



GRANT INFORMATION GUIDE

State-Aided Educational Institutions (SAI) FY 2024

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

Deadline
Friday, June 3, 2022
No later than 4:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools
Secretary-Treasurer, Maryland State Board 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. These programs provide learning experiences that cannot be replicated in the classroom. In addition, they provide professional development and resources to support Maryland teachers. Collectively, these programs are known as the State Aided Educational Institutions (SAI). Currently there are 56 organizations in the SAI program. In FY 2021 approximately 340,000 Maryland students and teachers were served through this program.

NAME OF GRANT PROGRAM

State-Aided Educational Institutions (SAI) - FY2024

AUTHORIZATION

Senate Bill (SB) 794 (1998), State-Aided Educational Institutions (SAI) – Criteria for Qualifying, Chapter 657

PURPOSE

Organizations participating in the SAI program provide engaging, hands-on, experiential learning opportunities that support the State's curricular and educational goals and priorities. Services are provided for Maryland students and teachers, primarily to public school students with approximately 20% of services provided to private/parochial/home school students. These educational opportunities emphasize experiential learning and one-on-one support services and include, but are not limited to, free or reduced admission, full-day and residential fieldtrips 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. Teacher professional development opportunities link the SAI programs to the classroom are also available.

DISSEMINATION

The application is available May 6, 2022.

DEADLINE

The FY2024 SAI Application is due no later than 4:00 p.m. Friday, June 3, 2022.

GRANT PERIOD

July 1, 2023 – June 30, 2024

PERIOD OF OPERATION

July 1, 2023 – June 30, 2024

ESTIMATED NUMBER OF GRANTS

60-64

ESTIMATED AVERAGE GRANT AMOUNT

\$18,000 - \$60,000

Grant awards will vary depending on the scope of work.

STATE RESPONSIBILITIES

The MSDE seeks applications from non-profit organizations that provide enriching, educational opportunities to a diverse student population, with emphasis on services to students enrolled in Title I schools. At least 80% of students must attend Maryland public schools; no more than 20% may attend private, parochial, or home schools. The MSDE reviews applications and makes recommendations to the State Board of Education and the State Superintendent. Recommendations are forwarded to the Governor for final approval.

SAI RESPONSIBILITIES

The SAI non-profit organization must coordinate with individual schools or Local Education Agencies (LEA) to provide fieldtrip or instructional enrichment opportunities to students. Schools must adhere to appropriate LEA field trip protocols for SAI events. Transportation and supervision of students is the responsibility of individual schools.

PROGRAM CONTACT

Michial A. Gill, Ph.D.
Special Fiscal Programs Administrator
Office of Grants Administration and Compliance
Maryland State Department of Education
Phone: 410-767-3170
Email: michial.gill@maryland.gov

ELIGIBILITY

Maryland non-profit organizations that provide educational experiences to Maryland school groups with particular emphasis on Title I schools are eligible to apply for this grant. Each organization must show proof of 501(C)(3) status; show proof of liability insurance; and show that all individuals working with school children have cleared background checks.

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 in which they are granted. Title I schools should receive priority. Eighty percent of SAI funds are to be used for services to Maryland public schools; the remaining twenty percent may be used for students attending non-public schools.

Allowable costs include:

- Salaries;
- Stipends;
- Subsidize ticket/admission costs for students attending eligible schools; and
- Educational materials and supplies.

Funds may not be used for:

- Construction;
- Food;
- Equipment; or
- Transportation.

APPLICATION

REQUIRED COMPONENTS

Non-profit organizations seeking to qualify as an SAI must submit all requested components of the application, including required attachments by the application deadline. The application includes a program narrative, targeted activities and outcomes, rationale for funding, and the estimated number of schools and students served by the program. The SAI application includes:

- A. Application Cover Sheet,
- B. Educational Programming (with proposed learning outcomes),
- C. Program Service Impact and Delivery (with numbers to be served),
- D. Budget and Budget Narrative, and
- E. Required Attachments.

A. APPLICATION COVER SHEET

The application cover sheet includes name of the non-profit organization, address, information on the primary contact, amount of the budget request, and the Program Assurances.

B. EDUCATIONAL PROGRAMMING

Applicants are required to provide information on the mission of the institution and a description of the proposed educational enrichment program(s). This includes the identification of grade levels served, areas of educational focus, goals and objectives aligned with Federal and State standards, and program outcomes including numbers of students/teachers/others served.

