

**GRANT RENEWAL APPLICATION**

Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201

Deadline  
September 15, 2023  
No later than 5:00 p.m. EDT

Fiscal Year 2024 Maryland AWARE

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Mohammed Choudhury**State Superintendent of Schools   
Secretary-Treasurer, Maryland State Board of Education

**Sylvia Lawson, Ph.D.**Deputy Superintendent for Organizational Effectiveness

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# 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 completed Application should be saved as a pdf and emailed on or before September 15, 2023, by 5:00 p.m. to: [renee.neely@maryland.gov.](mailto:renee.neely@maryland.gov)

# Proposal Cover Page

Program Title:

Project/Program Director:

Director Phone:

Director email:

Institution/Agency Name:

Institution/Agency Address:

Employer Identification Number:

Unique Entity Identifier:

Project statement describing the program (not to exceed 100 words):

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| --- |
| Type your response here. |

Amount of the request for grant period (September 30, 2023 – September 29, 2024):

$

Estimated Annual Cost of Program/Project and Type of Funds

Federal $

State/Local $

Other $

(Should agree with Proposed Budget)

Superintendent's Printed Name

Superintendent's Signature Date

# 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.

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## EXTENT OF NEED - (30 POINTS)

Describe the conditions or needs to be addressed through the Fiscal Year 2024 Maryland AWARE grant program. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the grant funds will address the problem and show how those efforts are effective.

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## GOALS and OUTCOMES - (20 POINTS)

Applicants are required to set an overall goal for the project. Determining the program goal is an important part of evaluating your program. Applicants must complete the chart with SMART (Specific, Measurable, Attainable, Relevant, and Time-Bound) program goals that must be aligned with the Plan of Operation and the Blueprint Pillar 4 Objective 5. Examples of Goals and Outcomes are below:

Goal 1: All new referrals with identified mental and behavioral health needs are obtaining support services at least once per week.

Outcome 1: Student behavioral health needs are identified, and all students have access to behavioral health services through school-based or community-based services.

Goal 2: After three (3) months of receiving mental and behavioral health services students can use their acquired coping skills.

Outcome 2: Students can appropriately respond to a difficult situation without posing a danger to themselves or others.

Goal 3: All staff and students will be trained in suicide awareness and prevention by September 30th each school year.

Outcome 3: Staff and students can recognize and appropriately respond to suicidal ideation crisis/situations.

Goal 4: At least 100 community members will be trained in Youth Mental Health First Aid by the end of the grant period.

Outcome 4: Community members will be able to recognize and appropriately respond to youth that are experiencing mental health needs.

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| **Goal 1:** |
| **Outcome:** |

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| **Goal 2:** |
| **Outcome:** |

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| **Goal 3:** |
| **Outcome:** |

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| **Goal 4:** |
| **Outcome:** |

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| **Goal 5:** |
| **Outcome:** |

## Plan of Operation, Key Personnel and Timeline - (20 Points)

Discuss the strategies and activities to be used to accomplish the goals and outcomes. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish goals and outcomes. Include in this section a justification as to why the strategies were chosen and how they will help to achieve the goals and outcomes. How will grant funds support these strategies and who will be served? In the application, list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

### Plan of Operation

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### Project Timeline

| **Timelines** | **Strategy/Activities** | **Person Responsible  Partner Organization** |
| --- | --- | --- |
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|  |  |  |
|  |  |  |

*Add more rows, if necessary.*

### Key Personnel

Complete the chart below with a list of the staff or personnel responsible for the successful implementation and monitoring of the grant requirements.

| **Name and %FTE** | **Title** | **Qualifications  (or plan to achieve qualification within grant period)** | **Responsibilities specific to program activities and goals** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

*Add more rows, if necessary*

## Evidence of Impact - (10 Points)

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the organization’s experience in terms of effective practices (research-based strategies) leading to the desired outcomes. Include success stories of your program for previous years.

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## Evaluation - (10 POINTS)

Grantees are required to submit an annual evaluation report and quarterly progress reports that are consistent with the project’s goal and objective(s). Keep in mind that the final evaluation will consider the entire project, beginning to end. It should not be viewed as what is done after the project’s completion, but as an integral element in the project’s planning, design, and implementation. Describe in detail what success will look like and the criteria that will be used to determine and measure success.

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# Budget And Budget Narrative

Budget (10 Points) should be completed on MSDE [Grant Budget C-1-25](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) Form and you can use the tables below for the Budget Narrative. For each category provide a detailed description of the requested funds that will be spent. Add more rows if needed. The C-1-25 form must also be signed and submitted as an appendix.

**1. Salaries & Wages (list each position separately)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  |  |  |  |  |
|  |  |  |  |  |
|  | Total for salaries & wages: |  |  |  |

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

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| Type response here. |

**2. Contracted Services**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for contracted services: |  |  |  |

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

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| Type response here. |

**3. Supplies & materials**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total supplies & materials: |  |  |  |

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

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| Type response here. |

**4. Other charges**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for other charges: |  |  |  |

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

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| Type response here. |

**5. Equipment**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
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|  | Total for equipment: |  |  |  |

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

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| Type response here. |

**6. Transfers (indirect costs)**

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| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  |  |  |  |
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|  | Total for transfers: |  |  |  |

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

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| Type response here. |

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| --- |
| Total amount requested: |

# Appendices

The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

Appendix A: [A signed recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: An Excel version of the proposed itemized [C-1-25 MSDE Budget Form](https://www.marylandpublicschools.org/programs/Pages/CTE/PerkinsV/Budget-and-Budget-Amendments.aspx)