Grant Information Guide

State Aided Institutions (SAI) Program FY 2026

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

Deadline
June 10, 2024
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The Maryland State Department of Education (MSDE) provides annual grants to qualified non-profit organizations that provide enriching, educational programs to Maryland students. Eligible programs provide learning experiences that align to the State's curricular and educational priorities and cannot be replicated in the classroom.

These educational opportunities emphasize experiential learning and one-on-one support services. This includes, but is not limited to, free or reduced admission, full-day and residential field trips with hands-on activities, mentoring, and tutoring. Pre- and post- visit activities for teachers can be used to connect the experiences to the classroom curriculum. In addition, professional development opportunities for teachers that link the SAI programs to the classroom are also funded.

Currently, there are 58 organizations in the SAI program. In fiscal year 2023, approximately 440,000 Maryland students and teachers were served through this program.

GRANT OVERVIEW

Authorization
Budget bill for fiscal year 2024 (HB0200); requirements defined in COMAR 13A.05.13.00 through 13A.05.13.06

Name of Grant Program

State Aided Institutions (SAI) Program

Purpose

The purpose of the SAI Program is to fund non-profit organizations that provide unique, educational experiences to students and teachers that cannot be replicated in the classrooms. These educational experiences are aligned to Maryland curricular and educational priorities.

Dissemination

This Grant Information Guide (GIG) was released on April 24, 2024.

Deadline

Proposals are due no later than 5pm on June 10, 2024, but MSDE will review applications on a rolling basis.

Grant Period

July 1, 2025 -June 30, 2026

Funding Amount Available

There is approximately $6,706,000 available.

Estimated Number of Grants

Between 60-65

Eligibility

Applicants must be a 501(c)(3) non-profit organization in good standing and that provide direct service to Maryland students and teachers.

Submission Instructions

The electronic SAI application can be downloaded on the SAI webpage. Applicants must download and complete the electronic application, complete with attachments, and save it as one pdf file. Applications must be submitted by 5:00 p.m. June 10, 2024, via email to sai.applications@maryland.gov.

PROGRAM CONTACT

Roslyn Coleman
SAI Program Manager
Office of Grants Administration and Compliance
(410) 767-3309
sai.applications@maryland.gov

State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the SAI's performance of the work and will provide such additional assistance when requested.

The State Superintendent will review and comment on a preliminary list of institutions, focusing on the extent and manner in which each institutions' educational program aligns with the educational and curricular priorities of MSDE. The State Superintendent will then present the list of qualified institutions and comments on each institution to the State Board at the July meeting for review and comment by the Board at the August meeting.

Use of Funds

SAI funds are to be used to provide direct services to students and teachers. Funds must be used within the fiscal year for which they are granted.

FUNDS MAY BE USED FOR:

- Salaries, wages, and stipends for the direct service to students and educators;

- Supplies and materials to implement the educational program;

- Outreach, engagement, informational, and marketing tools to expand reach;

- Equipment necessary for the direct service to students and teachers; and

- Contractual expenses.

FUNDS MAY NOT BE USED FOR:

- Construction or capital improvements;

- Transportation of students;

- Utilities or operating costs; and

- Food.

Program Requirements

This funding opportunity is designed for Maryland nonprofit organizations that provide educational experiences to Maryland school groups. To qualify as an SAI, the institution must be a nonprofit organization[1], and must submit:

- A Fiscal Impact Statement;
- The names of the members of an independent governing board for the institution;
- Proof of status as a 501(c)(3) nonprofit organization;
- A copy of the most recent independent annual audit or copies of the most recent internally generated financial statement until the annual audit is available;
- Evidence of liability insurance coverage;
- A detailed operating budget that indicates that less than 50% of the budget comes from state grants (except for the Baltimore Zoo), specifies all sources of income (including grants received, name of granting agency, and amount of each grant), and specifies all expenditures;
- Plans for the use of any grant funds that may be awarded by the SAI program;
- Evidence of the provision of direct service to Maryland school groups or to individuals with disabilities, including data on the age levels of students and data on the projected numbers of students and teachers to be served both statewide and by jurisdiction; and
- Plans of the institution to align the educational programs of the institution with the educational and curricular priorities of MSDE.

