] S*ummer Program Description:***Provide a very brief description of plans for implementing a summer program and a description of the select population to be served through grant-funded programming/activities. ***Please Note:*** *OST applicants are required to offer a summer program. Applicants awarded a grant will be required to provide a more detailed description of their summer program upon approval of the summer budget (later in the year).*

**[ELT] *School Vacation/Summer Program Description:*** Provide a very brief description of plans for implementing school vacation week and/or a summer program and a description of the type of programming/activities to be offered.

1. Describe how the program will meet the [United States Department of Agriculture (USDA) National School Lunch Program](http://www.fns.usda.gov/cnd/About/AboutCNP.htm) requirements for meal supplements, in offering a daily nutritious snack and breakfast (if applicable).

**C. PROGRAM ACTIVITIES**

1. Use the chart that follows to briefly describe a sampling of the **engaging instructional practices** and **academic** **enrichment opportunities** that will be implemented to address the identified needs/priorities. *Responses should include examples of academic enrichments that will be offered* Applicants are required to implement service-learning or other project-based learning strategies.

**Reminder:** Grant-supported activities should align to the school’s described needs/priorities, but also to the grant priorities. Please see the *Priorities* section in the posted Funding Opportunity –Request for Proposals document.

**INSTRUCTIONS** for completing the chart:

* In the “**Proposed Activities**” column, include up to a 1-2 paragraph description for each proposed activity. (*See example provided as guide for what to include.)*
* In the “**Needs/Priorities**” describe the needs/priorities identified and chosen SAYO outcomes activity supports.
* In the “**New**” column, indicate whether the activity is either: **New, Enhanced, or Ongoing**
* In the “**Funding?**” column, indicate either: **Fully, Partially, or Not** (to indicate the extent to which the activity is funded by this grant request). For those activities that are **“Partially”** or **“Not”** funded through this grant, provide a brief description of how they will be supported.
* Add additional rows as needed. (Select an entire blank row, right click, and select “Insert Row Above” or “Insert Row Below.”)
* Cells will automatically expand (down) to fit what is typed. Please do not change the column widths.

|  |  |  |  |
| --- | --- | --- | --- |
| **Proposed Activities** | **Needs/Priorities/ SAYO Outcomes Addressed** | **New? Enhanced? Ongoing?** | **Funding?**  **(Fully, Partially or Not)** |
| ***EXAMPLE:*** *STEM is Awesome. Middle school students will participate in this PBL offering two days/week. Students and staff will use inquiry to tackle a question that prompts students to explore, research, watch, wonder and work together to respond to their environment. Students will engage in hands-on activities, have take-home projects to work on with their families at home, and have opportunities to write about and reflect on their learning.* | *mathematics, engagement, problem solving, critical thinking adult and peer relationships* | *enhanced* | *Partially*  *school budget will partially support teacher stipend* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**D. PROGRAM HOURS - *(1 page maximum)***

1. **[ ELT ONLY]** Use the chart below to provide information about the **school hours/days** required for all students.

**Note:** See the RFP for requirements for the number of hours offered.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROJECTED ELT SY18 (2017-2018)** | | | | | |
| **Date school begins:** |  | **Date school ends:** | |  | |
| **Anticipated Enrollment:** |  | **Grades Served:** | |  | |
| **School Start/End Time** | | | **Hours** | **# of days** | **Total Hours** |
|  | | |  |  |  |
| **TOTALS** | | | |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECTED SUMMER/VACATION PROGRAMMING FY18 (if applicable)** | | | | | | | | |
|  | **# of students to be served** | **# Hours/ day** | **# days/ week** | **# of weeks** | **Total Hours** | **Days of Week  (e.g., M-F)** | **Program Times** | |
| **School Year (vacation weeks)** |  |  |  |  |  |  | **Start Time:** |  |
| **End Time:** |  |
| **Summer** |  |  |  |  |  |  | **Start Time:** |  |
| **End Time:** |  |
| **Total # of Hours (Summer/Vacation):** | | | |  | |  | | |

1. **[ ELT ONLY]** Provide the following schedules **(inserted into this document)**
2. Proposed (SY18) Student Schedule
3. Proposed (SY18) Teacher Schedule
4. **[OST ONLY] Applicants are free to propose any schedule configuration that meets the following requirements:**

