Maryland
STATE DEPARTMENT OF EDUCATION

Application for Participation

Maryland Career and Technical Education (CTE) Perkins Reserve Grant Program

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

Deadline
July 31, 2025
No later than 5:00 p.m. EDT

Maryland
GOVERNOR'S WORKFORCE
DEVELOPMENT BOARD

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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 signed and completed application should be saved as a single pdf document and uploaded to the FY26 Grants folder for your LEA, located in SharePoint. Please notify your School Support Coordinator once your application has been uploaded to SharePoint.

Proposal Cover Page

Program Title:

Project/Program Director:

Director Phone:

Director email:

Institution/Agency Name:

Institution/Agency Address:

Amount of the request for grant period

(July 1, 2025 – June 30, 2026):

$

Estimated Annual Cost of Program/Project

and Type of Funds Federal $

State/Local $

Other $

(Should agree with Proposed Budget)

Signature of CTE Local Director (Secondary)

Signature of CTE Perkins Plan Contact (Postsecondary)

Project Narrative

Please refer to the Grant Information Guide (GIG) for information on completing each section.

PROJECT ABSTRACT (100 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.

Enter text here.

EXTENT OF NEED

Create a bridge between the Comprehensive Local Needs Assessment (CLNA) and this proposed project. This section must include both quantitative and qualitative data to support claims about needs and how they will be addressed in this proposal. It may be helpful for applicants to draw a connection between what this project is focused on and the long-term goals in the Blueprint to help support claims about needs. Applicants should acknowledge and account for the needs of "special populations". Below are some tips for writing goals:

- Tie claims about needs directly to the CLNA and Blueprint.
- Use a combination of qualitative and quantitative data to support claims about needs.
- Identify and explain the unique needs for "special populations".
- Support every claim about needs with evidence and an explanation. Refer to the grant information guide for additional guidance.

Enter text here.

GOALS, ACTIVITIES, BENCHMARKS, AND OUTCOMES

1. Clearly state the overall goals of the project. Each application should include a minimum of **three** goals. These goals should directly address the primary challenges identified in the needs assessment. Ensure they are specific, measurable, attainable, realistic, time-bound, and inclusive/ equitable (S.M.A.R.T.I.E) and aligned with the intended outcomes. Goal statements should also include the specific populations that the selected strategies aim to serve. Describe how these populations will be impacted by the project's activities and outcomes. For further guidance, please refer to the Grant Information Guide.

2. Once you have identified a goal, devise strategies you will use to achieve it. You may want to identify a range of strategies that you will pursue. Explain the rationale behind selecting these strategies and how they are designed to support growth in the CTE/STEM pipeline. For further guidance, please refer to the Grant Information Guide.

3. List the activities that will be employed that align to the stated strategies. For further guidance, please refer to the Grant Information Guide.

4. Include the benchmarks that are indicators of the success of the implemented activities. Several activities may align to one or two benchmarks. Please make sure that the benchmarks are not additional activities but the result of the activities. The benchmarks should include a measure of success as well as a timeline of when the benchmark will be accomplished. For further guidance, please refer to the Grant Information Guide.

5. Identify the overall outcome that aligns to the goal. The outcome can be developed through an "If/then" statement. For example, **If** we develop strategies that are implemented through specific and aligned activities, and **if** those activities indicate the intended level of success (benchmarks), **then** the combined impact will lead to this outcome. For further guidance, please refer to the Grant Information Guide.

S.M.A.R.T.I.E. GOAL 1: <ENTER GOAL HERE>		
Strategies	**Activities**	**Benchmarks**
Strategy 1	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 • Benchmark 2 • Benchmark 3
Strategy 2	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 1. Benchmark 2 • Benchmark 3
GOAL 1 OUTCOME: <ENTER THE ANTICIPATED OUTCOME HERE>		

S.M.A.R.T.I.E. GOAL 2: <ENTER GOAL HERE>		
Strategies	**Activities**	**Benchmarks**
Strategy 1	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 • Benchmark 2 • Benchmark 3
Strategy 2	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 2. Benchmark 2 • Benchmark 3
GOAL 2 OUTCOME: <ENTER THE ANTICIPATED OUTCOME HERE>		

S.M.A.R.T.I.E. GOAL 3: <ENTER GOAL HERE>		
Strategies	**Activities**	**Benchmarks**
Strategy 1	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 • Benchmark 2 • Benchmark 3
Strategy 2	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 3. Benchmark 2 • Benchmark 3
GOAL 3 OUTCOME: <ENTER THE ANTICIPATED OUTCOME HERE>		

