# ­­Part III-A Required Program Information – Applicant District/Agency (FY202)

# Part III –B Required Program Information- Applicant Site(s) (FY2022)

*Thank you for your interest in applying for a 21st CCLC SALT Grant for new sites. Please see the Funding Opportunity-Request for Proposals (FO-RFP) for additional information including minimum eligibility requirements, allowable models for adding time, maximum funding request amounts and priorities for the use of grant fu­­­nds.*

**Instructions for completing this document:**

* Applicants should respond to all questions unless otherwise indicated as described in the bullets below.
	+ **[Model 1 Out-of-School Time (OST) ONLY] –** Only schools applying for **Model 1 (OST)** should respond.
	+ **[Model 2 Expanded Learning Time (ELT) ONLY] –** Only schools applying for **Model 2 (ELT)** should respond.
* Responses should be provided within this document leaving the questions above each response. Responses should be written in the white space below each question.
* Please do not delete questions that are not applicable – this will re-number questions and may lead to confusion in responding to questions that reference earlier questions. If you feel a question is not applicable indicate N/A.
* Please adhere to indicated page limits and do not change the font size or margins. Please Note- requested attachments will not count towards the page limits
* Refer to endnotes for additional details

***IMPORTANT NOTE:*** *If the lead applicant is not a district, it must work with the applicable district/school to complete this application.*

**I. COVER SHEET**

**INSTRUCTIONS:** P**lease complete the information below**

|  |  |
| --- | --- |
| **APPLICANT NAME** | **ADDRESS (Street, City, State, Zip Code)** |
|  |  |
| **GRANT CONTACT PERSON** | **TELEPHONE NUMBER** | **EMAIL ADDRESS** |
|  |  |  |
| **Number of schools/ sites included in the application** |  | **District/Partnering District % of Students Who are** [**Economically Disadvantaged (ED)**](http://profiles.doe.mass.edu/search/search.aspx?leftNavId=11238) |  |
| **for all non school district/City/town applicants please list the name of partnering district/school(s)**  |  |
| **PREVIOUSLY RECEIVED 21ST CCLC**  |  | **YES** |  | **N0** |

**A. PLEASE PROVIDE THE REQUESTED INFORMATION ABOUT EACH SCHOOL/SITE INCLUDED IN THIS**

**APPLICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **School/Site 1** | **School/site 2****(if applicable)** | **School/Site 3****(if applicable)** |
| **Name School/Site (where program will occur)** |  |  |  |
| **Model Type** **(please indicate OST or ELT)** |  |  |  |
| **Projected Enrollment**For OST List Projected Students to be Served / For ELT FY21 School Enrollment |  |  |  |
| **Grade Levels** **(to be served by grant funds)** |  |  |  |
| **Indicate % of Students Who are** [**ECONOMICALLY DISADVANTAGED**](http://profiles.doe.mass.edu/search/search.aspx?leftNavId=11238) **[[1]](#endnote-2)**  |  |  |  |
| * **IF** [**ACCOUNTABILITY LEVEL**](http://profiles.doe.mass.edu/statereport/accountability.aspx)**IS**

[**REQUIRING ASSISTANCE OR INTERVENTION**](http://profiles.doe.mass.edu/statereport/accountability.aspx)**[[2]](#endnote-3)**  |  |  |  |
| * [**IF Schoo**l **Wide (SW) TITLE**](http://profiles.doe.mass.edu/search/search.aspx?leftNavId=11238#M)
 |  |  |  |
| * **If Submitted in Full Partnership [[3]](#endnote-4)**
 |  |  |  |
| **If Above Checked List Partners** |  |
| **Grant Funds Requested** |
| **OST Grant Funds Requested** **(sy & summer)** |  |  |  |
| **OST Grant Funds Requested transportation[[4]](#endnote-5)** |  |  |  |
| **ELT Amount Requested for SY**  |  |  |  |
| **ELT Amount Requested for Summer** |  |  |  |
| **ELT Grant Funds Requested Summer Transportation[[5]](#endnote-6)** |  |  |  |
| **Total Grant Funds Requested/School/Site** |  |  |  |
| **Total Funds Requested for all schools/sites**  | **$** |
| *Additional Transportation Justification-* If applying for the additional transportation funds provide a justification for need and projected cost to transport students.  |

**II. District/Organizational Summary (6 pages Max.)**

**A. Program Analysis**

This section presents the case for the proposed program and should be a clear, factual, and compelling statement of the need or challenge(s).