* All programming must occur during out-of-school-time hours.
* Operate for a minimum of 400 hours (school year and summer).
* Operate a minimum of 4 days/week during school year and summer programming.
* It is not expected that all students will attend all 400 hours; however, students are expected to participate, at minimum, for the following number of hours during the school year, on average \***High School – 80 hours Middle School – 90 hours Elementary School – 100 hours**
* Funds cannot be used to support *only* before school and/or summer programs.
* If applicable, before-school programming must run for at least one (1) hour each morning offered, serve a consistent group of students, and conclude before the school day begins.
* Drop in or drop in like programs are not allowed.

*\*Required average hours are based on MA 21st CCLC statewide data. Vacation week programs may not be counted towards total hours unless serving the same students who attend the OST program.*

|  |  |  |
| --- | --- | --- |
| **Sample Schedule for Reference Only** | | |
| **School Year** | **Summer** | **Total** |
| 320 Hours (10 hours/week x 32 weeks) | 80 Hours [20 hours/week (5 hours/day for 4 days/week) x 4 weeks] | **400** |
| 256 Hours (8 hours/week x 32 weeks) | 144 Hours [24 hours/week (6 hours/day x 4 day/week) x 6 weeks] | **400** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[OST] Use the chart below to provide information about the program hours/days.** | | | | | | | | |
|  | **# of Youth to be Served** | **# Hours/ day** | **# days/ week** | **# of weeks** | **Total Hours** | **Days of Week  (e.g., M-F)** | **Program Times** | |
| **School Year (before school)** |  |  |  |  |  |  | **Start Time:** |  |
| **End Time:** |  |
| **School Year (after school)** |  |  |  |  |  |  | **Start Time:** |  |
| **End Time:** |  |
| **Summer** |  |  |  |  |  |  | **Start Time:** |  |
| **End Time:** |  |
| **Total # of Hours Offered:** | | | |  | | 🡨Must be a minimum of 400 hours. | | |

1. **PARTNERS/CONTRACTED PROVIDERS *(2 page maximum)***
2. Describe current partnerships as they relate to the implementation of this proposal and school/site. Include the added value these partners bring to the program and how they support selected outcomes and sustainability of the applicant school/site. ***Note:*** *Partners are defined as individuals or agencies that contribute back to the program and are able to collaborate to achieve mutually beneficial goals.*
3. If the program contracts with outside vendors/community-based agencies (fee for service) describe the criteria and processes used to select them, the identified needs they meet, and how the services they provide connect to and support SAYO and student outcomes. ***Note:*** *Contractors may also be partners provided they meet the definition above. Note: Funded applicants requesting to subcontract will be required, upon awarding of the grant, to submit a detailed budget for each vendor that will receive $5,000 or more.*
4. In order to assure that programming provided by partners/providers connects to identified student needs and interests describe the process for the following:

* Sharing of pertinent data;
* assuring partner/provider staff has adequate planning time and access to pertinent professional development;
* assuring partner/provider staff has the necessary skills and resources to meet and fully include student needs; and
* including partners/providers in common planning time and school/district and/or other professional development opportunities.

1. **SITE VISIT RESPONSE (1 page maximum)**
2. As a result of your Promising or Demonstration site exemplary visit and the feedback received, reflect on the areas that you will continue to build on, areas you will continue to improve, and any other details from your visit that you would like to address.

**G. SCHOOL/SITE MENTORING (1 page maximum not including chart)**

1. Describe and provide specific examples of the ways in which the school/site can/will serve as a resource and mentor. Refer to *Addendum H- Mentoring Requirements and**Expectations* in the RFP’s *Additional Information* section.

**H. BUDGET**

1. [OST] Registration Fees: If the 21st CCLC program charges or plans to charge a registration fee, provide a narrative explaining the fee structure and the process that will be used to ensure that income and/or ability to pay will not deter families from enrolling their children in the program. Additionally, describe how the funds will be administered and managed.

**Note:** Programs may charge fees provided they do not prohibit any family from participating for financial reasons. Any funds raised as a result of 21st CCLC funds must be used solely to support program activities and must be expended by the conclusion of the three year funding cycle.