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| Name of Grant Program: MassGrad Promising Practices | **FundCode:** 320/324 |

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| PART III – REQUIRED PROGRAM INFORMATION |

**Instructions:**

Please complete **all** information in the tables and respond to the questions included in this document in the order provided. The response should be no longer than eight (8) pages of narrative and tables using Arial 10 point font (the *Budget Detail Pages* do not count towards page maximum).

**SECTION I: BASIC PROJECT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **District Name** |  | | |
| **School Name** |  | | |
| **Project coordinator name and title (he/she will be the main contact for the project)** |  | | |
| **Project coordinator Contact Information (phone & email)** |  | | |
| **Grant/business contact (if different)** |  | | |
| **School year or summer project** |  | | |
| **Other key project staff**  *List names, titles, and emails* |  | | |
| **Priority strategy/strategies (*see Research Based Strategies descriptions in Additional Information ):*** | | |
| **How do you, or will you, address the social, emotional and mental health needs of targeted students?** | | |
| **Anticipated number of students to be served:** | | **Actual/Anticipated Risk Factors of Students:** |

**SECTION II – GRANT PROPOSAL SYNOPSIS**

1. Provide a **one to two paragraph** synopsis of your grant proposal that you will detail in the remaining questions. Include in your response brief descriptions of the activities associated with the chosen priority component(s). If selected for funding this synopsis may be posted on the Department website.
2. Please describe the processes in place to ensure equity in enrollment, access to services and post-secondary planning?

**SECTION III – NEEDS ASSESSMENT**

1. Thoroughly describe the needs assessment process that you use to identify the students to be served. Describe any quantitative and qualitative data and the tools used to support the results (EWIS, DART, local screening tools, student climate surveys and student voice etc.)

**SECTION IV– GRANT GOALS**

1. Describe what success will look like for your school and district at the end of the grant period, August 31, 2023.
2. Identify **two** metrics with goals your district will look at to determine the impact and success of this grant funding (e.g., increase attendance by 5%, pass all courses, increase graduation rate by 1.5%.)

**SECTION V – GRANT IMPLEMENTATION**

1. Describe:
   1. the student population(s) you intend to serve (overage, under-credit, high risk, etc.);
   2. the criteria you will use to determine eligibility;
   3. the strategies you have chosen and explain rationale for this (these) choices for this student population and the identified need.
   4. If you received MassGrad funding last school year, describe how this work is building on what was done last year. If you are choosing a new strategy, please explain why you are choosing something new.
   5. Additional strategies your school may be using to address student re-engagement in a response to the pandemic.
2. Provide a brief description of the activities/supports/services that will be used to implement the priority strategies? How often and where will it happen (in class, daily, school day, after school, etc.) What is the anticipated impact on the student?
3. How will this grant project inform and coordinate with other school improvement efforts and ongoing initiatives? Include in the description how other federal, state, and local funding streams, initiatives, and resources will be connected with this project. *Note:* *funds must be used to supplement, not supplant, current programming.*
4. How will this funding opportunity improve access to supports for historically underserved populations including marginalized racial/ethnic groups, English learners, students with disabilities and low income students?
5. List and describe the district and school staff members, students, guardians, and/or external partners that will be part of your “implementation team.” Include in the description the names, titles, and roles of these team members. Also, please include in the description how often this team will meet and work together to ensure the successful implementation of the grant project.
6. Provide a detailed description of the timeline for all grant-related activities and milestones, as well as the individual people responsible for the implementation of the grant activities. Activities listed may extend beyond just the grant funded activities but there must be a connection between activities and the strategies being implemented.

| **Time Period** | **Description of Activities and Benchmarks** | **Person/ people responsible** |
| --- | --- | --- |
| **October 2022** |  |  |
| **November 2022** |  |  |
| **December 2022** |  |  |
| **January 2023** |  |  |
| **February 2023** |  |  |
| **March 2023** |  |  |
| **April 2023** |  |  |
| **May 2023** |  |  |
| **June 2023** |  |  |
| **July 2023** |  |  |
| **August 2023** |  |  |

#### SECTION VI – BUDGET

Provide a budget **narrative** that includes a description of proposed program expenses by line item. Describe how project expenses relate to proposed activities.