A program analysis for the purposes of this grant is a systematic review of information collected from a variety of resources, prioritized for action in this proposal, and has direct input from all effected stakeholders. The analysis should address the specific needs articulated by the collaborating school(s), the community, families, and students.

Data must pertain to the specific population and schools the proposed program will serve as well as the families of the students.

1. Describe the process used to conduct the needs assessment and the type of data collected (e.g., student level data, school climate data, teacher/student/family interest surveys, community mapping, focus groups, community meetings, etc.).
* If surveys were used describe who was sampled, sample sizes, and the number of actual responses. If focus groups were conducted please describe recruitment process. Please attach copies of any tools, surveys, etc. used to gather the information.
* If focus groups or community meetings were held list the dates, recruitment process if applicable, who participated and overall results. If applicable, describe the role of the collaborative partners in the needs assessment process.
1. Based on the information collected from the assessment provide the following:
* Clearly describe the main gap /need the proposed 21st Century Community Learning Center grant will address.
* Document the factors contributing to the gap/need; and
* Present quantitative data (e.g., school climate data test scores, absentee rates, suspension rates, etc.) and qualitative data that supports defined need.
1. Present data that supports interest level of students, families, school administration, and educators in having a 21st CCLC OST or ELT grant at the school/site. Note: for ELT the proposal must demonstrate teacher union support for the longer day/year.
2. Identify the specific elements of the district’s improvement, turnaround, and/or other strategic plans supported through the proposed program model (OST/ELT). Additionally, describe how the MA 21st CCLC model fits into or enhances these efforts.
* ***School District Lead Applicants*** please attach a letter of support from the Superintendent of schools and Principal(s) of applicant school(s).
* ***Community Programs Lead Applicants*** please attach a letter of support from the executive director and principal(s) of the partnering school(s).

**Note:** *The response to this question should focus on how the grant supports district needs/priorities. Part III-B will provide the opportunity to address school-specific needs/priorities.*

**B. Previous Experience**

1. Regardless of the funding source, describe all previous experience implementing programming that is academically enriching, cross curricular, and provides children/youth with opportunities for students to develop mastery and to demonstrate learning.
* Describe lessons learned and how those experiences helped to inform the program design for the school(s)/site(s) included in this application.
* If the applicant has not had previous experience, provide information that will support the likelihood that the organization can successfully implement this type of program.
1. If the proposed applicant school/site has received 21st CCLC funding in the past, has the site continued to operate after the funding cycle ended, even if at a reduced level? If yes, briefly describe the current program; if no, explain why not.
* Describe what will be different this time around from the previous funding cycle.
* If not applicable, please indicate NA.

