# Application for Participation

## Maryland Project A.W.A.R.E. Fiscal Year 2025

**Maryland State Department of Education**

200 West Baltimore Street
Baltimore, Maryland 21201

**Deadline**

August 30, 2024
No later than 5:00 p.m. EDT

## MARYLAND STATE DEPARTMENT OF EDUCATION

**Carey M. Wright, Ed.D.**
State Superintendent of Schools

**Geoff Sanderson**
Deputy State Superintendent
Office of Accountability

**Wes Moore**
Governor

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Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

## Table of Contents

# 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 emailed as an attachment to renee.neely@maryland.gov with the subject "Maryland Project A.W.A.R.E. Application Submission."

# Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Project Partners:

| Agency/Organization Name | Primary Contact | Partner's Project Role |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |

*Add more rows as needed.*

Amount of the request for grant period (September 29, 2024 – September 30, 2025):

$

(Should agree with Proposed Budget)

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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

## 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.  Do not exceed the one-page limit.

## EXTENT OF NEED

Describe the conditions or needs to be addressed through the Fiscal Year 2024 Maryland AWARE grant program. Include a clearly defined problem supported by a needs assessment and supporting data. Describe how the grant funds will address the problem and show how those efforts are effective.

**EVIDENCE OF IMPACT**

Describe how the proposed plan and strategies being implemented are evidence-based and will lead to the desired impact. Include a description of the organization's experience in terms of effective practices (research-based strategies) leading to the desired outcomes. Include success stories of your program for previous years.

**GOALS, MEASURABLE OUTCOMES AND MILESTONES**

Applicants are required to set an overall goal for the project. Determining the program goal is an important part of evaluating your program. Applicants must complete the chart with SMART (Specific, Measurable, Attainable, Relevant, and Time-Bound) program goals that must be aligned with the Plan of Operation and the Blueprint Pillar 4 Objective 5.  Refer to the grant information guide for additional guidance.

| Goal 1: |
| --- |
| Outcome(s): |
| Milestone(s): |

| Goal 2: |
| --- |
| Outcome(s): |
| Milestone(s): |

*Add more tables if including additional goals.*

**STRATEGIES**

Discuss the strategies and activities to be used to accomplish the goals and outcomes. Strategies are broad approaches (methods, procedures, techniques) employed to accomplish goals and outcomes. Include in this section a justification as to why the strategies were chosen and how they will help to achieve the goals and outcomes. How will grant funds support these strategies and who will be served? In the application, list, in chronological order, all major management actions necessary to implement the project during the funding cycle. Indicate on the worksheet key personnel responsible for accomplishing each action and the estimated timeline for completion.

Refer to the grant information guide for additional guidance.

**MANAGEMENT PLAN**

Refer to the grant information guide for additional guidance.

**Management Plan Worksheet**

| Key Activities | Individual Responsible | Time Frame |
|---|---|---|
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**Partner Plan**

Discuss the role(s) of the project partners listed on the cover page. Refer to the grant information guide for additional guidance.

**EVALUATION AND DISSEMINATION**

Grantees are required to submit an annual evaluation report and quarterly progress reports that are consistent with the project's goal and objective(s). Keep in mind that the final evaluation will consider the entire project, beginning to end. It should not be viewed as what is done after the project's completion, but as an integral element in the project's planning, design, and implementation.

Applicants must evaluate the following required measures:

| Evaluation Measure | Goal |
|---|---|
| **Evaluation Questions:** What questions will the evaluation seek to answer, based on the project's goal and objectives, implementation plan, and anticipated consequences? Examine the relationship between the expected outcomes, specific efforts, and what is important to evaluate | |
| **Evaluation Strategy:** What approach will be taken to find answers to the evaluation questions? What criteria will be used to assess lessons learned from the project? What populations will be included in your evaluation? | |
| **Data:** The type of data and method of data collection will depend upon the nature of the program, the questions, and the evaluation strategy. What measurement instruments will be used? How will the baseline be established? There should be a combination of quantitative and qualitative data identified. How will project staff collect data from the various sites and organizations involved in the project? When considering data collection techniques, ensure that the resources are sufficient to use the proposed data collection techniques. | |
| **Evaluator(s):** Specify the individuals or groups who will conduct the evaluation. What are specific qualifications? What are the responsibilities of key personnel? | |
| **Budgeting of resources and staffing for evaluation:** The application's budget should reflect sufficient funds to carry out a thorough and useful evaluation. Note: The evaluation will be an internal self-evaluation/reflection and can be completed by Chair/Co-Chair of the Council or a designee at no cost. | |
| **Dissemination:** Details on how the project's findings will be disseminated to the major stakeholders, individuals with an interest in the project. Information, requirements and dissemination methods differ from stakeholder to stakeholder. Will there be a presence on the internet and/or attending important national conferences to present lessons from the project? How and when will demonstrations of your project be made available? Also consider including descriptions of the types of reports and other by-products that will be produced during the project. | |

Evaluation and quarterly progress reports should be consistent with the project's goals and objectives. An effective ongoing plan should evaluate milestones and help project staff make informed decisions.

**SUSTAINABILITY PLAN**

Describe plans for continuing the project beyond the funding cycle. Answer questions such as; how the project will be sustained after funding ends, what are the plans for maintaining the project's partnerships, and how are transitions of council members planned for and their impact on the effectiveness of the council. Refer to the grant information guide 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 and Budget and Budget Narrative sections in the Grant Information Guide.

**BUDGET NARRATIVE**

**ITEMIZED BUDGET**

1. Provide an itemized budget narrative showing how the cost of each item was calculated. It is advisable to take an inventory of existing equipment, materials, and supplies before developing the budget.

