



Maryland

STATE DEPARTMENT OF EDUCATION

APPLICATION FOR PARTICIPATION

School Waste Reduction and Composting Program

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

March 28, 2024
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

Carey M. Wright, Ed.D.

Interim State Superintendent of Schools

Deann Collins, Ed.D.

Deputy State Superintendent
Office of Teaching and Learning

Wes Moore

Governor

MARYLAND STATE BOARD OF EDUCATION

Clarence C. Crawford

President, Maryland State Board of Education

Joshua L. Michael, Ph.D. (Vice President)

Shawn D. Bartley, Esq.

Chuen-Chin Bianca Chang, MSN, PNP, RN-BC

Susan J. Getty, Ed.D.

Dr. Monica Goldson

Nick Greer

Dr. Irma E. Johnson

Dr. Joan Mele-McCarthy, D.A., CCC-SLP

Rachel L. McCusker

Samir Paul, Esq.

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

Table of Contents

Instructions	3
Proposal Cover Page.....	4
Project Narrative.....	5
Appendices	14

Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.
2. Do not alter or remove sections.
3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.
4. The signed and completed application should be saved as a single pdf document and emailed as an attachment to Zachary.carey@maryland.gov by 5:00 p.m. on March 28, 2024.

Proposal Cover Page

Program Name:

Project Director:

Director Phone:

Director email:

Organization Name:

Organization Address:

**Add more rows as needed.*

Amount of the request for grant period (September 1, 2023 – June 30, 2024):

\$500 - \$800

Project Statement

(Should agree with Proposed Budget and not to exceed \$25,000)

Signature of Contact Person

Date

Printed Name of Contact Person

Title

Signature of Superintendent of Schools

Date

Printed Name of Superintendent

LEA Name

Project Narrative

PROJECT ABSTRACT (250 WORDS)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization's efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

EXTENT OF NEED

Describe a clearly defined, data-supported problem, condition, or need to be addressed through the Fiscal Year 2024 School Waste Reduction and Composting grant.

GOALS, MEASURABLE OUTCOMES AND MILESTONES

Goals

State the overall goals of the Project. The goal(s) should address the main problem identified at the beginning of the needs assessment.

Measurable Outcomes

Measurable Outcomes are the anticipated outcomes to be accomplished for each year of the project and must be related to a goal. Outcomes break the long-term goal into steps or address the factors contributing to the problem addressed by the goal. It is imperative that outcomes be established for every target population the project is designed to affect.

- Below are some tips for writing outcomes:
- State your outcome in quantifiable terms.

- Outcomes should specify the result of an activity.
- Outcomes should identify the target audience or community being served.
- Objectives need to be realistic and capable of being accomplished within the grant period.

Milestones

Ongoing evaluation is essential to the management of a project. Since goals and outcomes are not evaluated until the end of the year, milestones must be established to measure progress during the year. Milestones should be evaluated during the year, either quarterly or semiannually.

Since milestones are intended to indicate progress towards an outcome, each milestone must be related to a stated outcome. Keep in mind that milestones are indicators of progress and may not use the same measurement tool as the objective to which they are related. A project may take months before there is an impact on clients, or the rate of improvement may level off over time. Milestones should anticipate this and be gauged accordingly. Be sure that milestones are ambitious, yet attainable.

Goal 1:			
Activity	Identified Need	Milestone(s)	Expected Outcome(s)

Goal 2:			
Activity	Identified Need	Milestone(s)	Expected Outcome(s)

Goal 3:			
Activity	Identified Need	Milestone(s)	Expected Outcome(s)

Goal 4:			
Activity	Identified Need	Milestone(s)	Expected Outcome(s)

Goal 5:			
Activity	Identified Need	Milestone(s)	Expected Outcome(s)

**Add more tables if including additional goals.*

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Plan of Operation

The Plan of Operation includes the strategies activities that will be implemented to achieve the project’s goals, outcomes, and milestones. Describe a plan of operation that addresses, at a minimum, the key components of the program’s implementation or expansion.

Key Personnel and Timeline

Include a timeline and the key personnel associated with the plan of operation. For key personnel, include the responsibilities, tasks, and FTE percentage of key contributors required for program success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are included. Add more rows, if necessary.

Timelines	Strategies	Person Responsible & Tasks	FTE%

EVALUATION AND EVIDENCE OF IMPACT

Describe the plan to evaluate the extent to which the funding has impacted the amount of food waste prevented, diverted, and composted along with the improvement in education of students and staff on environmental best practices related to the management of food waste.

BUDGET AND BUDGET NARRATIVE

The project's budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable and cost-effective. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. Reviewers should be able to see a clear connection between the project activities and the budget line items. The itemized budget form (C-12-5, Appendix B) can be accessed through the MSDE grants webpage, and a proposed budget must be submitted with the application.

Provide a description of each budget category. For example, under Services, describe the number of staff attending training. If funds are used to hire substitute staff, include amounts. Include FICA/Benefits if applicable. Add more rows to the table, if necessary.

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. An MSDE [Grant Budget Form C-125](#) form must also be completed, signed, and submitted as an appendix.

BUDGET NARRATIVE

ITEMIZED BUDGET

1. What is the Indirect Cost rate?
2. Provide an itemized budget narrative showing how the cost of each item was calculated. It is advisable to take an inventory of existing equipment, materials, and supplies before developing the budget.
3. Please use the formula functions in the “Table Tools Layout” to calculate your costs. To get your final amount, in the last cell of the “Requested”, “In-Kind”, and “Total” columns, use the formula: **=SUM(ABOVE)**.
4. Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix C).

Contracted Services

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR CONTRACTED SERVICES:				

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

Type response here.

Supplies & Materials

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR SUPPLIES & MATERIALS:				

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

Type response here.

Other Charges

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR OTHER CHARGES:				

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

Type response here.

Equipment

Line item	Calculation	Requested	In-Kind	Total
TOTAL FOR EQUIPMENT:				

Using the space below, explain how the costs for equipment above are necessary, reasonable, and cost-effective.

Type response here.

General Education Provisions Act (GEPA)

Explain the steps the applicant will take to ensure equitable access to and participation in the project as it is related to the six (6) types of barriers described in the [GEPA](#) (gender, race, national origin, color, disability, and age).

Appendices

The following appendices must be included but not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

Appendix A: [A signed recipient assurances page](#)

Appendix B: [A signed C-125 MSDE budget form](#)