**C. Support and Sustainability**

1. All applicants proposing Two (2) -Three (3) sites are required to have hire a full-time coordinator and all others at minimum a 25-30 hour/week coordinator who is directly responsible for the successful implementation of the proposed program(s). The coordinator salary maybe supported in full or part through grant funds.
* Include a description of the qualifications/credentials the applicant will seek for the required coordinator position. If the applicant currently has a person that will serve in this capacity, describe their qualifications/credentials.
* In order to ensure that sufficient time will be dedicated to program oversite including managing the administrative requirements of the grant and attending required meetings/trainings is allotted describe the number of hours/week that will be dedicated to the district coordinator position.
1. Being that this is a three-year grant[[6]](#endnote-7) describe the initial steps/process that the lead applicant will undertake to develop a longer-term sustainability plan for the proposed model. Address the following in your response:
* Describe how this grant will collaborate with other federal, state and local initiatives in order to align and leverage resources, improve program quality, and develop shared outcomes for success [e.g., other federal/public/private funding, McKinney-Vento, Title I, Title III, Title IVA, Adult Basic Education, After-School and Out-of-School Time Quality (ASOST-Q) grants, Department of Early Education and Care, etc.].
* Lead applicant’s financial and non-financial contributions.
* How partners and/or contractors may contribute towards sustaining the applicant site(s).
* Other in-kind support.
* **[ELT Only]** Have or will you be negotiating collective bargaining agreements to maximize financial support for the longer schedule? Describe the process used or plans for negotiating the agreements.
* **[ELT Only]** Describe plans to support the costs associated with implementing the proposed longer school day that are not covered with grant funds as well as how teachers will be compensated for the additional hours. **Reminder:***Grant funds may only be used to support the enhancement or addition of engaging academic enrichment and intervention activities.*

***Please note:*** The use of building space, equipment and snacks/meals covered under the Federal Nutrition program are not a match or a sustainability strategy unless you are able to demonstrate these costs would be incurred without this grant.

**D.** **Federal Requirements**

Federal law (Title IV Part B 21st CCLC) requires that applicants must publicly notify the community of their intent to apply, ***in a timely manner*** ***prior to submission of the proposal*** and provide the opportunity for public comment. If awarded funding, grant recipients must disseminate information about the 21st CCLC program to the community, in a manner that is understandable and accessible**.**

Federal regulations also require applicants provide a plan for safe transportation of students.

**Please respond briefly to the following questions to provide assurance of meeting these requirements.**

1. **Documentation of Community Notification of Intent to Apply**
* Describe the process used to provide the community with notice of intent to submit an application, and the opportunity to comment on the application. Provide the date when notice was provided and attach any documentation to support how this was done.
* Describe the plan to disseminate information, if awarded funding, about the 21st CCLC program to the community in a manner that is understandable and accessible.
1. Describe how the program will ensure that students travel safely to and from the program. This includes any students (OST or ELT) being transported off site for enrichment. Note: for ELT funds may only be used to transport students during the school day to offsite locations only for programming that the school does not have the proper facilities to support (e.g. swim lessons, media lab).
* **[OST]** If the proposed 21CCLC program will take place at a community location describe how students will be safely transported to the program site and how you will ensure the program is as accessible to students as it would be if located at the school. Please note during the school year grant funds may only be used to transport students home from the OST program.
* **[ELT]-** Please describe how students travel to and from school and highlight any proposed changes as a result of ELT.
* **[ELT]-**If students will be transported off site for programming during the SY and/or summer describe the plan for safe transportation an projected cost.
1. **OST Only - Program Fees**

**As per federal requirements, any program that charges or plans to charge families a fee to attend a federally funded 21st CCLC program must adhere to the following guidelines:**

* All income must be expended during the grantee’s award period to supplement, enhance, or otherwise improve 21st CCLC programming for students and families, and not to supplant other funding sources. Use of these funds are limited to the allowable use of funds.
* Take into account the relative poverty of the students served by their 21st CCLC programs, and **those students that are eligible for free lunch will be provided access to the program at no cost** and a sliding fee scale is established for all others.
* Students that are economically disadvantaged should be enrolled first with no expectation of them paying a fee; if there is space, then the program may be open to families who are able to pay.
* Demonstrate that there are established procedures in place for monitoring, accounting, and reporting of program income.
* Program income generated without prior approval from the Department of Elementary and Secondary Education or does not adhere to the above criteria will be used to proportionally reduce the federal award.
* Grantees will be required to report on program income generated, and expenditures related to 21st CCLC program operations.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Will one or more of the applicant sites charge students to attend? |  | YES |  | NO |
| **If you answered Yes to the above, please provide the information below. If you responded NO skip to Section C.**  |
| If yes, check all that apply |  | School Year |  | Summer |
| Please indicate the per student cost to attend the program | $ |
| Please indicate the expected total amount of funds to be generated from program fees. | $ |

1. Please describe the process for determining the per student cost to attend, if a sliding fee is used, and how you ensure that families of children/youth who would be eligible to receive free or reduced price lunch fully understand that cost should not be a deterrent from participation.
2. Describe the procedures in place for monitoring, accounting, and reporting of program income. Describe specifically how those funds are/will be used to supplement proposed grant expenditures.

