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| **Name of Grant Program:** Development and Expansion of High Quality Summer Learning **Fund Code:** 527 |
| PART III – REQUIRED PROGRAM INFORMATION |

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| --- | --- | --- | --- | --- | --- | --- |
| **Amount Requested:** | | | **School Year** | | **Summer** | |
| $ | | $ | |
| **Applicant Organization:** | | |  | | | |
| **Program Coordinator Name/Title:** | | |  | | | |
| **Program Coordinator Email:**  ***Note: Please list email(s) that DESE should be communicating directly with on this grant.*** | | |  | | | |
| **Address:** | | |  | | | |
| **Phone:** | | |  | | | |
| **Proposed Site:** |  | | | **\*Number (#) of students to be served summer of 2020:** | |  |
| **Partnering school(s):** | |  | | | | |
| **Other partner(s):** | |  | | | | |
| **Cost-Sharing/Matching Funds:**  ***What is total cost of operating the program minus grant funds requested?*** | | $ | | | | |

*\*Important Note: Students being served by these funds cannot be charged to participate.*

***Responses to 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.***

Proposals will be evaluated based on the following:

1. Experience/Fiscal Capacity (20 points)

2. Program Design (20 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. **Experience/Fiscal Capacity:**
2. Describe experience with high quality and comprehensive academic and enrichment programming, including any existing summer programming at the proposed site(s)/school(s) and, if applicable, how this program will collaborate and coordinate with other community and/or district/school summer initiatives.
3. [If applicable] Only for AGENCIES AND ORGANIZATIONS **OTHER THAN A SCHOOL, SCHOOL DISTRICT, CITY, OR TOWN,** please provide the following additional information: Describe the agency/organization’s previous experience with similar amounts of funding at state, federal, or local levels through government, foundation, or private grants. Append to this application proof of fiscal responsibility, for example, a copy of the most recent annual audit letter (the entire audit need not be attached).
4. **Program Design:** Respond to each of the following:

* Describe the overall design of the summer program, including a typical day schedule;
* Describe how the programming will focus on academic and college and career readiness skills, including critical thinking, collaboration, perseverance and other social and emotional areas.
* If applicable, describe how the program will support the transition into or out of elementary, middle or high school.
* Describe how the programming will be engaging and include innovative hands-on activities;
* Describe the enrichment activities that will be offered that will help to close opportunity gaps;
* Describe how the program will connect to evidence/research-based programming;
* 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). Note: This grant requires 150 hours of programming.

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

1. **Student Outreach and Attendance:** Describe planned strategies for student outreach and sustained attendance levels.
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/Cost-Sharing & Matching Funds:** Describe any current partnerships or plans for new cost-sharing partnerships with the school district (if applicable), other schools, community-based organizations, private funders and/or non-profit institutions to support the implementation of the summer program and make the program more sustainable. Please include an itemized list of the other funding sources that will support the proposed summer program.
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 outcomes measurement tool(s), and how staff will be trained (a free online training course will be provided to recipients) to collect and utilize data from the [Survey of Academic Youth Outcomes (SAYO)](http://www.doe.mass.edu/21cclc/ta/sayo.html) for programs serving students in rising grades 1-12 – those serving rising K may use another tool if elected. Please also describe the process and timeline for submission of an online evaluation (form to be provided) on the funded activities and outcomes of the program(s) to the Department by September 30, 2020.
4. **Budget:** Use the Part II - Budget 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. **The budget should reflect that amount requested from the grant (not the total operating budget).** [FY19 FC527-250 recipients](http://www.doe.mass.edu/grants/2019/awards/527-250.html) requesting **more than their FY19 award** should justify below why there is an increased funding request for FY20.

Applicants should complete a **school year (upon approval –June 30, 2020) budget** for planning and recruitment activities (and any programming prior to July 1) and a **summer budget (July 1- August 31, 2020)** for costs directly related to summer programming.

**Important Note**: Indirect costs are not allowed. Students served by these funds cannot be charged to participate. Additionally, funds cannot be used to pay students to participate in these programs.