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| **Name of Grant Program:** After-School and Out-of-School Time (ASOST) | **Fund Code:** 528 (School Year) &  530 (Summer) |

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| PART III – REQUIRED PROGRAM INFORMATION |

**GRANT CATEGORIES**

The Department of Elementary and Secondary Education (Department) has established three separate funding categories for the **School Year 2022-2023 and Summer 2023** After-School and Out-of-School Time (ASOST) grant program.

An applicant may submit ONE application, proposing up to TWO of the following categories:

*Please see the RFP for additional details about each of these categories.*

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|  | **Category A:**  **Quality Enhancements** | **Category B:**  **Increased Access** | **Category C:**  **Regional or Statewide Professional Development** |
| **Primary Purpose** | To support program **quality enhancement** activities related to the quality criteria areas established by Department and the Department of Early Education and Care (EEC) | To support **increased access** to quality ASOST programs for students including but not limited to students considered as low-income, BIPOC (black, indigenous and other people of color), English language learners, special education, experiencing homelessness, in foster care and living in rural areas | To support regional networks of after-school and out-of-school time (ASOST\*) providers, particularly but not limited to those selected to receive funding in Category A/B in enhancing program quality through professional development |
| **Eligibility** | Massachusetts public school districts, non-public schools, and public and private non-profit community-based organizations (CBOs) with experience running ASOST programs | Massachusetts public school districts, non-public schools, and public and private non-profit community-based organizations (CBOs) with experience running ASOST programs | Massachusetts public school districts, non-public schools, and public and private non-profit community-based organizations (CBOs) with experience providing professional development to Massachusetts ASOST programs |
| **Maximum Grant Request**  **For FY2023\***  **\*including both school year & summer** | Up to $50,000 for one site or up to $75,000 for two or more sites | Up to $50,000 if proposing to serve 10-49 additional students, $75,000 for 50-75 additional students and $100,000 for 76-100+ additional students. | Up to $30,000 to support regional or statewide professional development and networking activities |
| **Expected continuation eligibility in FY2024\***  **\*for funded FY2023 applicants** | Up to 100% of amount received in FY2023, pending state budget appropriation | Up to 100% of amount received in FY2023, pending state budget appropriation | Up to 100% of amount received in FY2023, pending state budget appropriation |
| **Applicable**  **Part III pages/questions** | Category A&B Cover Sheet and Questions 1-9 and 10A on pages 2-4. | Category A&B Cover Sheet and Questions 1-9 and 10B on pages 2-4 | Category C Cover Sheet and Questions 1-5 on pages 5-6. |

**IMPORTANT NOTES FOR COMPLETING THIS APPLICATION:**

* The term “ASOST” is inclusive of before-school, after-school, vacation and summer programming.
* Applicants may delete the pages that are not applicable to the category for which they are applying.
* The term “site” refers to the physical location of the ASOST program. Organizations with ASOST programs at more than one physical location would be considered to have two or more sites.
* Responses to all questions must be completed within this document 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. Paragraph form and/or bullets are acceptable. In places where there are check boxes, please double click on them and select checked when applicable.

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| **Category A & B: Quality Enhancements &/or Increased Access (Category C only applicants skip to page 5)**  **FISCAL YEAR 2023 PROGRAM COVER SHEET**  (Applicants for either or both of these categories must complete Questions on pages 2-4 of this document.) | | | | | | | | | | | | | | |
| **Amount Requested:**  **(Max total is $175,000, see page 1 for more details on requirements)** | | | **School Year (upon approval – 6/30/2023)** | | | | | | | | **Summer (7/1/2023-8/31/20230** | | | |
| $ | | | | | | | | $ | | | |
| **Applicant Agency:** | | |  | | | | | | | | | | | |
| **Tax ID #:** | | |  | | | | | | | | | | | |
| **Program Coordinator Name/Title:** | | |  | | | | | | | | | | | |
| **Address:** | | |  | | | | | | | | | | | |
| **Phone:** |  | | | | **Email:** | | |  | | | | | | |
| **District applicants** - please note any formal partnerships with community-based organizations (CBOs):  **CBO applicants** - please note any formal partnerships with public or private school(s): | | | | | | | |  | | | | | | |
| **PROGRAM ENROLLMENT** | | | | | | | | **School Year (SY)**  **2022-2023** | | | | | **Summer 2023** | |
| **Total number of children/youth projected to be served at sites served by this grant:** | | | | | | | |  | | | | |  | |
| **Grade level(s) ranges to be served:** (check all that apply and a subset of grades within a range is allowed) | | | | | | | | **K-5** | **6-8** | | | | | **9-12** |
| **Population(s) Served:** *For each category below, indicate the approximate* ***percentage*** *of children/youth who will be served at sites to be enhanced by this grant.* | | | | | | | | | | | | | | |
| **% Low-Income:** | | | | **% Students with Disabilities:** | | | | | | **% English Learners:** | | | | |
|  | | | |  | | | | | |  | | | | |
| **Total number of SITES to be enhanced by this grant:** | | | | | | |  | | | | | | | |
| Please list each site to be impacted through this grant below: (*add rows if needed)* | | | | | | | | | | | | | | |
| **Site** | | **City/Town** | | | | **Site** | | | | | | **City/Town** | | |
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| Which of the following applies to your program with respect to licensing?  EEC Licensed  License Exempt  Public School Operated  Other Community Based Organization | | | | | | | | | | | | | | |
| Does your program charge tuition for participation in program activities?\*  No  Yes – IF YES, how much do you charge?  Do you have a sliding scale for families who may not be able to afford tuition?  Yes  No  ***\*Please note that funded programs are required to ensure that other resources are available such as scholarships and/or sliding scale fees for families who may not be able to afford tuition. Please also note that at least a subset of students must be able to attend free of charge if receiving grant funds. See Fund Use in RFP for more details.*** | | | | | | | | | | | | | | |