**Part III-B – Required Program Info School/Site**

**Instructions for completing this document:**

***IMPORTANT NOTE:*** *Applicants should submit* ***ONE*** *proposal with a* ***Separate*** *School/Site Implementation Plan (Part III-B) for each school/site included in this application. Information about the limits on the number of schools/sites for which an applicant may apply can be found in the FO-RFP.*

**A. School/Site Information**

|  |  |
| --- | --- |
| **School/Site Name:** |  |
| **School/Site Location / Address (please provide city/town and zip code)** |  |
| **If the site will be community based, please indicate the name of the partnering school the students who will participate in the program attend. (Refer the FO regarding eligibility).**  |  |
| **If applicable, list partners/contractors for this school/site.**  | **Partner Name** | **Indicate if a Partner (P) [[7]](#endnote-8)or Sub-Contractor \* (C)** |
|  |  |
|  |  |
|  |  |
| **Program Overview:** Please provide a brief description (no more than 150 words) of the proposed program and highlight the types of engaging practices to be provided.The description should begin with the following sentence, filling in the blanks with the appropriate information: ***[District/Lead Applicant Name]*** *will implement* ***[ELT or OST]*** *at* ***[School/Site Name],*** *serving* ***[# of students]*** *in grades [****grade levels].*** Students will engage in the following types of activities ………**A sample description is in the endnotes.[[8]](#endnote-9)****Note**: This description may be posted on the Department’s website. |
|  |

**B. School/Site Planning (5 Pages Max.)**

1. Describe the planning process for implementing the proposed model that supports and expands engaging learning opportunities.[[9]](#endnote-10) Address the following in your response:
* Describe and list the planning team members that contributed to developing the proposal, the respective expertise that they contributed to the planning of this application, and how often the team met.
* Describe how this grant will help to advance learning and the added value to the school/program/site.
* If an OST program is currently operating at the proposed school/site, describe the program and include the number of students being served, the source of funding, and how many days/hours per week the program is operating. Explain if or how a proposed 21st CCLC OST or ELT will operate in conjunction/collaboration with the existing OST program. Consider impact on days/hours of operation, number of students served, services /activities provided, etc.
1. Describe how summer and school year programming will be created or enhanced to address the identified needs/priorities addressed in Part IIIA Q2.Grant-supported activities should align to both the grant priorities and school described needs/priorities. Please see the *Priorities* section in the FO-RFP document. Include the following.

***For Summer 2021 provide the following:***

1. Describe the select population of students to be served, planned outreach strategies to recruit and retainthe selected population of students, and the approximate number of students to be served and during the summer of FY21.
* How the program will ensure that needs of those students in high needs categories (e.g., students who are differently abled, English Language Learners, etc.) will be met.
1. Provide a plan for implementing a summer program that will provide an opportunity to pilot and set up a structure for the implementation of full year of comprehensive programming and services with the start of the FY22 school year.
* Describe the types of programming that will be provided to address identified needs of students and families as a result of COVID19.
* Include the number of weeks and hours/week the summer program will operate.

***For School Year 2022 provide the following:***

1. ***Student Demographics***
* OST- Include the approximate number and select population of students to be served and planned **outreach strategies** to **recruit** and **retain** the selected population of students.
* ELT Describe the student makeup of the school including any specialized programming (e.g. students with disabilities, English Language Learners, etc.).
1. How or why you believe the programming to be provided through this funding will expand and support identified needs/gaps? How the school/program will be designed to build on the strengths and assets of students, families and educators from varied backgrounds and cultures.
2. How will this the grant contribute to improving instructional practices during OST or ELT.

