



**Maryland**

STATE DEPARTMENT OF EDUCATION

# 2024 Equipment Assistance Grant for National School Lunch Program Operators

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Federal Fiscal Year (FFY) 2024

State Fiscal Year (SFY) 2025

**Maryland State Department of Education**

200 West Baltimore Street

Baltimore, Maryland 21201

**Deadline**

February 3, 2025

No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

**Carey M. Wright, Ed.D.**

State Superintendent of Schools

**Wes Moore**

Governor

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Rachel L. McCusker

Xiomara V. Medina, M.Ed.

Samir Paul, Esq.

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## Instructions

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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 emailed as an attachment to [sara.brandt@maryland.gov](mailto:sara.brandt@maryland.gov) with the subject "24 Equipment Assistance Grant Application Submission".

**Proposal Cover Page**

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Agency/Organization Name	Primary Contact	Partner's Project Role

*\*Add more rows as needed.*

Amount of the request for grant period (July 29, 2024 – September 30, 2026):

\$

(Should agree with Proposed Budget and not to exceed \$90,000)

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Signature of Contact Person

Date

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Printed Name of Contact Person

Title

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Signature of Superintendent of Schools

Date

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Printed Name of Superintendent

LEA Name

## Project Narrative

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### 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.

### EXTENT OF NEED

Refer to the grant information guide, page 8, for a full description of what should be included here.

### EVIDENCE OF IMPACT

Refer to the grant information guide, page 8, for a full description of what should be included here.

## GOALS, MEASURABLE OBJECTIVES AND MILESTONES

Complete the table below with:

- The facility that will receive the requested equipment.
- The facility type (school, production kitchen and/or central kitchen).
- Equipment requested.
- Cost of equipment, including the equipment itself and approved installation, shipping/transportation or other associated costs.
  - This does not replace the requirement to submit MSDE Grant Budget C-1-25 (Appendix C).
- Key focus areas (meal quality, food safety, energy efficiency and/or expand participation).
- Child Nutrition (CN) Programs using equipment requested (National School Lunch Program/NSLP and/or School Breakfast Program/SBP).
- Total number of enrolled students that would be served by the equipment requested.
- Free and reduced-price percentage for the facility that will receive the requested equipment. Current free and reduced-price meal data is available [here](#).
- Justification for funding, where the applicant briefly describes how the facility will benefit from the equipment requested and why the equipment is needed.
- Measurable objective(s), where the applicant briefly describes the outcome(s) that the requested equipment will have.
  - Grantees are required to submit an interim progress report that is consistent with the project's goal and objective(s).
  - Evaluation and quarterly progress reports should be consistent with the project's goals and objective(s). An effective ongoing plan should evaluate milestones and help project staff make informed decisions.
- Evidence of impact, where the applicant briefly describes how the impact of the equipment requested will be assessed and/or tracked.

Refer to the grant information guide, page 8, for additional guidance.

2024 Equipment Assistance Grant for National School Lunch Program Operators

Facility Name	Facility Type <i>Select all that apply</i>	Equipment Requested	Cost of Equipment, Installation, etc.	Key Focus Areas <i>Select all that apply</i>	CN Program(s) Using Equipment <i>Select all that apply</i>	Total Enrollment Served by Proposed Equipment	Free and Reduced-Price Percentage*
	<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen			<input type="checkbox"/> Meal Quality <input type="checkbox"/> Food Safety <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Expand Participation	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP		
<i>Justification for funding</i>							
<i>Goal(s)</i>	1.						
<i>Measurable Objective(s)</i>	1.						
<i>Evidence of Impact</i>	•						
	<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen			<input type="checkbox"/> Meal Quality <input type="checkbox"/> Food Safety <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Expand Participation	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP		
<i>Justification for funding</i>							
<i>Goal(s)</i>	1.						
<i>Measurable Objective(s)</i>	1.						
<i>Evidence of Impact</i>	•						
	<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen			<input type="checkbox"/> Meal Quality <input type="checkbox"/> Food Safety <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Expand Participation	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP		
<i>Justification for funding</i>							
<i>Goal(s)</i>	1.						
<i>Measurable Objective(s)</i>	1.						
<i>Evidence of Impact</i>	•						
	<input type="checkbox"/> School <input type="checkbox"/> Production Kitchen <input type="checkbox"/> Central Kitchen			<input type="checkbox"/> Meal Quality <input type="checkbox"/> Food Safety <input type="checkbox"/> Energy Efficiency <input type="checkbox"/> Expand Participation	<input type="checkbox"/> SBP <input type="checkbox"/> NSLP		
<i>Justification for funding</i>							
<i>Goal(s)</i>	1.						
<i>Measurable Objective(s)</i>	1.						
<i>Evidence of Impact</i>	•						



**MANAGEMENT PLAN**

Refer to the grant information guide, page 8, for additional guidance.

**Management Plan Worksheet**

Key Activities	Individual Responsible	Time Frame

**SUSTAINABILITY PLAN**

Refer to the grant information guide, page 9, for guidance.