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[1] A "Nonprofit organization" means an organization that:

(a) Is based in the State;

(b) Is incorporated or registered under the laws of the State;

(c) Is exempt from federal income tax under §501(c)(3), (4), or (6) of the Internal Revenue Code; and

(d) Is current in the payment of all tax obligations to the State or any unit or subdivision of the State.

Fiscal Impact Statement

According to COMAR 13A.05.13.04, an organization seeking funding must submit a fiscal impact statement. The fiscal impact statement must describe the educational program for which funding is sought, the amount of funds being requested, the populations to be served, the educational goals and objectives, and the anticipated outcomes. Applicants will submit the fiscal impact statement as Appendix A in their application.

Project Narrative

As a requirement for this program, applicants must address the following areas in the grant application found on the SAI webpage.

COVER PAGE

Applications must include the Cover Page provided in the application for participation. Do not go beyond the length of this page. The Cover Page should be signed by the Head of the institution.

EVIDENCE OF IMPACT

Discuss your organization's history of impact on Maryland teachers and students, what has worked, what has not worked, and your track record in effectuating change. Include data such as service numbers, survey or evaluation data, and how your organization has expanded.

Additionally, applicants will provide the projected numbers of students and teachers expected to participate in SAI-funded activities by completing the chart below:

	Fiscal Year 2024 (actual)	Fiscal Year 2025 (projected)	Fiscal Year 2026 (projected)
Number of LEAs served			
Number of total public schools served			
Number of schools designated as Title 1			
Number of nonpublic/homeschools served			
Number of PreK-12 students served			
Number of students with a disability served			
Number of teachers served			
Number of chaperones/other adults served			

Note: No more than 20% of participants served may come from nonpublic or homeschools

PROGRAM GOALS AND EVALUATION

Applicants are required to set overall goals for the educational program and describe how they will be evaluated. 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. If there is no way to evaluate a goal, it is not measurable and should be rewritten. Some examples of goals and their evaluation can be found below.

Goal 1: By December 15, 2024, we will increase access to the guided tour for at least 150 Spanish-speaking students by offering translated Spanish audio option.

Evaluation: Track the number of Spanish-speaking students who attended

Goal 2: By May 2025, 90% of students who attended the program will report a deeper love and appreciation for dance performance.

Evaluation: Demonstrated through pre- and post-surveys

EDUCATIONAL PROGRAMMING AND OUTREACH

Applicants are required to provide a description of the proposed educational enrichment program, including the identification of grade levels targeted, areas of educational focus, and related curricular standard(s). Proposed educational programming must connect to the state's educational goals and standards. Below is a list of resources on state's curricular standards:

Content Area	Resource
Science	Next Generation Science Standards (NGSS)
English Language Arts	Maryland College and Career Ready (MCCR) standards for ELA
Mathematics	Maryland College and Career Ready (MCCR) standards for math
Fine Arts	Maryland State Fine Arts Standards
Social Studies	Maryland Social Studies Standards
Blueprint for Maryland's Future (optional)	Blueprint for Maryland's Future

The institution must have an outreach plan to advertise the educational program in an effort to expand its reach to Maryland students and teachers. The outreach plan may involve printing promotional materials, conducting in-person visits to nearby schools, social media advertising, and others. Please be sure to include steps that will be taken to provide outreach to historically underserved populations to ensure their participation in proposed activities.

PROJECT TIMELINE

The Project Timeline includes the key activities that will be implemented to achieve the project's goals. Describe, at a minimum, the key components of the program's implementation or expansion. Include a timeline associated with the key activities.

Sample Key Activities	Time Frame/Dates
Gather feedback received from teachers and students on the Ecosystem Detector program; meet with education specialists; revise program content and structure based on feedback received	July–August 2025
Design an abbreviated in-class teaser program targeting students in grades 6-8	August 2025
Design flyers and graphics for Ecosystem Detector program, send emails out to current school contacts	September 2025
Initiate contact with current school partners Initiate contact with 5 schools in a new LEA	September 2025
Schedule field trips with schools	March–May 2026
Submit midyear progress report to MSDE	January 2026

KEY PERSONNEL

For key personnel, include the title, responsibilities, and tasks, 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.