How programming will be intentionally designed to support selected SAYO outcomes.

1. If applicable, describe how homework and/or academic support, will be designed to focus on building skills and practices that support learning, critical thinking and problem solving skills.
2. Applicants proposing to serve Middle and High school grades should describe specific programmatic practices that will be used to increase and sustain student attendance and active participation (e.g., offering core/elective credits, student leadership, college and career readiness, internships, etc.).
3. ELT -Beyond adding or expanding enrichment opportunities describe how the school day will be enhanced and/or redesigned. Describe the specific needs and priorities that will be addressed and supported by these funds.
4. Include a description of the qualifications/credentials the applicant will seek for a site-coordinator; or;
* if that role already exists, provide the current site-coordinator’s qualifications/credentials. If the required district coordinator, described in Question 3 of the District Summary (Part III-A), will assume this role, please indicate as such, and describe the process to ensure that sufficient time is allotted to oversee the site, manage the administrative requirements of the grant and attend required meetings/trainings.
1. As noted in Department developed [Culturally Responsive Social-Emotional Competency Development](https://www.doe.mass.edu/sfs/sel/sel-all.docx), SEL instruction must be culturally responsive and sustaining to help ensure that all students have meaningful engagement to high-quality SEL, and all educators are working to respect, value, and leverage students’ identities, backgrounds, and cultures. *Culturally responsive and sustaining* SEL refers to practices that **actively draw upon** (responsive) **and explicitly support** (sustaining)students’ diverse backgrounds, identities, strengths, and challenges as a strategy to **deepen learning**.
* Describe the type of support or training that has been or will be provided to staff and administrators on effective methods for growing and sustaining culturally responsive SEL practices.
* Describe how the proposed school/program will incorporate these practices into the school/program culture and not as stand-alone activities.

**C. School/Site Program Implementation (6 pages max.)**

1. **Proposed Typical Day (2-page maximum)**

Being that the grant will begin with a summer program that will merge into a full school year program provide a two page narrative, describing what a students’ experience in the summer and school year program will look like at the proposed school/site. ***Please Note:*** *all applicants are required to offer a summer program. ELT may propose to serve a select population of students over the summer.*

The response to this question should begin with summer and merge into the school year.

* The narrative should include sample daily schedules (summer and SY) and descriptions of engaging academic enrichment activities[[10]](#endnote-11), teaching practices that intentionally facilitate and support SEL**[[11]](#endnote-12)**; interventions, support of college and career readiness; and any other examples that highlight proposed grant-funded activities. If the proposed school/site has an existing program the narrative should include how it will be enhanced as a result of this funding. *The specifics of program scheduling and implementation are requested in the following questions.*
1. Provide specific examples of the types of creative and engaging activities/services/supports to be offered. ***Provide two summer examples and up to three school year examples.*** The response may be provided in either paragraph or chart form.
* Describe the specific needs, priorities, and opportunities that will be that will be addressed by the activity (academic, SEL, Health and wellness, civic engagement, etc.);
* The SAYO outcome(s) that will be addressed by the activity (refer to Addendum E SAYO Outcome Selection Form);
* How youth voice and leadership will be supported.
1. **[Model 1 (OST) ONLY]** Describe the following:
* Qualifications/credentials that the program will seek for **program staff** to meet the needs of the selected population including students on Individualized Education Programs (IEPs) and English Learners.
* Plans for **recruiting and retaining** qualified staff that have the necessary skills and are representative of the population of students to be served.

 **[Model 2 (ELT) ONLY]** Briefly describe the following:

* Teacher career ladder[[12]](#endnote-13).
* Changes to teachers’ scheduled hours and workload.
* If applicable, role of community based organizations/contracted providers.
1. Describe the **location and space** in which the grant funded program will take place. Describe how the school/site ensures a welcoming environment with necessary resources to implement activities, stimulate learning, and provide space to exhibit students' work and projects.

