

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

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

Grant Information Guide and Application for Participation

Maryland National Board Certification Support Grant FY 2025

MARYLAND STATE DEPARTMENT OF EDUCATION

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# Program Description

**The Maryland State Department of Education (MSDE) is committed to The Blueprint for Maryland’s Future’s (Blueprint) goal of recruiting and supporting high-quality and diverse teachers in Maryland and believes that all students deserve an accomplished teacher. MSDE seeks to attract and retain National Board Certified Teachers (NBCTs) to build and staff a statewide career ladder for teachers who positively impact student outcomes. This program provides the resources for LEAs to conduct National Board Certification candidate support activities necessary to facilitate the Blueprint for Maryland’s Future legislation in achieving its goals in increasing the number of NBCTs.**

The Maryland National Board Certification Support Program Grant FY 2025 focuses on the following key areas:

National Board Certification Candidate Support

National Board Certification Facilitator Training and Support

Authorization  
  
Incentive Program for Certification by the National Board for Professional Teaching Standards, [Education Article §6-1008](https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=ged&section=6-1008&enactments=false).

## Grant overview

### Name of Grant Program

Maryland National Board Certification Support Program Grant FY 2025

### Purpose

### Under this grant program, MSDE is inviting LEAs to apply for funding for initiatives related to virtual and in-person support to teachers pursuing National Board Certification, training and support for local National Board facilitators, and one-on-one support by trained facilitators. Dissemination

This Grant Information Guide (GIG) was released on July 1, 2024.

### Deadline

Proposals are due no later than 5pm on August 5, 2024.

### Grant Period

July 1, 2024 -June 30, 2025

### Funding Amount Available

The total amount of funding available is up to $900,000.

Estimated Number of Grants

MSDE anticipates the awarding of up to 24 grants.

### Eligibility

Funding eligibility is limited to Maryland LEAs. Only LEAs within the State of Maryland are eligible to apply for this funding opportunity. MSDE recognizes the unique needs and challenges faced by Maryland school communities and seeks to direct resources to support National Board Certification candidate support within the State. MSDE reserves the right to take into consideration geographic distribution and current number of NBCTs in an LEA when making awards.

Submission Instructions   
This funding opportunity can be found on the MSDE Grants [webpage](https://www.marylandpublicschools.org/about/Pages/OFPOS/GAC/GrantPrograms/index.aspx). Grant applications must be submitted by 5:00 pm   
August 5, 2024, via email to [melissa.chandler@maryland.gov](mailto:melissa.chandler@maryland.gov).

## PROGRAM CONTACT

**Melissa Chandler**

National Board State Coordinator

Division of Educator Effectiveness

Phone: (410) 767-5654

[melissa.chandler@maryland.gov](mailto:melissa.chandler@maryland.gov)

### State Responsibilities

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee’s performance of the work. MSDE program staff will be available and make every effort to support on demand additional assistance when requested throughout the grant period. In addition, MSDE will monitor program implementation throughout the grant performance period to ensure each grant awardee is on target to meet its goals and fully expend its awarded program resources.

# Use of Funds

The following are examples of approved uses for the grant funds in accordance with the purpose of the grant. Other costs not listed here may be presented to the grant manager for determination of allowable expenditures.

## Funds may be used for:

Candidate support activities, including professional development sessions, CPD courses, 1:1 and/or small group coaching, and reading and providing feedback on candidate portfolio materials. All activities must be in compliance with the [Guidelines for Ethical Candidate Support](https://www.nbpts.org/wp-content/uploads/2018/04/Ethics-Policy.pdf).

Materials and technology to support professional learning and recording instruction, such as books, video recording equipment, microphones, and tripods/stands.

Training, support, and professional development for NBC Facilitators.

Reimbursement for ACTFL test fees for initial NBC candidates pursuing the World Language certification.

Release time and/or substitute costs for candidates to complete NBC activities, such as taking the Component 1 assessment and preparing their portfolio components.

## Funds may not be used for:

Activities or materials not reasonable and necessary; and/or

Cost(s) incurred prior to the approval of the grant.

# Project Proposal

## **Grant Application**

As a requirement for this program, applicants must address the following areas in the grant application template found later in this document.