Name	Title	Responsibilities
John Smith	Education Program Manager	Implement programming, curate educational resources, assist with management and administration of day-to-day operations and scheduling of artist residencies

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, cost-effective, and integrates other sources of funding. 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 project activities and the budget line items.

An MSDE Grant Budget C-125 form must also be completed, signed, and submitted as an appendix. Please enter all totals on line 214 for "Community Services".

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, "meeting expenses" can be broken down into room rental, photocopying, and refreshments. There is no page limit for the budget, so be as detailed as possible. See a sample budget below:

SALARIES AND WAGES (LIST EACH POSITION SEPARATELY)

Line item/Description	Calculation	Total
Education Program Manager (100% of time)	100% at $50,000	$50,000
Museum Educators (2 educators)	250 hours each (so, 500 total) at $17 per hour	$8,500
	Total:	$58,500

CONTRACTED SERVICES

Line item/Description	Calculation	Total
3 actors, for 6 matinee performances	3 actors x 6 performances x $500 stipend	$9,000
Stage equipment rental for 6 matinee performances	$5,000 for all 6 performances	$5,000
	Total:	$14,000

Funding Augmentation (Optional)

According to COMAR 13A.05.13.04, an organization seeking additional funding must submit an augmentation request. To be considered for an increase, organizations must describe who will be served, the objectives, the anticipated outcomes, as well as provide a budget as to how the additional funds will be spent. Organizations not requesting an increase in funding may disregard this section of the application.

Appendices

The following appendices must be included in the application for funding, but do not apply to the page limit of the project narrative.

Appendix A: Fiscal Impact Statement

Appendix B: Student safety response

Appendix C: General Education Provisions Act (GEPA) Section 427 response

Appendix D: A signed MSDE Grant Budget C-125 form

Appendix E: A list of the members of the independent governing board including their name, title, and affiliation

Appendix F: Evidence of status of a non-profit 501(c)(3) organization

Appendix G: Evidence of active liability insurance coverage

Appendix H: A detailed operating budget that indicates that less than 50% of the budget comes from state grants (except for the Baltimore Zoo), specifies all sources of income (including grants received, name of granting agency, and amount of each grant), and specifies all expenditures

Appendix I: A copy of the most recent independent annual audit or copies of the most recent internally generated financial statement until the annual audit is available

Scoring Rubric

EVIDENCE OF IMPACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
All requirements listed under the meets criteria are met. In addition, it is clear how the program will increase the number of students who have access to experiential learning activities. There is a plan to continually evaluate grant activities and adapt as necessary to ensure program goals are met.	The applicant discusses prior success implementing an education program for students and how the proposed activities will lead to the desired impact. There is data on the impact the institution in prior years and a description of what the intended impact of the proposed activities will be on this population.	There is no evidence that the proposed program will lead to the intended impact.

PROGRAM GOALS AND EVALUATION

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
There are at least 2 goals. Goals are not only clear, measurable and time bound. They are ambitious yet also attainable. Multiple goals are directly aligned to the state's curricular goals and standards. The evaluation includes a clear description of proposed data instruments, collection processes, and analytic methods aligned to the goals.	The program goals are clear, measurable, and time bound. Goals are aligned to the state's curricular goals and standards. There is a tool to evaluate the program's stated goals that clearly measures whether it was met.	Program goals are not clear, measurable, time- bound or attainable. Goals do not align with the state's curricular goals and standards. The evaluation does not measure and/or is disconnected from the goals.

EDUCATIONAL PROGRAMMING AND OUTREACH

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The program offers unique, evidence-based activities that cannot be replicated in the classroom. It aligns with state curricular goals, as well as the Blueprint for Maryland's Future. There is a robust plan to extend services to new schools and potentially additional LEAs, emphasizing a commitment to broadening access.	The program provides evidence-based activities aligned with state curricular goals. An outreach plan demonstrates efforts to expand access to services.	Proposed activities are disconnected or bare and lacks coherence and meaningful alignment with state curricular goals. The outreach plan is limited and ineffective in expanding service access.