*Please refer to the Addendum B - Grant Assurances document in the FO-RFP Required Forms section regarding program space requirements.*

**D. Collaboration and Partnerships (4 pages max)**

1. Describe the structure and opportunities for professional development[[13]](#endnote-14), collaboration, and ongoing planning, and continuous program improvement that will support educators and contracted staff (if applicable) in the implementation of high quality academically enriching programming to be funded through this grant.
* Describe the process and amount of planning time that will be provided to staff implementing grant funded programming.
* If proposing to contract with outside providers for enrichment describe how you will ensure that staff have the needed training, support, and classroom management skills to assure students of all ability levels and cultural backgrounds are fully included and engaged.
1. If proposing to contract with outsidevendors/community based agencies or utilize volunteers[[14]](#endnote-15) describe the relevance of the services/enrichments they will provide and their capacity to implement proposed offerings. If not applicable indicate NA.
* Describe the process for selecting qualified partners, vendors, and volunteers (if applicable) to support the additional learning time.
* Describe the role, if any, in the design and planning of this grant application
* Describe the process for ongoing planning, coordination, and communication to assure enrichment offerings support students’ needs, interests, and selected SAYO outcomes.
* Describe how you will share pertinent data to assure programming/services provided support identified needs.
* Describe the process for communicating policy, procedures, and protocols on the Emergency Management Planning, COVID 19 policies , Medical Emergency Response, and Bullying Prevention and Intervention. Note: For CBOs serving as the lead please confer with the partner school for protocols.
* Describe the specific programming or supports to be provided and the added value they bring
1. Describe plans for building and strengthening [family engagement](https://www.doe.mass.edu/sfs/family-engagement-framework.pdf) practices/partnershipsin order to advance common goals for student success. *engagement. Please refer to the* [*Department definition of family engagement*](http://www.doe.mass.edu/news/news.aspx?id=25263)*. For more family engagement resources visit the* [*DESE family engagement web page.*](https://www.doe.mass.edu/sfs/?section=family)
* Include plans to engage families in meaningful ways to better support student learning and development.
* Include how the practices will be culturally responsive, collaborative, and demonstrate an understanding of different languages, norms, and values.
* If applicable, please describe how grant funds will be used to support/enhance family engagement.

*Applicants are encouraged to allocate at least five (5) percent of the total grant request to support family engagement.*

***Note:*** *Please note episodic, non-reoccurring, or special events that involve families does not fully constitute family engagement. For example, an open house night for parents that involves a meal or social activities would not represent family*

**E. Schedules**

1. **[Model 1 (OST) Only] To ensure that students are attending for the required average number of hours,** describe the **student attendance policies** for both the proposed OST and the summer program, including how often students will be required to attend.
* **[Model 2 (ELT) Only]** Describe the **student attendance policy** for the proposed summer program, including how often students will be required to attend.
1. Use the charts below to provide the anticipated program/school schedule.

**[Model 1 (OST) ONLY] Applicants may propose any schedule configuration that meets the following requirements:**

* Operate for a total of 400 hours during theschool year **and** summer. Please note the majority of hours MUST occur during the school year.
* Operate a minimum of 4 days/week during school year **and** summer.
* Funds cannot be used to support only before school and/or summer programming.
* 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.
* If applicable, school vacation programming must serve the same students served in OST programming.

**Please Note:** ***Drop-in or Drop-in Like programs are not allowed.***

Sample schedules are provided in the endnotes for reference[[15]](#endnote-16).