S.M.A.R.T.I.E. GOAL 4: <ENTER GOAL HERE>		
Strategies	**Activities**	**Benchmarks**
Strategy 1	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 • Benchmark 2 • Benchmark 3
Strategy 2	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 4. Benchmark 2 • Benchmark 3
GOAL 4 OUTCOME: <ENTER THE ANTICIPATED OUTCOME HERE>		

S.M.A.R.T.I.E. GOAL 5: <ENTER GOAL HERE>		
Strategies	**Activities**	**Benchmarks**
Strategy 1	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 • Benchmark 2 • Benchmark 3
Strategy 2	• Activity 1 • Activity 2 • Activity 3	• Benchmark 1 5. Benchmark 2 • Benchmark 3
GOAL 5 OUTCOME: <ENTER THE ANTICIPATED OUTCOME HERE>		

EVALUATION AND EVIDENCE OF IMPACT

Evaluation Measure Descriptions
Evaluation Questions: Identify the key questions the evaluation will address, grounded in the project's goals, objectives, implementation plan, and anticipated outcomes. Analyze the connection between the expected results, the specific activities undertaken, and the elements most critical to assess. Focus on what matters most in measuring the project's effectiveness and impact.
Key Questions:
Evaluation Strategy: Describe the methods you will use to answer the evaluation questions. Specify the criteria that will guide the assessment of lessons learned from the project. Additionally, identify which populations will be included in the evaluation process.
Methods:
Data: The type of data and method of data collection depends on the program's nature, the questions, and the evaluation strategy. What measurement tools and instruments will be utilized? How will you establish the baseline data? Ensure that both quantitative and qualitative data methods are incorporated. Explain how project staff will gather data from the different sites and organizations involved. When selecting data collection techniques, confirm that adequate resources are available to effectively implement them.
Data and Data Collection Method:
Evaluator(s): Identify the individuals or teams responsible for conducting the evaluation. Outline their specific qualifications and expertise. Describe the roles and responsibilities of key personnel involved in the evaluation process.
Evaluators:
Budgeting of resources and staffing for evaluation: The application budget should allocate adequate funds to support a comprehensive and meaningful evaluation. Note: The evaluation will be conducted as an internal self-assessment and may be completed at no cost by the Council Chair, Co-Chair, or a designated representative.
Evaluation Budget Amount:

Evaluation Measure Descriptions
Dissemination: Provide details on how the project's findings will be shared with key stakeholders and other interested parties. Recognize that information needs and dissemination methods may vary among different audiences. Will the project have an online presence or participate in major national conferences to share lessons learned? Describe how and when project demonstrations will be made available. Additionally, include information about the types of reports and other deliverables that will be produced throughout the project.
Sharing of Findings:

SUSTAINABILITY PLAN

Outline your strategy for continuing the project after the funding period ends. For more details, please refer to the Grant Information Guide.

Budget and Budget Narrative

Please provide a detailed description of the requested funds that will be spent by using the categories listed below. Add more rows if needed. When completing this section, refer to Use of Funds and Budget and Budget Narrative sections in the Grant Information Guide. A C-1-25 Budget Form must also be submitted.

SALARIES AND WAGES (LIST EACH POSITION SEPARATELY)

Line item	Calculation	Requested	In-Kind	Total
	Total for Salaries & Wages:			

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

Enter text here.

CONTRACTED SERVICES

Line item	Calculation	Requested	In-Kind	Total
	Total for Contracted Services:			

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

Enter text here.

SUPPLIES & MATERIALS

Line item	Calculation	Requested	In-Kind	Total
	Total for Supplies & Materials:			

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

Enter text here.

OTHER CHARGES

Line item	Calculation	Requested	In-Kind	Total
	Total for Other Charges:			

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

Enter text here.

EQUIPMENT

Line item	Calculation	Requested	In-Kind	Total
	Total for Equipment:			

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

Enter text here.

TRANSFERS

Line item	Calculation	Requested	In-Kind	Total
	Total for Transfers:			

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

Enter text here.

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 C-1-25 MSDE budget form

Appendix B: Evidence of status of a non-profit 501(c)(3) organization, if applicable

Appendix C: Resume(s) of Key Personnel

Appendix D: Current W-9 for the organization

Appendix E: A completed GEPA Section 427 Statement, if applicable