**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 the management plan and the budget line items. Note: When completing this section, refer to Use of Funds, page 6, and Budget and Budget Narrative, page 10, sections in the Grant Information Guide.

**BUDGET NARRATIVE**

## 2024 Equipment Assistance Grant for National School Lunch Program Operators Scoring Rubric

### PROJECT ABSTRACT

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
The project abstract outlines a concise and comprehensive summary of the target population, goals, strategies, and partnerships.	The project abstract addresses the required components.	The project abstract is missing or does not address the required components.

### EXTENT OF NEED

Priority Criteria			
	Level 3	Level 2	Level 1
Students who qualify for free/ reduced meals	Over 75%	50-75%	0-49%
Grantee in 2021, 2022 or 2023?	No	Yes, the NSLP operator received a grant	Yes, one or more of the schools listed received a grant
Facility participates in the SBP?		Yes	No
Focus areas	One point per focus area selected		

**EVIDENCE OF IMPACT**

<p><b>Level 3</b> Exceeds Criteria</p>	<p><b>Level 2</b> Meets Criteria</p>	<p><b>Level 1</b> Does Not Meet Criteria</p>
<p>The proposal provides two or more examples that explain the history of impact on the target population including discussion of past efforts, failures, and successes toward influencing change.</p> <p>The proposal clearly explains future impacts of the proposed activity/project and how the target population is expected to be influenced by the efforts of specific to implementing this grant.</p>	<p>The proposal provides at least one example that explains the history of impact on the target population.</p> <p>The proposal describes the future impact of the activity/project and how the target population will be influenced by change.</p>	<p>No examples that explain the history of impact on the target population.</p> <p>The proposal does not describe the future impact of the activity/project.</p>

**GOALS, MEASURABLE OUTCOMES, AND MILESTONES**

<p><b>Level 3</b> Exceeds Criteria</p>	<p><b>Level 2</b> Meets Criteria</p>	<p><b>Level 1</b> Does Not Meet Criteria</p>
<p>The goal(s) are measurable, clearly aligned to the extent of need, and ambitiously focused on effectuating change.</p> <p>Realistic and attainable outcomes illustrate a distinguishable effort to significant progress.</p> <p>Milestones for each intended outcome ensure continued monitoring for success and include response to meeting targets.</p>	<p>The goal(s) are measurable and aligned to the extent of need.</p> <p>Outcomes are realistic and attainable.</p> <p>Milestones are provided for measuring progress of each intended outcome.</p>	<p>The goal(s) are not measurable are not clearly aligned to the extent of need.</p> <p>Outcomes are not realistic or attainable.</p> <p>Milestones are not provided or do not align to outcomes.</p>

**MANAGEMENT PLAN AND KEY PERSONNEL**

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
All relevant activities listed chronologically indicating a comprehensive management plan throughout the grant period.	The proposal includes a time-specific management plan.	The proposal does not include an adequate plan for ensuring implementation.

**EVALUATION AND DISSEMINATION**

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<p>Evaluation questions are included for each goal with considerable guidance toward implementation of aligned strategies and can be effectively and meaningfully evaluated.</p> <p>Clear evaluation strategy that includes alternative scenarios and criteria to ensure comprehensive evaluation.</p> <p>Multiple relevant, logical data types and collection methods are identified.</p> <p>Evaluators and their qualifications are indicated.</p>	<p>Evaluations questions are based around the goal(s) and outcomes, provide guidance on the implementation, and can be evaluated.</p> <p>Clear evaluation strategy</p> <p>Clear data type(s) and collection method(s) are identified.</p> <p>Evaluator is identified.</p>	<p>Limited or no examples of evaluation questions.</p> <p>No evidence of evaluation strategy</p> <p>The data type and collection method are unclear.</p> <p>Evaluator is not identified.</p>

**SUSTAINABILITY PLAN**

Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
Applicant provides a comprehensive plan for ensuring the ongoing success of the proposal beyond the funding cycle that includes identification of additional resources. A detailed plan for maintaining partnerships and their contribution to sustainability is described	Applicant provides a continuation plan beyond the funding cycle and describes how partnerships will be maintained.	The application does not include a plan to exist after the funding cycle.

**BUDGET AND BUDGET NARRATIVE**

<p><b>Level 3 Exceeds Criteria</b></p>	<p><b>Level 2 Meets Criteria</b></p>	<p><b>Level 1 Does Not Meet Criteria</b></p>
<p>The budget narrative is detailed and comprehensive of all activities necessary for successful implementation of proposal. The budget aligns directly to the proposal and does not rely entirely on grant funds for successful implementation. There are no mathematical errors, and all expenses are cost effective and appear necessary.</p>	<p>The budget narrative is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable.</p>	<p>Budget does not align with the proposal, includes cost that are not reasonable or allowable, or has several mathematical errors.</p>

## Appendices

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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 recipient assurances page](#)

Appendix B: [A signed C-125 MSDE budget form](#)

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

Appendix D: Resume(s) of Key Personnel