It is **not** expected that all students will attend all offered hours; however, students are expected to participate for the following minimum numbers of hours, on average during the school year, and approximately 80% of the time during the summer: **Elementary School – 100 hours, Middle School – 90 hours, and High School – 80 hours.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OST****ONLY** | **# of Youth to be Served** | **# Hours/ Day** | **# Days/ Week** | **# of Weeks** | **Total Hours** | **Days of Week (e.g., M-F)** | **Start Time** | **End Time** |
| **School Year 2022** (before school) |  |  |  |  |  |  |  |  |
| **School Year** (after school) |  |  |  |  |  |  |  |  |
| **School Year** (vacation weeks) |  |  |  |  |  |  |  |  |
| **Summer 2021** |  |  |  |  |  |  |  |  |
| **Total # of Hours Offered:** |  | 🡨Must be a minimum of 400 hours. |

|  |
| --- |
| **ELT –OnlyPre-ELT SY19 (2018-2019) (Pre COVID-19)** |
| **Date school began:** |  | **Date school ended:** |  |
| **Enrollment** |  | **Grades Served:** |  |
| **School Start/End Time**  | **Hours** | **# of days** | **Total Hours** |
|  |  |  |  |
|  |  |  |  |
| **Total # of Hours (Pre-ELT)** |  |  |
| **PROJECTED ELT SY 2022** |
| **Date school begins:** |  | **Date school ends:** |  |
| **Anticipated Enrollment:** |  | **Anticipated Grades Served:** |  |
| **School Start/End Time** | **Hours** | **# of days** | **Total Hours** |
|  |  |  |  |
|  |  |  |  |
| **Total # of Hours (School Year ELT)** |  |  |

|  |
| --- |
| **ELT PROJECTED SUMMER PROGRAMMING 2021**  |
|  | **# of Youth to be Served** | **# Hours/ Day** | **# Days/ Week** | **# of Weeks** | **Total Hours** | **Days of Week (e.g., M-F)** | **Program Times** |
| **Summer** |  |  |  |  |  |  | **Projected Start Time:** |  |
| **Projected End Time:** |  |
| **Total # of Summer Hours:** |  |

1. **[Model 2 (ELT) ONLY [5 Pages Max]** Provide the following proposed SY22 schedules. Proposed student schedules should clearly reflect the additional PBL and or academically enriching learning opportunities that will be supported through this grant.
2. Pre-ELT Student Schedule
3. Pre-ELT Teacher Schedule
4. Proposed Student Schedule
5. Proposed Teacher Schedule

**Insert Schedules here**

1. Priority will be given to applicants that propose to serve youth in schools/communities with 40 percent or more students who are economically disadvantaged, as indicated at the [Department's School and District profiles](http://profiles.doe.mass.edu/search/search.aspx?leftNavId=11238). [↑](#endnote-ref-2)
2. [accountability data](http://profiles.doe.mass.edu/statereport/accountability.aspx) – *select “district” or “school” and “2019” and then “view report”* [↑](#endnote-ref-3)
3. Priority will be given to applicants that submit this application in full partnership that includes a school district, and a community-based organization(s) or other public or private organization. A LEA may receive priority points without a partner if they are able to show that they are unable to partner with a community-based organization in a reasonable geographic proximity and of sufficient quality. [↑](#endnote-ref-4)
4. **Transportation Costs-**

	* School Year (SY) -For OST Programs transportation funds may **only** be used to support transporting students home from the program at the end of the day during the SY. If the applicant site will be serving students from multiple schools these funds may **not** be used to transport them to the program during the SY.
	* Summer -For OST and ELT funds may be used to support transporting students to and from the summer program.
	* These funds may not be used for busses or transportation for field trips. Applicants must demonstrate that other funds are not available to support transportation costs.
	* **Field trips** are an allowable expense provided they have an educational component and connect to and support program activities and outcomes. Out of state field trips are allowed in rare occasions and must be approved in advance by the Department’s 21st CCLC Program Coordinator. Field trip expenses (entry fees, etc.) should be budgeted under other costs Memberships/Subscriptions/Computer Licenses. Grant funds may be used to cover field trip transportation costs and should be budgeted under student transportation line. [↑](#endnote-ref-5)
5. **Transportation Costs-**

