



**Maryland**

STATE DEPARTMENT OF EDUCATION

# Application for Participation

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## Engineering for US All Grant

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

**Deadline**  
August 23, 2024  
No later than 5:00 p.m. EDT

**MARYLAND STATE DEPARTMENT OF EDUCATION**

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

State Superintendent of Schools

**Deann Collins, Ed.D.**

Deputy State Superintendent  
Office of Teaching and Learning

**Richard Kincaid**

Senior Executive Director  
Office of College and Career Pathways

**Wes Moore**

Governor

**MARYLAND STATE BOARD OF EDUCATION**

**Clarence C. Crawford**

President, Maryland State Board of Education

Joshua L. Michael, Ph.D. (Vice President)

Shawn D. Bartley, Esq.

Chuen-Chin Bianca Chang, MSN, PNP, RN-BC

Susan J. Getty, Ed.D.

Dr. Monica Goldson

Nick Greer

Dr. Irma E. Johnson

Dr. Joan Mele-McCarthy, D.A., CCC-SLP

Rachel L. McCusker

Samir Paul, Esq.

Holly C. Wilcox, Ph.D.

Abisola Ayoola (Student Member)

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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 [charles.nichols@maryland.gov](mailto:charles.nichols@maryland.gov) with the subject "E4USA Application Submission."

## Proposal Cover Page

Program Title:

Project/Program Director:

Director Phone and Email Address:

Institution/Agency Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone and Email Address:

Federal Employer ID Number:

Unique Entity Identifier (UEI) and Expiration Date:

Project Partners:

Agency/Organization Name	Primary Contact	Partner's Project Role

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

\$

(Should agree with Proposed Budget )

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Organization Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Organization Leader

\_\_\_\_\_  
Title

# 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.

## EXTENT OF NEED

Describe the conditions or needs to be addressed through the Engineering for US All (e4usa) grant project Include a clearly defined problem supported by a needs assessment and supporting data. Please refer to the Grant Information Guide for additional information.

## GOALS, MEASURABLE OUTCOMES, AND MILESTONES

State the overall goals of the project. These goals should address the main obstacles identified at the beginning of the needs assessment. The strongest application will directly connect the e4usa program to Pillar 3 of the Blueprint. Please refer to the Grant Information Guide for additional information.

<b>Goal 1:</b>
<b>Outcome(s):</b>
<b>Milestone(s):</b>

<b>Goal 2:</b>
<b>Outcome(s):</b>
<b>Milestone(s):</b>

<b>Goal 3:</b>
<b>Outcome(s):</b>
<b>Milestone(s):</b>

*\*Add more tables if including additional goals.*

**PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE**

Describe e4usa’s strategies and activities that will be implemented to achieve the program's goals, outcomes, and milestones. Indicate who is responsible for accomplishing each strategy. Strategies should be identified based on their potential to benefit students. Please refer to the Grant Information Guide for additional information.

Goal	Strategy/Activities	Timeline	Responsible Person

*\*Add more rows if necessary*

Identify key personnel responsible for the operations supported by this funding including names, titles, roles, and responsibilities relative to plan implementation.

Name	Title	Roles and Responsibilities

*\*Add more rows if necessary*

**PARTNER PLAN**

Provide clear detail regarding LEA, industry, and postsecondary partners’ respective roles in the program, the benefits each expects to receive, and the specific contributions each will make to the project.

Partner Organization	Benefit(s)	Roles and Contribution(s)

*\*Add more rows if necessary*

**EVALUATION AND EVIDENCE OF IMPACT**

Grantees are required to submit annual evaluation reports 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. Please refer to the Grant Information Guide for additional information.



## SUSTAINABILITY PLAN

Describe plans for continuing the e4usa program beyond the funding cycle. Answer questions such as how the program will be sustained after funding ends and what are the plans for maintaining the program's partnerships, and eventual program of study.

## 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 15, sections in the Grant Information Guide.

## ITEMIZED BUDGET

1. What is the Indirect Cost rate?
2. 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.
3. 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)**.
4. Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix C).

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

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR SALARIES &amp; WAGES:</b>				

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

Type response here.

**Contracted Services**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR CONTRACTED SERVICES:</b>				

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

Type response here.

**Supplies & Materials**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR SUPPLIES &amp; MATERIALS:</b>				

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

Type response here.

**Other Charges**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR OTHER CHARGES:</b>				

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

Type response here.

**Equipment**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR EQUIPMENT:</b>				

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

Type response here.

**Transfers (indirect costs)**

Line item	Calculation	Requested	In-Kind	Total
<b>TOTAL FOR TRANSFERS:</b>				

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

Type response here.

**Total Amount Requested:**

## 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: [The Grant Information Survey Form](#)

Appendix C: [A signed C-1-25 MSDE budget form](#)

Appendix D: Resume(s) of Key Personnel

Appendix E: Signed letters of commitment from all postsecondary partners, apprenticeship providers, project partners and principals of participating schools. These should be addressed to the superintendent or head of the grantee agency acting as the head of the agency. Letters should not be addressed to MSDE.

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