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| PART III – REQUIRED PROGRAM INFORMATION |

Identification Information

1. Applicant
2. Program Coordinator:
3. Address:
4. Email Address:
5. Phone #:
6. Fax #:
7. Total Funds Requested: $

Narrative Section

Sections I through IV of Part III comprise the narrative section of the grant proposal. Sections I-IV may not exceed six (6) pages in total. All narrative responses must be in Arial 10 point font, with one (1) inch margins. Responses to Section V (Budget) are not included in the page limit. Applicants are required to provide page numbers on every page of the proposal, including appendices and material not subject to the page limits. Additional attachments are permitted but will not factor into scoring.

Applications are eligible to earn **100 points**.

1. **PROGRAM OVERVIEW: (10 points)**
	1. A list that includes the name, business address, email address, and telephone number of each member of the Student Organization Board of Directors. The list shall include the name of the chairperson.
	2. A written statement signed by the Superintendent/President of the school district/community college/other educational institution that would be the lead agency for the grant, stating that the school district/community college/other educational institution, as lead agency, is responsible for all fiscal and programmatic activities under the grant.
	3. A written statement from the Board of Directors acknowledging that grant funds will be used to increase the participation of students who are members of special populations, e.g., student with disabilities, students with limited proficiency in English, students from economically disadvantaged families, including foster children, students who are single parents and/or pregnant, and students who are pursuing careers that a nontraditional for their gender. The member of the Board of Directors shall sign the statement.
2. **PROPOSED PROGRAM STATEMENT OF NEED:** **(40 points)**
	1. A description of how the program will serve student with disabilities; students with limited proficiency in English; students from economically disadvantaged families, including foster children; students who are single parents and/or pregnant; students who are pursuing careers that a nontraditional for their gender; and, non-special population students.
	2. Explain the expertise of school district/community college/other educational institution in working with the targeted population(s) from the above list. Explain how school district/community college/other educational the institution intend to ensure the participation of those targeted students.
3. **PROGRAM DESIGN (40 points)**

Please describe how the proposed program design will:

* Provide professional development support to educator mentors and student interns
* Develop and deliver curriculum and activities utilized to support all aspects of the program
* Support to state level MassHire Workforce boards to ensure clear and consistent information on steps in the process
* Approach increasing the teacher diversity pipeline in MA through the program
* Provide support to high school interns in their educational internship placement
* Approach organizing the education mentor and education intern experience including the approach to communication, the collection of pertinent information, and feedback cycles
* Communicate with the DESE state agency leads on the project
* Ensure programmatic scalability and sustainability including the approach to establishing preliminary school-based chapters
1. **BUDGET (10 points)**

Applicants are advised to refer to the ESE [Grants Management Procedural Manual](http://www.doe.mass.edu/grants/procedure/manual.html), the Fund Use section of the RFP, and the <http://www.doe.mass.edu/ccte/cvte/> (p. 15, “Unallowable Uses of Perkins IV Allocation Grant Funds”) for guidance in preparing the budget.

1. **Budget Narrative:** Submit a detailed budget narrative that provides an explanation for each proposed expenditure.

At the top of the budget narrative, clearly indicate how the applicant agency defines full-time, in terms of the hours per week and weeks per year that determine the total number of annual paid hours for full-time staff.

The budget narrative must correspond to the line item sequence in the Part II Project Expenditures budget detail pages (see Required Forms section of the RFP). The budget narrative must clearly explain each expenditure in the budget forms. For example, the narrative should: briefly summarize the scope of work, hourly rate of pay and annual paid hours for each staff person, with more detail regarding paid staff for which job descriptions are not provided; itemize the specific costs included in the fringe rate; and, fully explain each proposed non-personnel expenditure.

1. **Required Budget Forms:** Enter the dollar values of the proposed grant expenditures onto the appropriate budget lines in the Part II Project Expenditures budget detail pages. Enter the dollar values of the proposed grant expenditures and match into Columns A and B in the appropriate budget lines on Schedule B. Round all figures to whole dollar amounts. See the Required Forms section of the RFP.

Use the applicant agency’s definition of full-time employment as a basis for calculating Full Time Equivalents (FTEs) for all salaried staff on both forms.