	* School Year (SY) -For OST Programs transportation funds may **only** be used to support transporting students home from the program at the end of the day during the SY. If the applicant site will be serving students from multiple schools these funds may **not** be used to transport them to the program during the SY.
	* Summer -For OST and ELT funds may be used to support transporting students to and from the summer program.
	* These funds may not be used for busses or transportation for field trips. Applicants must demonstrate that other funds are not available to support transportation costs.
	* **Field trips** are an allowable expense provided they have an educational component and connect to and support program activities and outcomes. Out of state field trips are allowed in rare occasions and must be approved in advance by the Department’s 21st CCLC Program Coordinator. Field trip expenses (entry fees, etc.) should be budgeted under other costs Memberships/Subscriptions/Computer Licenses. Grant funds may be used to cover field trip transportation costs and should be budgeted under student transportation line. [↑](#endnote-ref-6)
6. In the final year of funding grantees are eligible to apply through a competitive Exemplary Grant process for 85% of their current award and must be able to demonstrate they are working towards sustainability and have additional resources in place. [↑](#endnote-ref-7)
7. **Partners** –Contribute to the overall planning process and are invested in the long term sustainability of the program. **Contractors** receive payment for services provided and when the services are complete, or the funds end the services end. [↑](#endnote-ref-8)
8. **Sample Program Overview: *“****Anytown Public Schools proposes to implement OST at Ourtown Middle* ***School,*** *serving 50 students in grades 6-8. Students will engage in programming that includes STEM, project-based learning, health and wellness education, academic support and college and career readiness activities.”*

***“****Ourtown Public Schools proposes to implement ELT at Mytown Elementary for students in grades K-5. Students will engage in programming that includes blended learning, project based learning, arts, and physical activity.*  [↑](#endnote-ref-9)
9. **Engaging Learning Opportunities:** The 21st CCLC program prioritizes project based learning as a teaching and learning strategy as well as other types of creative programming that is hands-on, inquiry-based, multi-disciplinary and support SEL. Note: Not all programming needs to be PBL, but it should be an aspect of programming offered. [↑](#endnote-ref-10)
10. ix **Academic Enrichment and Engaging Instructional Practices:** *These practices should be**thoughtfully planned so as to deepen student engagement, integrate academics though cross curricular programming, support SEL, and career readiness.*  [↑](#endnote-ref-11)
11. x **Social and Emotional Learning:** The process by which students develop social-emotional competencies is referred to as SEL. SEL includes the foundational skills, attitudes, and behaviors that help promote school engagement and academic success. The Office of Student and Family Support (SFS) has developed a [SEL resource](http://www.doe.mass.edu/ssce/SEL.docx) ([pdf](http://www.doe.mass.edu/ssce/sel.pdf)) to provide districts, schools, and programs with a better understanding of SEL and elements of programming that support and strengthen its implementation. [↑](#endnote-ref-12)
12. *xiTeacher Career Ladders:* The purpose of the teacher career ladder would be to provide differentiated roles for teachers that are linked to evidence of performance and impact with students. The proposed ladder must include a professional growth model for teachers with clearly defined titles, selection criteria that include measures of teacher's impact on student growth and learning, responsibilities, compensation structure, and duration. The proposals must also describe the ways in which the teacher career ladder system is aligned to the school's educator evaluation system. [↑](#endnote-ref-13)
13. xiii **Professional Development (PD) Offerings:** The Massachusetts 21st CCLC program offers a variety of professional development opportunities to support program implementation, some of which are optional and designed to support programs’ PD needs and continuous program improvement. Please see *Addendum B - Grant Assurances* for details on grant PD requirements. [↑](#endnote-ref-14)
14. xii Volunteers- This includes college tutors, mentors, and retired professionals.
 [↑](#endnote-ref-15)
15. **SAMPLE Model 1 (OST) SCHEDULE *(for reference only – programs are not required to follow these exactly)***

|  |  |  |
| --- | --- | --- |
| **School Year** | **Summer** | **Total** |
| 320 Hours (10 hours/week x 32 weeks)  | 80 Hours20 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** |
| 336 hours (10.5 hrs/week x 32 weeks) | 64 hours16 hours/week (4 hours/day for 4 days) x 4 weeks | **400** |

 [↑](#endnote-ref-16)