PROJECT TIMELINE AND KEY PERSONNEL

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
There is a timeline established for each phase of the program, including outreach, implementation, data collection, and program evaluation. Key personnel are identified to implement every phase of the program.	There is a timeline for all key activities. There is sufficient capacity to implement a successful program. Key personnel information is complete. There is sufficient staff identified to implement the program.	The timeline is either missing or is not inclusive of all key activities. Key personnel information is incomplete. The institution does not seem to have the capacity to implement a successful program.

BUDGET AND BUDGET NARRATIVE

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
All requirements listed under meets criteria are met. The budget includes sufficient resources for successful execution of the proposed education program.	The budget is complete and comprehensive of all key activities. Expenses are allowable and cost effective. All line items contain the calculations used to derive the expected cost. There are no mathematical errors.	The budget does not reflect all program activities. There are unallowable costs. There may be missing calculations and/or mathematical errors.

Timeline and Reporting Requirements

GRANT APPLICATION TIMELINE

Date	Timeline Event
April 24, 2024	The Grant Information Guide and the application for participating are released.
April 26 & May 8, 2024	MSDE will hold a virtual customer service support session for interested applicants.
June 10, 2024	A complete grant application is due.
June 2024	MSDE will communicate the results of the evaluation to the State Superintendent of Schools.
July 2024	State Superintendent will present a list of qualified institutions and comments on each institution to the State Board of Education.
August 2024	State Board of Education will convene and review institutions.
January – April 2025	The Governor will release the draft budget bill for Fiscal Year 2026, including the institutions and the funding allocations. The budget bill will be voted on and finalized around April 2025.
July 1, 2025	The grant period begins.
June 30, 2026	The grant period ends.
August 15, 2026	Funds need to be liquidated by this date. Grantees have until this date to submit invoices.

REPORTING REQUIREMENTS

Grantees must comply with the following reporting requirements:

Date	Reporting Requirement
July 2025	A signed assurances page is due SAIs may request initial 25% disbursement of funds (optional)
October 31, 2025	Invoices submitted by this date will be processed in November
January 31, 2026	Invoices submitted by this date will be processed in February Interim Report due (C-1-25C)
April 30, 2026	Invoices submitted by this date will be processed in May
June 20, 2026	Site visits must be completed by the end of the fiscal year
August 15, 2026	Final invoices are due Final progress report (C-1-25D) is due Managing for Results (MFR) report is due

Notes: On the MFR report, SAIs will be required to report the total number of students served, the number of students served per school and the name of the school, the LEA of the school, whether any schools are designated as Title I schools, data on the grade of the students served, as well as the number of teachers and adults served.

Any requests for amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-1-25B form found in the Grant Forms Workbook MSDE Grants webpage.

Final invoices must be submitted no later than 45 days after the grant period ends.

Customer Service Support Sessions

MSDE will hold several customer service support sessions for interested applicants. To attend a session, click on a date below:

Friday, April 26, 2024
11:00am – 12:00pm
Topic: Walk-through of the application and requirements
Video call link: https://meet.google.com/gvw-nxub-wbm

Wednesday, May 8, 2024
2:00pm – 3:00pm
Topic: Open question & answer session
Video call link: https://meet.google.com/gvw-nxub-wbm

MSDE staff will also be available to provide technical assistance throughout the grant application process. If you have questions about the application or the process, please contact:

Roslyn Coleman
SAI Program Manager
Office of Grants Administration and Compliance
Phone: (410) 767-3309
sai.applications@maryland.gov

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Finance and Operations

Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor
Baltimore, Maryland 21201-2595

410-767-0123 - voice
410-767-0431 - fax
Deaf and hard of hearing use Relay.

The General Education Provisions Act (GEPA) Section 427

Each applicant must describe any barriers that may impede access to and participation in the educational program, and then describe what steps were taken or will be taken to address the special needs of students, teachers, and other program beneficiaries to overcome barriers to equitable participation. Review Section 427 of the GEPA Notice to All Applicants for additional information.