### Project Description

The Project Description should be factual, brief, and focused on the LEA’s selected activities. The Project Description should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, and the strategies to meet identified goals. The Project Description should be 1 page or less.

Extent of Need  
  
Identify a clearly defined problem that is data driven and how the use of these funds will address the problem. Applicants should include a brief overview of the target population and expected outcomes.

### Goals and Measurable Outcomes

State the overall goal(s) of the project. The goal(s) should address the main problem identified at the beginning of the needs assessment. Include all relevant groups and individuals in the target population. While there should be at least one goal, it is possible to have multiple goals. Measurable Outcomes are the anticipated outcomes to be accomplished for the term of the project and must be related to the goal(s).

### Plan of Operation, Key Personnel, and Timeline

The Plan of Operation includes the strategies activities that will be implemented to achieve the project’s goals and outcomes. Describe a plan of operation that addresses the key components of the program’s implementation or expansion. Include a timeline and the key personnel associated with the plan of operation. Ensure that all key personnel responsible for the successful implementation and monitoring of the grant requirements are included.

### Strategies

Strategies are broad approaches (methods, procedures, techniques) employed to realize outcomes and accomplish goals. What strategies will be used to achieve project goals? Discuss how and/or why these strategies were chosen. Applicants should describe the targeted populations to be impacted by the strategies chosen and how they will be impacted. Describe sustainability plans for continuing the project beyond the funding cycle.

### Evidence of Impact

Discuss your organization’s history of impact on the target population, how past performance has informed the proposed activities, and the future impact your proposed key activities are likely to have on the target population. Briefly identify new or other proposed evidence-based strategies that will be implemented and how they will be measured to determine the impact on the target population.

# 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.

Provide content justifying any line-item expenses that are not obvious from the project narrative. Discuss and align line-item activities in the budget narrative. Explain how the estimated cost of each line item was derived if the rationale is not obvious. An MSDE [Grant Budget C-125](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) form must also be completed, signed, and submitted as an appendix.

Following the budget narrative, include a line-item description. Group line items according to the following categories: Salaries and Wages, Contracted Services, Supplies and Materials, Other Charges, Equipment, and Transfers (indirect costs). Total each category. Each line must be detailed and specific. General expenses should be broken down into specific line items. There is no page limit for the budget, so be as detailed as possible. Here is an example of the budget and budget narrative template.

## Contracted Services: Sample

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
| NBC Facilitators for candidate support | $40/hr. x 300 hours | $12,000 | $0 | $12,000 |
| 2 NBCT Lead Facilitators | $2,500 stipend x 2 Facilitators | $5,000 | $0 | $5,000 |
| 1 PLF Trainer | $50/hr. x 6 hours | $300 | $0 | $300 |
| Facilitator training for 20 NBCTs | $40/hr. x 3 hours x 20 NBCTs | $2,400 | $0 | $2,400 |
|  | Total for Salaries and Wages: | $19,700 | $0 | $19,700 |

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

|  |
| --- |
| The NBC Facilitators will deliver one on one or small group candidate support that may include planning components, analyzing student work samples, reviewing recordings of instruction, and providing feedback on candidate portfolio materials at our LEA negotiated rate of $40/hr. for professional development. The two NBCT Lead Facilitators will plan and deliver monthly candidate support sessions focused on professional learning as related to National Board Certification; the estimated time for these yearlong activities is $50/hr. x 50 hours. The PLF Trainer will plan and deliver a professional learning facilitator training at our LEA negotiated rate of $50/hr. for leading professional development to 20 National Board Certified Teachers, who will be prepared to become NBC Facilitators at the completion of the training. |

# The Review Process

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

Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applications not meeting all pre-screen requirements may be returned to the applicant for revisions.

A review committee established by MSDE will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program, its intent, and intended impact on the target population.

Final approval for awards will be determined by the review committee.

MSDE reserves the right to take into consideration geographic distribution and current number of NBCTs in an LEA when making awards.