C. PROGRAM SERVICE IMPACT AND DELIVERY

Applicants must provide the rationale for the Institution seeking State funding and the impact of not receiving such funding. In addition, applicants will provide the projected numbers of students and teachers expected to participate in SAI-funded activities.

D. BUDGET AND BUDGET NARRATIVE

Applicants must provide the Institution's Projected (FY 2024) Operating Budget with notation or delineation of SAI fund use within the organization's budget. Each SAI must also provide a listing of all State Funds Received in FY 2022 and FY 2023.

E. REQUIRED ATTACHMENTS

A complete application must include the following attachments:

- Attachment A: On organizational letterhead, a list of names of members of the Board of Trustees and specific representation/position (jurisdiction or whom they represent).
- Attachment B: Proof of status as a non-profit organization (501(c)(3) certification).
- Attachment C: Current Certificate of Liability Insurance Coverage.
- Attachment D: One (1) copy of the most recent independent audit.

APPLICATION SUBMISSION

Completed applications with all required attachments should be submitted electronically to

sai.applications@maryland.gov

Wednesday, June 1, 2022

No later than 4:00 p.m.

GRANT TIMELINE

This grant timeline is as follows.

Date	Program Milestone
May 6, 2022	Release of FY 2024 Grants Information Guide (GIG).
May 11, 2022	The MSDE will hold an information session 10:00 a.m. -11:00 a.m. to answer questions and provide customer service and support.
May 13, 2022	The MSDE will hold an information session 2:00 p.m. – 3:00 p.m. to answer questions and provide customer service and support.
June 3, 2022	The grant application period closes – Applications and all attachments are due to MSDE
August 2022	The MSDE completes application review and makes recommendations to the State Superintendent. The State Superintendent shares the list of qualified organizations with the State Board.
Oct. – Nov. 2022	Final recommendations are sent to the Governor.
January 2023	Governor’s budget is released, and application status is emailed
April 2023	Governor’s budget bill is passed, and final slate of funded organizations is announced.

THE REVIEW PROCESS

The MSDE will review submissions to ensure applications meet eligibility requirements and clearly articulate how the initiative will result in a quality educational program. Educational activities must align with current State standards and educational priorities. The applicant must show how participation in the educational program is tied to students' academic achievement.

The MSDE will review applications to ensure inclusion the required components. Any application that is not complete will not be reviewed further. Late applications will not be accepted or reviewed. Feedback will not be provided. All applicants will be notified that the application has been received within two days of receipt.

The review of proposals will be a three-part process:

1. The MSDE will review applications for completeness, program viability, eligibility, and submit a list of the qualified institutions to the Maryland State Superintendent of Schools.
2. The State Superintendent will review and present the list of qualified institutions to the Maryland State Board for final review and comment.
3. The State Board will submit to the Governor, the list of recommended institutions.

REVIEW COMMITTEE

All applications are reviewed by MSDE content specialists, other MSDE staff, members of the Maryland State Board of Education and the Maryland State Superintendent of Schools. The Application Review Form is used to provide feedback on the application for completeness, alignment with Federal and State standards, and program viability. Reviewer feedback is used to make recommendations to the State Superintendent of Schools.

SELECTION CRITERIA

The Governor approves funding for qualified organizations from the list submitted by the Maryland State Superintendent of Schools.

AWARD NOTIFICATION

Notification of awards will be sent by email in April 2023 following the approval of the Governor's budget.

REPORTING REQUIREMENTS

Date	Reporting Requirements
January 31, 2024	Midyear Progress Report
July 31, 2024	SAI Annual Output and Outcomes Report. The report includes total numbers of students, teachers, and chaperones served, Title I schools served; a list of local education agencies (LEA) served; and educational outcomes achieved.
September 30, 2024	Final Report to include documentation of services and final invoice.
TBA	Annual Site Visit

Notes:

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#).

Final invoices must be submitted with the Final Report no later than 90 days after the grant period ends.

GENERAL EDUCATION PROVISIONS ACT (GEPA), SECTION 42

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

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 Operations
Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595
410-767-0123 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

CUSTOMER SERVICE SUPPORT SESSIONS

The MSDE will hold two virtual customer service support sessions for interested applicants. During this session, MSDE personnel will provide an overview of the program, the requirements, and the proposal. To register for one of the customer service sessions below, click [registration](#).

- Wednesday, May 11, 2022, 10:00 a.m. – 11:00 a.m. EST
- Friday, May 13, 2022, 2:00 p.m. – 3:00 p.m. EST