



# APPLICATION FOR PARTICIPATION

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## Judy Center Early Learning Hub Expansion Grant

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

**Deadline**  
July 18, 2025  
No later than 5:00 p.m. EDT

## MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools

### **Tenette Smith, Ed.D.**

Deputy State Superintendent

Office of Teaching and Learning

### **Wes Moore**

Governor

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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. Do not use acronyms or abbreviations.
4. Before signing the application, it must be reviewed by the Superintendent of Schools, school principal and Local Education Agency Judy Center supervisor.
5. Once you have completed the application document, save it as a single PDF file on your computer. Make sure to obtain the necessary signatures. It's important to flatten the PDF before submission, merging all the layers into one. This will ensure that you send a single, consolidated version of the document.
6. The signed and completed application should be saved as a single pdf document and emailed as an attachment to [judycentergrants.msde@maryland.gov](mailto:judycentergrants.msde@maryland.gov) with the subject "Judy Center Expansion Grant Application Submission\_ Name of LEA\_ Name of Site.

## Proposal Cover Page

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**Local Education Agency (LEA):**

**Name of school where the Judy Center is located:**

**Address of the school:**

**Name of Primary Point of Contact:**

**Title of Primary Point of Contact:**

**Phone Number Primary Point of Contact:**

**Email Primary Point of Contact:**

**Name of School Principal:**

**Email of School Principal**

**Name of the LEA Judy Center Supervisor (not multi-site):**

**Title of the LEA Judy Center Supervisor (not multi-site):**

**Phone Number of the LEA Judy Center Supervisor (not multi-site):**

**Email of the LEA Judy Center Supervisor (not multi-site):**

**Name of the Judy Center Multi-Site Supervisor (if applicable):**

**Phone Number of Judy Center Multi-Site Supervisor (if applicable):**

**Email of the Judy Center Multi-Site Supervisor (if applicable):**

Is the proposed school located in a Title I school? Select ☐ Yes or ☐ No

Is the proposed Judy Center in a Comprehensive Support and Improvement (CSI) School? ☐ Yes or ☐ No

Will the LEA provide at least \$80,000 of in-kind funding for Judy Center staff salaries and/ or programming? ☐ Yes or ☐ No

Did the LEA participate in a pre-planning visit with MSDE? ☐ Yes or ☐ No

Amount of the request for grant period July 1, 2025 – August 31, 2026

\$330,000 total

Signature of Superintendent of Schools

Date

Printed Name of Superintendent of Schools

Signature of School Principal

Date

Printed Name of School Principal

Signature of LEA Judy Center Supervisor

Date

Printed Name of LEA Judy Center Supervisor

Signature of Judy Center Multi-Site Coordinator (if applicable)

Date

Printed Name of Judy Center Multi-Site Coordinator (if applicable)

## Eligibility

### CUSTOMER SERVICE SESSION ATTENDANCE

Applicants, Judy Center LEA supervisors, the multi-site coordinator (if applicable), and the school principal where the Judy Center will be located must attend at least one customer service session. They must attend the entire session. Attendance will be tracked. Complete the chart below.

Name of Attendee	Title	Date of Session Attended

\*add rows if needed

## Extent of Need

Comprehensively define the need for a Judy Center Early Learning Hub in the community and discuss the impact of the proposed site. Include supporting data sources. For further guidance, refer to the Grant Information Guide, which provides a detailed description of what should be included here.

## Project Summary: Child Development, Family Support, and School Readiness

Describe how the grant funds will be used to serve the families and partners in your community to continuously promote child development, strengthen family support, and improve school readiness. Address how Judy Center programming will improve early childhood educational opportunities for children from diverse racial backgrounds, children with disabilities, multilingual children, children who are or who have recently experienced homelessness, and children from low-income families. Include how you will equitably serve all children.

Describe how the proposed plan and implemented strategies are evidence-based and will lead to the desired impact. Include a description of the LEA's experience regarding effective practices leading to the desired outcomes, including those of other Judy Centers in the jurisdiction. Address how the Judy Center will work towards improving the KRA-measured readiness rate in the catchment area. Refer to the Grant Information Guide for further guidance, which will provide a detailed description of what should be included here.