# Maryland National Board Certification Support Program Grant Scoring Rubric

## Extent of Need

| **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- |
| The main problem and contributing factors are clear, concise, and demonstrate considerable understanding of the issues.  The proposal details who are affected by the problem, including historical impacts on the target population(s) using local data. Data supports the identified problem. | The main problem is clear and concise.  The proposal identifies who is affected by the problem and when the problem exists.  Data supports the identified problem. | The main problem is missing or is not clear.  The proposal does not accurately identify the target population(s).  Data has not identified or does not support the problem stated.  The proposal lacks details of how the funds will address the problem. |

## Goals and Measurable Outcomes

| **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- |
| The goal(s) are measurable, clearly aligned to the extent of need, and ambitiously focused on effectuating change.  Realistic and attainable outcomes illustrate a distinguishable effort to significant progress. | The goal(s) are measurable and aligned to the extent of need.  Outcomes are realistic and attainable. | The goal(s) are not measurable are not clearly aligned to the extent of need.  Outcomes are not realistic or attainable. |

## plan of operation, key personnel, and timeline

| **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- |
| All requirements listed in the meets criteria are listed and the applicant provides additional information. | The plan is clear and concise. There is a timeline and experienced personnel listed for all key activities. Names and titles are present. | The plan of operation provided does not address the items identified in the extent of need. |

## Strategies

| **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 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. Strategies are identified with detailed and systematic methods, procedures, or techniques for successful implementation. The proposal includes a clear sustainability plan beyond the funding cycle. | The proposal provides a clear rationale for selecting a specific strategy and how it will help achieve the outcome.  Applicant provides strategies and includes the methods, procedures, techniques for implementation.  The proposal includes a plan for continuing the project beyond the funding cycle. | No rationale for selecting specific strategies and how they will help achieve the outcome.  Applicant states some of the strategies, but does not include the necessary methods, procedures, or techniques for implementing.  A sustainability plan is not included. |

## evidence of impact

| **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- |
| The application identifies how proposed strategies are evidence-based and will lead to the desired impact and lists success criteria for their existing program and proposed activities. | The application describes how the proposed strategies are evidence-based. There is data on how candidates in the program have progressed in prior years, and a description of what the intended impact of the proposed activities will be on the target population. | The application does not identify evidence of impact. |

## Budget and Budget Narrative

| **Level 3 Exceeds Criteria** | **Level 2 Meets Criteria** | **Level 1 Does Not Meet Criteria** |
| --- | --- | --- |
| The budget is detailed and comprehensive of all activities for successful implementation. The budget aligns to the proposal. There are no mathematical errors, and all expenses are cost effective and appear necessary. | The budget 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. |

# Timeline and Reporting Requirements

| **Date** | **Timeline Event** |
| --- | --- |
| July 1, 2024 | The Grant Information Guide and the application for participating are released. |
| July 9, 2024 | MSDE will hold a virtual customer service support session for interested applicants. |
| August 5, 2024 | The grant application is due. |
| September 1, 2024 | MSDE will notify applicants of the award status. |
| July 1, 2024 | The grant period begins. |
| June 30, 2025 | The grant period ends. |
| September 30, 2025 | The funds will need to be liquidated. |

## grant application timeline

## Reporting requirements

| **Date** | **Reporting Requirement** |
| --- | --- |
| Ongoing | Fiscal and programmatic monitoring |
| March 1, 2025 | Optional Interim Report (C-1-25C) |
| September 30, 2025 | Final Progress Report (C-1-25D) |

**Notes**: Any requests for amendments must be submitted at least 45 days before the grant period ends, and must be submitted using the C-1-25B form found in the Grant Forms Workbook MSDE Grants [webpage](https://www.marylandpublicschools.org/about/Pages/OFPOS/GAC/Forms.aspx). Final invoices must be submitted no later than 60 days after the grant period ends.

# 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 Finance and Operations**  
  
Maryland State Department of Education  
200 W. Baltimore Street - 2nd Floor   
Baltimore, Maryland 21201-2595

410-767-0123 - voice  
410-767-0431 - fax  
Deaf and hard of hearing use Relay.

