

Name of Grant Program: Safe and Supportive Learning Environments –
Competitive

Fund Code: 791-B

PART III – REQUIRED PROGRAM INFORMATION

Instructions: Provide a narrative of no more than eight (8) pages, using a 10-point font. The eight-page limit does not include any of the other forms listed under *Required Forms*. Please provide the following information in the order listed below.

BASIC PROGRAM INFORMATION:

District Name:	
Program Coordinator Name:	
Program Coordinator Phone:	
Program Coordinator Email:	
School(s) Targeted by Grant:	
Grade Level(s) Targeted by Grant:	
Grant Amount Requested:	

SECTION I – NEEDS AND ASSETS

1. Provide an objective analysis that substantiates the need for funding to address at least one of the purposes of this grant program and the matching priorities. The analysis should include, but not be limited to, identifying the:
 - a. estimated number of students in the district and/or targeted school building whose learning and/or classroom behavior is impacted by the traumatic effects of exposure to violence or child maltreatment; and
 - b. documented levels of violent incidences in the district and/or targeted school building.
2. Describe the needs of the target populations to be served and any current limitations and gaps in existing programs/services in the district.
3. Describe the district's *existing* program/services, including the number served disaggregated by school, that relate to providing a safe and supportive learning (trauma-sensitive) environment.

SECTION II – PROGRAM DESIGN

1. **Goals:** Describe the vision and the program goal(s). The goal(s) should reflect the overarching anticipated effects of the proposed program.
2. **Measurable Objectives:** Define the specific objectives of the proposal. Objectives must be measurable and address the stated goals.
 - a. Provide baseline and projected results and outcomes for the measurable objectives.
3. **Activities:** Describe the specific program activities associated with the use of Fund Code: 791 funds.
 - a. Include a description of how the activities will address current limitations and gaps in existing services in the district and/or school.
 - b. Describe how the activities connect with the objectives and overall goals of the grant.
 - c. Describe the staff responsible for the implementation of each activity.

Name of Grant Program: Safe and Supportive Learning Environments –
Competitive

Fund Code: 791-B

PART III – REQUIRED PROGRAM INFORMATION – continued

SECTION III – PARTNERS

1. List the external resources, such as educational collaboratives, community colleges, community-based organizations, and service providers that will be used as a partner(s) to meet the objectives and activities of the proposed program.
 - a. For each proposed partner, describe any projects (previous or ongoing) this partner was/is involved with that are connected with the district.
 - b. For each proposed partner, describe the activities the partner will be involved in and how the partner will assist in meeting the program objectives.
 - c. For each proposed partner, attach a Memorandum of Understanding (MOU) signed by the school district superintendent and partner(s) and that defines how the partnership will meet the needs, goals, and objectives of the proposed program.

SECTION IV – EVALUATION PLAN

1. Provide a self-designed evaluation plan that assesses periodically progress toward achieving the goal(s) and objectives of the proposal and expected results or outcomes. Priority will be given to programs that establish and use baseline and post-program data.

NOTE: A Department-designed evaluation tool will be distributed during FY2008. A part of this tool will incorporate the results from the self-designed evaluation methods. You are encouraged to include (but not be limited to) the following indicators in the self-designed evaluation plan.

- a. Number of individuals served/trained (e.g., students, staff, parents)
- b. Disciplinary data for targeted students and/or schools (e.g., referrals, detentions, suspensions)
- c. Attendance information for targeted students and/or schools
- d. Academic performance data for students and/or schools (e.g., grades, completed assignments, MCAS scores)
- e. Pre- and post-program measurements (e.g., surveys for staff, students, parent trainings)
- f. Anecdotal evidence of overall impact and satisfaction with grant activities from a variety of individuals (e.g., teachers, administrators, parents, students)
- g. A plan for how and when the information will be collected (including baseline, progress, and outcome measurements)

SECTION V – SUSTAINABILITY

1. Describe integration with other state and federal educational reform efforts and with other streams of funding.
2. Describe how the district will create a local *trauma-sensitive school* advisory group.
 - a. List members and their roles and indicate whether the group is newly formed or built upon an existing partnership (such as a 21st Century Community Learning Centers Local Council or other Advisory Committees).
 - b. State how the group will develop a multi-year sustainability plan.

Name of Grant Program: Safe and Supportive Learning Environments –
Competitive

Fund Code: 791-B

PART III – REQUIRED PROGRAM INFORMATION - continued

SECTION VI – TIMELINE

1. Provide a *detailed* timeline and indicate the individuals responsible for carrying out specific objectives and activities.

SECTION VII – BUDGET NARRATIVE

1. Using the table below, please provide a budget narrative that includes a description of proposed program expenses by line item and the purposes of the expenses. This narrative will accompany the Part II - Project Expenditures Budget Detail Pages.

Line Item	Total of Line	Purpose
<u>Line 1</u> Administrators		
<u>Line 2</u> Instructional/ Professional Staff		
<u>Line 3</u> Support Staff		
<u>Line 4</u> 4-a MTRS 4-b Other		
<u>Line 5</u> Contractual Services		
<u>Line 6</u> Supplies and Materials		
<u>Line 7</u> Travel		
<u>Line 8</u> Other Costs		
<u>Line 9</u> Indirect Cost		
<u>Line 10</u> Equipment		

2. Describe local matching funds, both in-kind and actual cash expenditures, that will support the program activities. **Note:** match does not need to equal 100 percent but must show a significant commitment on behalf of the district.