The response must be no more than 2 pages. For further guidance, refer to the Grant Information Guide, which provides a detailed description of what should be included here.

## Sustainability

Explain your plan to sustain this site's Judy Center Early Learning Hub Grant over the next five years, focusing on programmatic, fiscal, and staffing sustainability. (No more than 1 page)



## Early Identification and Outreach

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Outline your plan for outreach and identification of children from birth to five years old for Judy Center programming, **specifically focusing on those not currently enrolled in formal programs** (such as partner child care, Head Start, Early Head Start, Pre-K, and Kindergarten). Your plan should detail your approach for the first six months of the grant period and must include two unique activities each month, ensuring that you do not repeat the same outreach activities. Additionally, explain how you will follow up with families to encourage their further engagement in programming. Please avoid using acronyms in your plan. Do not insert additional rows. Refer to the Grant Information Guide for further guidance.

July 2025				
Outreach Activity (Brief Description)	Intended Outcome (What are your specific goals and measures? What is your target population?)	How do you plan to follow- up with families or others?	Key Personnel	Community Partners or Agencies (if this is not applicable, state "no applicable partners")
August 2025				
Outreach Activity (Brief Description)	Intended Outcome (What are your specific goals and measures? What is your target population?)	How do you plan to follow- up with families or others?	Key Personnel	Community Partners or Agencies (if this is not applicable, state "no applicable partners")
September 2025				
Outreach Activity (Brief Description)	Intended Outcome (What are your specific goals and measures? What is your target population?)	How do you plan to follow- up with families?	Key Personnel	Community Partners or Agencies (if this is not applicable, state "no applicable partners")

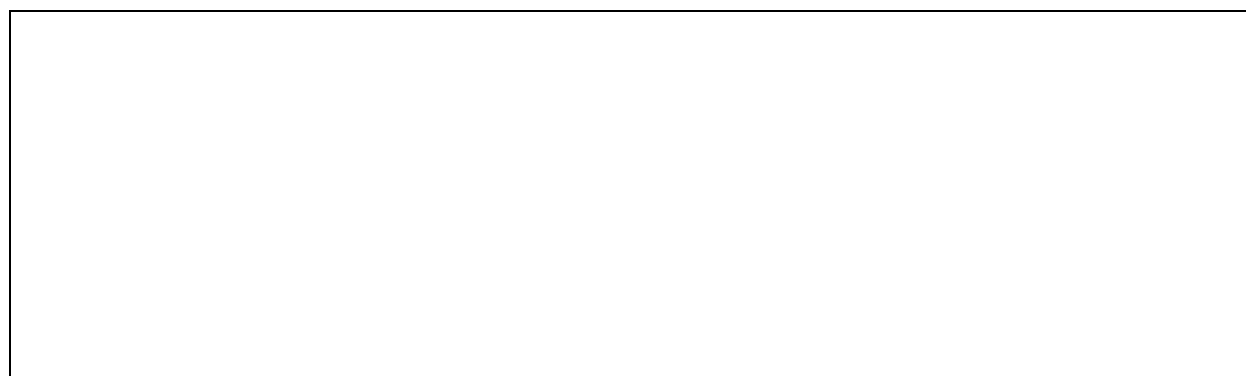
October 2025				
Outreach Activity (Brief Description)	Intended Outcome (What are your specific goals and measures? What is your target population?)	How do you plan to follow- up with families or others?	Key Personnel	Community Partners or Agencies (if this is not applicable, state "no applicable partners")
November 2025				
Outreach Activity (Brief Description)	Intended Outcome (What are your specific goals and measures? What is your target population?)	How do you plan to follow- up with families or others?	Key Personnel	Community Partners or Agencies (if this is not applicable, state "no applicable partners")
December 2025				
Outreach Activity (Brief Description)	Intended Outcome (What are your specific goals and measures? What is your target population?)	How do you plan to follow- up with families or others?	Key Personnel	Community Partners or Agencies (if this is not applicable, state "no applicable partners")

## Plan of Operation

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Describe your plan of operation for your Judy Center Early Learning Hub. Be sure to include a clear plan for where the Judy Center will be located within the school. The school must have dedicated space to house a Judy Center Coordinator and a Family Service Coordinator. The dedicated classroom/meeting space should have usable open floor space that is comfortable for crawling infants through active preschoolers and the adults attending. The space should have room for learning centers that align with learning domains. The space should not be a communal space within the building. If the coordinator and family service coordinator are housed in the classroom/ meeting space, adequate space must still be available for families and learning centers. There should be storage space for the Judy Center program materials and supplies onsite. The building should have a larger communal space (gym, cafeteria, media center) to hold family engagement opportunities for families.