# Customer Service Support Sessions

MSDE will hold one customer service support session for interested applicants. During this session, MSDE personnel will provide an overview of the application process. The session will be on:

Tuesday, July 9, 2024  
10:00 a.m. – 11:00 a.m.  
[Video call link (via Teams)](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGNlZmQ5MjEtZDczYy00ODhmLTlhNzctMjg3NTZjYzM0ZGY3%40thread.v2/0?context=%7b%22Tid%22%3a%22552cc353-c3e3-4e56-94b2-98f4d41ba18c%22%2c%22Oid%22%3a%220e56a125-3950-4c48-992c-6a379f1d36ce%22%7d)

MSDE will offer office hours on the following days:

**Wednesday, July 24, 2024**  
1:00 p.m. – 1:30 p.m.  
Video call link: [meet.google.com/kre-ahsr-cmz](http://meet.google.com/kre-ahsr-cmz)

**Tuesday, July 30, 2024**  
10:00 a.m. – 10:30 a.m.  
Video call link: [meet.google.com/cig-hkyg-vbd](http://meet.google.com/cig-hkyg-vbd)

‬‬‬‬‬‬‬‬‬‬‬MSDE staff will also be available to provide technical assistance throughout the grant application process. If you have questions about the application or the process, please contact:

**Melissa Chandler**

National Board State Coordinator

Division of Educator Effectiveness

Phone: (410) 767-5654

[melissa.chandler@maryland.gov](mailto:melissa.chandler@maryland.gov)

# Grant Application – Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Project Title:

Date of Submission:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Amount of the request for grant period (July 1, 2024 – June 30, 2025): $

(Should agree with Proposed Budget)

Signature of National Board Coordinator Date

Signature of Superintendent of Schools Date

# Grant Application – Project Proposal

|  |
| --- |
| Project ProposalRefer to the Project Proposal section of this document for guidance. |
| Project Description: |
| Extent of Need: |
| Goals and  Measurable  Outcomes: |

|  |  |  |
| --- | --- | --- |
| Goal | Identified Need | Expected Outcome |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Plan of Operation, Key Personnel, and Timeline: |
|  |

|  |  |  |
| --- | --- | --- |
| Timeline | Person Responsible and Tasks | FTE% |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Strategies: |
|  |

|  |
| --- |
| Evidence of Impact: |
|  |

# Grant Application - 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. An MSDE [Grant Budget C-1-25](https://www.marylandpublicschools.org/about/Documents/Grants/GrantForms-12-10-2020.xls) form must also be completed, signed, and submitted as an appendix.

## 1. Salaries and Wages (list each position separately)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  | Total for Salaries and Wages: | $ | $ | $ |

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

|  |
| --- |
| Type response here. |

## 2. Contracted Services

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

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

|  |
| --- |
| Type response here. |

## 3. Supplies and Materials

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  | Total Supplies and Materials: | $ | $ | $ |

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

|  |
| --- |
| Type response here. |

## 4. Other Charges

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

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

|  |
| --- |
| Type response here. |

## 5. Equipment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  | Total for Equipment: | $ | $ | $ |

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

|  |
| --- |
| Type response here. |

## 6. Transfers (indirect costs)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Calculation** | **Requested** | **In-Kind** | **Total** |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  |  | $ | $ | $ |
|  | Total for Transfers: | $ | $ | $ |

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

|  |
| --- |
| Type response here. |

|  |
| --- |
| **Total amount requested: $** |

# Grant Application - The General Education Provisions Act (GEPA) Section 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.

[Section 427 of the GEPA Form](https://sites.ed.gov/idea/files/Grants-Part-C-GEPA-Section-427-Form.pdf)

[Section 427 of the GEPA Notice to All Applicants](https://oese.ed.gov/files/2021/10/General-Education-Provisions-Act-GEPA-Requirements-Section-427-ED-GEPA-427-Form.pdf)

# Grant Application - Appendices

The following appendices must be included. Include other appendices as deemed necessary.

Appendix A: [A signed recipient assurances page](https://www.marylandpublicschools.org/about/Documents/Grants/GrantRecipientAssurances.pdf)

Appendix B: [A signed C-1-25 MSDE budget form](https://www.marylandpublicschools.org/about/Pages/OFPOS/GAC/Forms.aspx)

Appendix C: A completed [GEPA Section 427 Statement](https://marylandpublicschools.org/about/Documents/OFPOS/GAC/GrantPrograms/ConsolidatedEntitlement/GEPA427.PDF)

​​

Appendix D: Taxpayer identification number and certification ([W-9 Form](https://www.irs.gov/pub/irs-pdf/fw9.pdf))