**NOTE:** Activities supported by this grant must be enhancing programming that takes place **outside of the regularly scheduled school day.**

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(s). 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/or summer programs, 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;
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. Please respond to following EEC questions (for all applicants even if not an EEC involved program):
   1. What data and information are you using to understand your programs strengths and areas of growth?
   2. How does your program prioritize your continuous quality improvement goals? For reference, you can use EEC’s domains of quality, which include a focus on positive youth development supported by a) curriculum/activities and observation/assessment, b) physical environment, c) family engagement, d) business practices, and e) leadership and professional learning.
   3. How has your program’s approach to positive youth development/social and emotional learning evolved to account for the needs of children as we emerge from the COVID-19 pandemic?
7. Use the chart below to provide the proposed daily hours of operation for school year and summer program (copy and paste if schedule differs and proposing grant for multiple programs).

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summer: Program Dates**  Program Name: | | **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/or summer programming; and
3. Describe how sustained attendance levels in the school year and/or summer programs will be maintained.

1. **Staff Qualifications:** Describe the staffing for the proposed school year and/or summer programs, including the following:
2. Plans for quality personnel recruitment and retention;
3. How the applicant will ensure that staff have the necessary qualifications to meet the diverse needs of the target population; and
4. Student: staff ratios.

1. **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.
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 school year and summer programming provided.
3. **Evaluation of School Year and Summer Programs:** Describe how the school year and/or summer program will be evaluated, including a description of any outcome evaluation tool(s) to be utilized, including the Assessment of Program Practices (APT-O) Observational tool (Note: Grantees will be provided link to free online training for and access to the APT-O tool). Please also note there will be 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, due to Department by September 30, 2023.

1. **Fiscal Capacity:** ALL APPLICANTS THAT ARE NON-PROFIT AGENCIES AND ORGANIZATIONS **OTHER THAN A SCHOOL, SCHOOL DISTRICT, CITY, OR TOWN,** please provide the following additional information:
2. Describe the non-profit agency/organization’s previous experience with similar amounts of funding at state, federal, or local levels through government, foundation, or private grants.
3. Attach the organizations fiscal polices and procedures including process for cash management and procurement; and
4. Attach the organization’s most recent annual audit (note a current tax return is not sufficient).
5. **Budget:** Use the Part II - Budget Excel Workbook provided Required Forms section of the RFP. In constructing the budget, please note that all costs must be ***reasonable and necessary***to implement the quality enhancement and/or increased access program activities. Applicants should complete a school year FC 528 (upon approval –June 30, 2023) budget for school year (and any summer programming prior to July 1) and/or a summer FC 530 budget (July 1- August 31, 2023) for costs directly related to summer programming. Note: Indirect and equipment costs are not allowed.

1. **A. CATEGORY A ONLY: Proposed Quality Enhancements:**
2. For which quality criteria area(s)\* are you proposing to implement enhancements? (Put an ‘x’ next to all that apply)

|  |  |
| --- | --- |
|  | **A. Comprehensive Academic, Social-Emotional, Health/Wellness and Enrichment Services** |
|  | **B. Partnerships** |
|  | **C. Serving Special Populations** |
|  | **D. Family Engagement** |
|  | **E. Highly Qualified Staff** |
|  | **F. Evaluation Systems** |
|  | **G. Cultural Competence & Equity** |

1. Describe planned activities within each proposed quality enhancement that will be supported by this grant. Please specify what will happen, who will do it and when and how impact will be evaluated. [Note: Please be specific only to quality enhancement activities this grant will be supporting.]