Address how your Judy Center will work collaboratively within the school, including working with Title I and Community School staff, being included in early childhood professional development provided by the LEA, and how the Judy Center will work within the community. Address how the Judy Center will coordinate with other Judy Centers in the jurisdiction. 1 page maximum. Refer to the Grant Information Guide for further guidance. (Please attach a map with square footage and multiple pictures of your proposed Judy Center space in the appendix.)



## Management Plan

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The management plan defines all Judy Center key personnel's roles, responsibilities, and time devoted to ensuring your program succeeds. Ensure all administrative and key personnel responsible for successfully implementing and monitoring the grant requirements are captured here. This includes additional staff hired, supervisors, administrators and other school staff that support the Judy Center. Staff should be hired by January 1<sup>st</sup>. For further guidance, refer to the Grant Information Guide, which provides a detailed description of what should be included.

Key Personnel		
Title	Responsibilities	Time Devoted
Dedicated Site-Based Coordinator <small>(cannot oversee multiple sites or serve as the multi-site coordinator)</small>		12-month employment
Dedicated Family Services Coordinator		12-month employment

*\*Add additional rows if necessary.*

### Steering Committee

Please include all community partners who will be included in your FY26 Memorandum of Understanding (MOU) for your new site and who will be part of the Steering Committee. Please do not use acronyms.

Proposed Steering Committee Members		
Name	Title	Partner Organization

*\*Add additional rows if necessary.*

## Project Timeline

Applicants must provide a **comprehensive timeline** for the year. For guidance on year one's expectations, please refer to the New Judy Center Early Learning Hub Planning and Implementation Checklist in the Grant Information Guide. The budget narrative must reflect proposed activities and their associated costs.

Proposed Activity	Date(s) of Implementation	Name of Responsible Person(s) & Title(s)

*\*Add additional rows if necessary.*

## Accreditation

The Judy Center does not manage MSDE accreditation; however, the school's Pre-K classrooms must be accredited by the Maryland State Department of Education. Please complete the chart below. You are also required to submit the MSDE Accreditation Certificate for the school.

	Date of Accreditation	Date Accreditation Expires
Classroom 1		
Classroom 2		
Classroom 3		

*\*Add or delete rows as needed*

## Budget

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Please provide a detailed budget of the requested funds for FY26 using the attached spreadsheet, using the categories listed below. Proposed activities and their associated cost must be reflected in the budget narrative. Refer to the Grant Information Guide for allowable and nonallowable expenses. Each line must be *detailed and specific*. General expenses should be broken down into specific line items. Clearly show the requested funds and in-kind contributions for each line item. Indicate the source of the in-kind contribution. Both requested and in-kind funds must be reasonable with current market prices. *Show how the expense was calculated for each line item*. The Maryland State Department of Education, [Division of Early Childhood Indirect Cost Policy](#) must be followed for indirect costs. Reviewers will use this information to determine if the budget is reasonable and cost-effective. The budget has no page limit, so be as detailed as possible. Add more rows if needed. Do not use acronyms. An MSDE Grant Budget C-125 form must also be completed, signed, and submitted as an appendix.

- **Salaries and Wages and Fringe Benefits (list separately for each position)**
- **Fringe Benefits**
- **Travel**
- **Supplies & Materials**
- **Contractual Services**
- **Other Costs**
- **Indirect Costs**

## Appendices

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The following appendices must be included, but do 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: A school map with square footage and multiple pictures of your proposed Judy Center space.

Appendix D: A job description for a full-time Judy Center Coordinator

Appendix E: A job description for a full-time Family Services Coordinator

Appendix F: Job descriptions for any additional Judy Center Early Learning Hub staff to fulfill comprehensive grant requirements.

Appendix G: MSDE Accreditation Certificates for the school.