

**APPLICATION FOR PARTICIPATION**

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

Deadline  
August 25, 2023  
No later than 5:00 p.m. EDT

Operating Grant to the

Living Classrooms Foundation

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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

**Justin Dayhoff**Assistant State Superintendent, Financial  
Planning, Operations, and Strategy

**Wes Moore**Governor

**MARYLAND STATE BOARD OF EDUCATION**

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Joan Mele-McCarthy, D.A

Rachel L. McCusker

Joshua L. Michael, Ph.D.

Samir Paul, Esq.

Brigadier General Warner I. Sumpter (Ret.)

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

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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 to [sai.applications@maryland.gov](mailto:sai.applications@maryland.gov)

# Cover Page

Organization Name:

Program Director:

Phone:

Email:

Amount of the request for grant period (July 1, 2023 – June 24, 2024): $

|  |
| --- |
|  |

Name of Head of Organization

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Signature of Head of Organization Date

# Project Narrative

## Evidence of Impact

Applicants must describe how the educational plan will lead to the desired impact. Discuss your history of impact on the target population, what has or has not worked, and your track record in success. Provide data to support these claims.

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## EXTENT OF NEED

#### Applications must describe the conditions or needs to be addressed through the Fiscal Year 2024 Operating Grant to the Living Classrooms Foundation. Describe how the operating grant funds will address the problem.

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## GOALS

Applicants are required to set overall goals for the educational program. The goal(s) should address the impact your program will have on the students it serves. Goals should be specific, measurable, ambitious yet attainable, realistic, and time bound. At least one educational goal must be set for the program.

|  |
| --- |
| **Goal 1:** |

*\*Add additional rows if necessary*

## Educational Program

Describe the educational program that will be provided to students and teachers in Maryland as a result of this Operating Grants to the Living Classrooms Foundation.

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## Evaluation

Evaluation is an important part of determining the success of the program. Applicants will be required to describe what success will look like and the criteria that will be used to determine and measure success at the end of the grant period.

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## Key Personnel and Timeline

Grantees are required to include a list of the staff or personnel responsible for the successful implementation and monitoring of the grant requirements.

| **Name** | **Title** | **Responsibilities** | **% of time devoted** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*\*Add additional rows if necessary*

A project timeline must also be provided. Applicants should consider all of the key tasks or activities that need to be carried out to implement the program successfully, whether each task can realistically begin and end in the proposed time frame, and how long each task will take to complete.

| **Key Activity** | **Individual Responsible** | **Time Frame / Date** |
| --- | --- | --- |
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*\*Add additional rows if necessary*

# Budget and Budget Narrative

It is required that an itemized budget and budget narrative is submitted to ensure that costs are necessary, reasonable and cost-effective. The itemized budget form (C-1-25) can be accessed through the [MSDE Grants webpage](https://www.marylandpublicschools.org/about/Pages/OFPOS/GAC/GrantPrograms/index.aspx). There will be space for applicants to provide the program’s budget and budget narrative including line-item cost justification. All costs described in the program narrative should appear in the C-1-25.

|  |  |  |
| --- | --- | --- |
| Salaries & Wages | | |
| **Item/Description** | **Calculation** | **Total** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| Total: | | $ |

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

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Supplies & Materials | | |
| **Item/Description** | **Calculation** | **Total** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| Total: | | $ |

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

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| --- |
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|  |  |  |
| --- | --- | --- |
| Contracted Services | | |
| **Item/Description** | **Calculation** | **Total** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| Total: | | $ |

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

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| --- |
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|  |  |  |
| --- | --- | --- |
| Other Charges | | |
| **Item/Description** | **Calculation** | **Total** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| Total: | | $ |

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

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# 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 Itemized Budget Form (C-1-25)](https://www.marylandpublicschools.org/about/Pages/OFPOS/GAC/Forms.aspx)