*\*NOTE: The quality criteria areas above have been established by the Department in partnership with EEC to guide collaborative statewide system-building efforts**for**ASOST services that will help children and youth in the Commonwealth to be healthy and contributing citizens. See the Guidelines for Quality Enhancements in After-School and Out-of-School Time Programs for more details.*

1. **B. CATEGORY B ONLY: Increased Access**
2. Describe need for funding for increased access (e.g., previous FC528 recipient, waitlists, loss of previous funding sources, etc.) and include numbers in chart below.

|  |  |
| --- | --- |
| 1. Projected number to be served *without* these grant funds: |  |
| 2. Projected total number to be served *with* these grant funds: |  |
| 3. Total number increased access (Line 2 minus line 1) |  |
| 4. Projected number of additional staff grant funds will provide: |  |

1. Describe how the funding will allow you to increase access to more students particularly for students who have previously been underserved, including but not limited to students considered as low-income, BIPOC (black, indigenous and other people of color), English learners, special education, migrant, experiencing homelessness, in foster care and living in rural areas.

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| **Category C: Regional or Statewide Professional Development (PD)**  **FISCAL YEAR 2023 PROGRAM COVER SHEET** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Total Amount of Grant Funds Requested  ($30,000 maximum):** | | **School Year (upon approval - 6/30/23)** | | | **Summer (7/1/23-8/31/23)** | |
| $ | | | $ | |
| **Applicant Agency:** | |  | | | | |
| **Tax ID #:** | |  | | | | |
| **Program Coordinator Name/Title:** | |  | | | | |
| **Address:** | |  | | | | |
| **Phone:** |  | | **Email:** |  | | |
| **Proposed number of educators to be engaged in PD/Networking through this grant:** | | | | | |  |
| **Proposed number of PD sessions to be offered through this grant:** | | | | | |  |

**Regional or Statewide:** Please indicate the region(s) in which proposed PD and networking will occur.

|  |  |
| --- | --- |
|  | **Statewide** (To be considered for “Statewide” implementation, applicant must propose professional development (which includes opportunities for networking) for all regions listed below. Opportunities offered may be virtual. |
| **AND/OR** | |
|  | **Boston** |
|  | **Central** |
|  | **Greater Boston** |
|  | **Northeast** |
|  | **Southeast** |
|  | **West (Includes “Berkshires” and “Pioneer Valley”)** |

**Quality Criteria Areas:**

The quality enhancement criteria areas have been established by the Department in partnership with the Department of Early Education and Care (EEC) to guide collaborative statewide system-building effortsfor*ASOST* services that will help children and youth in the Commonwealth to be productive and contributing citizens.

Professional development (PD) activities must meet the [Massachusetts Standards for PD](http://www.doe.mass.edu/pd/standards.html) and include opportunities for networking. PD may include training/webinar series.

Programs applying for funds in this category must propose to offer PD/networking in one or more of these quality areas. Applicants in this category are expected to align PD offerings to the current needs of the ASOST field.

For which quality criteria area(s) are you proposing to implement PD? (Put an ‘x’ next to all that apply)

|  |  |
| --- | --- |
|  | **A. Comprehensive Academic, Social-Emotional, Health/Wellness and Enrichment Services** |
|  | **B. Partnerships** |
|  | **C. Serving Special Populations** |
|  | **D. Family Engagement** |
|  | **E. Highly Qualified Staff** |
|  | **F. Evaluation Systems** |
|  | **G. Cultural Competence & Equity** |

1. **Experience:** Please describe *current or previous experience* providing professional development and/or networking for Massachusetts *ASOST* programs. Include specific experience in providing these opportunities related to the quality areas selected above.
2. **PD Area(s):** Please describe how the topic areas for the PD/networking offerings were determined based on current input from ASOST providers. **Note:** While not limited to these areas, the Department, based on needs assessments conducted is seeking proposals for PD/networking that include engaging academic recovery, project-based learning, cultural responsiveness, social and emotional learning, behavior support, and family engagement as well the convening of regional networks to work with the Department and EEC to support the implementation of school and community partnerships.
3. **Proposed Activities and Timeline:** Please describe the proposed PD offerings to be *provided using this grant funding*. Include the following for each:
   * Session Title
   * 1-paragraph description
   * Session Format (Online, in-person, hybrid, etc.)
   * Target Audience (program administrators, direct staff, etc.)
   * Timeframe (including time of year/date, if known, # of hours)
4. **Recruitment/Follow-Up:** Please describe how you will recruit participants for and market offerings to ASOST programs, including ASOST FC 528-530 grantees and other ASOST providers. Please also describe how you will facilitate registration, follow-up with reminders of sessions and evaluate PD offerings.
5. **Fiscal Capacity:** Fiscal Capacity Additional Information to be provided  
6. **Budget:** Use the Part II - Budget Excel Workbook provided Required Forms section of the RFP. In constructing the budget, please note that all costs must be reasonable and necessary to implement the PD. Applicants should complete a school year FC 528 (upon approval –June 30, 2023) budget for school year (and any summer programming prior to July 1) and/or a summer FC 530 budget (July 1- August 31, 2023) for costs directly related to summer PD, if applicable. Note: Food costs for adults and indirect and equipment costs are not allowed.

**END OF REQUIRED PROGRAM INFORMATION FOR APPLICANTS IN CATEGORY C**