|  |  |
| --- | --- |
| **Name of Grant Program:** Increased Access to Quality Afterschool and Summer Learning Programs | **Fund Codes:** 528 |
| PART III – REQUIRED PROGRAM INFORMATION FY20 |

|  |  |  |
| --- | --- | --- |
| **Amount Requested:** | **School Year** | **Summer** |
| $ | $ |
| **Applicant Name:** |  |
| **Program Coordinator Name/Title:** |  |
| **Address:** |  |
| **Phone:**  |  | **Email:** |  |
| **Recipient Site #1:** |  | **Partner(s):** |  |
| **Number (#) of students served school year/summer 2019:** |  | **Number (#) of students to be served school year and summer 2020:** |  |
| **Category for which site is applying (see below\*):** |  |
| **Recipient Site #2:** |  | **Partner(s):** |  |
| **Number (#) of students served school year/summer 2019:** |  | **Number (#) of students to be served school year and summer 2020:** |  |
| **Category for which site is applying (see below\*):** |  |

**Category A – New Sites:** This is for NEW sites who did not have a formal afterschool or summer programming last year and who did not serve any students (or a very limited number) in afterschool or summer programming during 2018-2019. In addition, this category is for applicants applying for new sites who do not want to meet the additional requirements in the Deeper Learning School Partnership – Category B described below.

**Category B – New Sites - Deeper Learning School Partnership**: This is for NEW sites who did not have a formal afterschool or summer program during and who did not serve any students (or a very limited number) in afterschool or summer programming during 2018-2019. This category is most suited to either public school districts or community-based organizations applying with strong partnerships with the public schools. Additional requirements are:

* Implementing “deeper learning,” which includes having either Service-Learning (SL) or Project-Based Learning (PBL) as one of program offerings. Recipients must send 2-3 staff (and include at least one school day teacher working is afterschool/summer program) to either an SL or PBL training if none have previously attended;
* Requiring students attend a minimum of two times per week of school year programming and 80% of summer programming;
* Utilizing the Survey of Academic and Youth Outcomes (SAYO) for all students served by these funds. This may include a school day teacher version, so a plan with school principal/administration for a pre and post collection with select school day teachers is necessary. A free online training course is also required of at least the coordinator on the SAYO tool if not previously attended; and
* Including a DESE assigned outside observer/assigned coach for APT-O to gain additional insight on areas for improving program quality.

**Category C – Existing Sites**: This is for EXISTING sites who served students in afterschool and/or summer programming during school year or summer2018- 2019 and who wish to increase access to more underserved students, including but not limited to students designated as economically disadvantaged, English Language Learners, special education, in foster care, and living in rural areas. This may also include sites that had other afterschool/summer funding end in FY19 to allow underserved students to continue to access existing afterschool and summer programming.

***Responses to Questions 1-7 must be completed within this document, cannot exceed 7 pages (per site – please submit two separate responses for each site if applying for two sites), 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 as well as for overall cohesiveness and fit with grant priorities:

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)

 9. Fiscal Capacity – may result in deduction of points (up to 20) if not sufficiently demonstrated

**Site Name:**

1. **Planning and Resources:**
2. Describe any existing school year and/or summer programming at the proposed site(s) and, if applicable, how this program will collaborate and coordinate with other afterschool/ summer initiatives in either the district or offered by organization.
3. Please list clearly in chart below the anticipated public and non-public funding sources, if any, which will be utilized to supplement the proposed program. The amounts reflected here should, at minimum, reflect support for the operation of the afterschool and summer programming that is being developed or supplemented. Please do not include the amount you are requesting from this proposal in this table.

|  |  |  |
| --- | --- | --- |
| **Funding Source** | **Total Amount** | **Detail** |
| **Federal** |  |  |
| **State (for example Early Education and Care [EEC] subsidy funds would be here, if applicable)** |  |  |
| **Local** |  |  |
| **Private** |  |  |
| **Other** |  |  |
| **Total** |  |  |

1. **Program Design:** Respond to each of the following:
2. Describe the overall design of school year and summer program, including a typical day schedule for each;
3. 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 (\*Note: Category B applicants should address here plans for project-based learning (PBL) or service-learning (SL));
4. Describe the enrichment activities that will be offered that will help to close opportunity gaps;
5. Describe how the program will create a culturally responsive and welcoming environment; and
6. Use the chart below to provide the proposed daily hours of operation for school year and summer program.

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

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

1. **Student Outreach and Attendance:**
2. Describe the recruitment of students and the population of students to be served in inclusive afterschool and summer programming, including but not limited to students designated as economically disadvantaged, English language learners, receiving special education, in foster care and living in rural areas as well as any other underserved populations.
3. Describe how sustained attendance levels in the school year and summer programs will be maintained (\*Note: Category B applicants should address here minimum attendance requirements).
4. **Staff Qualifications:** Describe the staffing for the proposed school year and summer programs, including the following:
5. Plans for quality personnel recruitment and retention (\*Note: Category B applicants should address how certified school day teachers will be utilized);
6. How the applicant will ensure that staff have the necessary qualifications to meet the diverse needs of the target population; and
7. Student: staff ratios.
8. **Partnerships:** Describe any current partnerships or plans for new partnerships with other schools and/or community-based organizations to support the implementation of the school year and summer programs.
9. **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 school year and summer programming provided (\*Note: Category B applicants should address plans to attend SL or PBL trainings, including how at a minimum one school day teacher will be included).
10. **Evaluation of School Year and Summer Programs:** Describe how the school year and summer program will be evaluated, including a description of any outcome evaluation tool(s) to be utilized (\*Note: Category B applicants should address plan to train staff and utilize the SAYO tool). Please also describe the process and timeline for submission of a grant-end 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, 2020.
11. **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, 2020) budget for school year (and any summer programming prior to July 1) and a summer budget (July 1- August 31, 2020) for costs directly related to summer programming. Note: Students served by these funds cannot be charged to participate. Additionally, funds cannot be used to pay students to participate in these programs.

1. **Fiscal Capacity:** ALL APPLICANTS THAT ARE AGENCIES AND ORGANIZATIONS **OTHER THAN A SCHOOL, SCHOOL DISTRICT, CITY, OR TOWN,** please provide the following additional information:
	1. **(Maximum 1 page)** Describe the agency/organization’s previous experience with similar amounts of funding at state, federal, or local levels through government, foundation, or private grants.
	2. **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.)