2. Please use the formula functions in the "Table Tools Layout" to calculate your costs. To get your final amount, in the last cell of the "Requested", "In-Kind", and "Total" columns, use the formula: **=SUM(ABOVE).**

3. Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix B).

1. **Salaries and Wages (list separately for each position)**

| Line item | Calculation | Requested | In-Kind | Total |
|-----------|-------------|-----------|---------|-------|
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL FOR SALARIES & WAGES: |  |  |  |  |

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

|  |
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|  |

2. **Contracted Services**

| Line item | Calculation | Requested | In-Kind | Total |
|-----------|-------------|-----------|---------|-------|
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| TOTAL FOR CONTRACTED SERVICES: |  |  |  |  |

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

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3. **Supplies & Materials**

| Line item | Calculation | Requested | In-Kind | Total |
|-----------|-------------|-----------|---------|-------|
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| TOTAL FOR SUPPLIES & MATERIALS: |  |  |  |  |

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

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4. **Other Charges**

| Line item | Calculation | Requested | In-Kind | Total |
|-----------|-------------|-----------|---------|-------|
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| TOTAL FOR OTHER CHARGES: |  |  |  |  |

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

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5. **Equipment**

| Line item | Calculation | Requested | In-Kind | Total |
|---|---|---|---|---|
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| **TOTAL FOR EQUIPMENT:** |  |  |  |  |

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

6. **Transfers**

| Line item | Calculation | Requested | In-Kind | Total |
|---|---|---|---|---|
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|  |  |  |  |  |
| **TOTAL FOR TRANSFERS:** |  |  |  |  |

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

# Maryland Project A.W.A.R.E. Scoring Rubric

## PROJECT ABSTRACT

| Level 3<br>Exceeds Criteria | Level 2<br>Meets Criteria | Level 1<br>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

| Level 3<br>Exceeds Criteria | Level 2<br>Meets Criteria | Level 1<br>Does Not Meet Criteria |
|---|---|---|
| The application significantly describes how all proposed strategies are evidence and research-based and explains how the evidence will lead to desired outcomes. They provide a link to research data and provide data on how students in their program have progressed in prior years. They can share ongoing progress with students who previously participated in the Project AWARE program. | The extent of need for the project adequately defines at least one problem (e.g., lack of training for school personnel and other adults who interact with school-aged youth to detect and respond to mental health issues) that the Project AWARE program will address and provides a needs assessment and supporting data. | The extent of need for the project section fails to define the problem or obstacle the Project AWARE program will address. |

## EVIDENCE OF IMPACT

| Level 3<br>Exceeds Criteria | Level 2<br>Meets Criteria | Level 1<br>Does Not Meet Criteria |
|---|---|---|
| The application significantly describes how all proposed strategies are evidence and research-based and explains how the evidence will lead to desired outcomes. They provide a link to research data and provide data on how students in their program have progressed in prior years. They can share ongoing progress with students who previously participated in the Project AWARE program. | The application adequately describes how proposed strategies are evidence and research based. They provide a link to research data and provide data on how students in their program have progressed in prior years. | The proposal does not describe the future impact of the activity/project. |

## GOALS, MEASURABLE OUTCOMES, AND MILESTONES

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

## STRATEGIES

| Level 3<br>Exceeds Criteria | Level 2<br>Meets Criteria | Level 1<br>Does Not Meet Criteria |
|---|---|---|
| The proposal provides several rationales for selecting specific, evidence-based strategies, and precisely how they will be implemented to ensure outcomes are achieved.<br><br>Multiple broad strategies are identified with detailed and systematic methods, procedures, or techniques for successful implementation. | The proposal provides a clear rationale for selecting a specific strategy and how it will help achieve the outcome.<br><br>Applicant provides broad strategies and includes the methods, procedures, techniques for implementation. | No rationale for selecting specific strategies and how they will help achieve the outcome.<br><br>Applicant only states some of the strategies, but does not include the necessary methods, procedures, or techniques for implementing. |

## MANAGEMENT PLAN

| Level 3<br>Exceeds Criteria | Level 2<br>Meets Criteria | Level 1<br>Does Not Meet Criteria |
|---|---|---|
| There is a detailed plan of operation that addresses items identified in the statement of need. Key personnel are listed, and a breakdown of the FTE and their salary is assigned to the grant. There is a project timeline that lists which staff members will complete each task and when. | There is a detailed plan of operation that addresses items identified in the statement of need. Key personnel are listed, and a project timeline established. | The plan of operation provided does not address the items identified in the statement of need. Key personnel are listed but no project timeline is provided. |

## EVALUATION

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|---|---|---|
| The application includes an evaluation plan that includes evaluation questions, strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project's goal and objectives. They also list who is assigned to this task and the timeline to complete. | The application includes an evaluation plan that includes evaluation questions, strategy, and a description of proposed data instruments, collection processes, and analytic methods that are consistent with the project's goal and objectives. | The application does not include an evaluation plan, or it doesn't include all the areas addressed in the grant information guide. |

## 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

| Level 3 Exceeds Criteria | Level 2 Meets Criteria | Level 1 Does Not Meet Criteria |
|---|---|---|
| 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. | The budget narrative is complete. The budget aligns to the proposal and is free of mathematical errors. Expenses are reasonable and allowable. | Budget does not align with the proposal, includes cost that are not reasonable or allowable, or has several mathematical errors. |

# The General Education Provisions Act (GEPA) Sect 427

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 to overcome barriers to equitable participation.

# 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 recipient assurances page

Appendix B:      A signed C-1-25 MSDE budget form