

Name of Grant Program:	Alternative Education Program for Suspended and Expelled Students and Other At-Risk Students – Competitive	Fund Code: 790-B
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PART III – REQUIRED PROGRAM INFORMATION

Instructions: Provide a narrative of no more than eight (8) pages, using single spaced 10-point Arial font. The 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

(Lead) District Name:		
Inter-district Collaborative Application? (Y/N) If Yes, list partnering districts.		
Program Coordinator Contact Information	Name:	
	Phone:	
	E-mail:	
School(s) Targeted by Grant:		
Grade Level(s) Targeted by Grant:		
Program Location – Building Name and Address:		
Will funds expand an existing program or establish a new one?		
Grant Amount Requested:		

SECTION I – NEEDS AND ASSETS

1. Provide the school district's data and anecdotal evidence that demonstrates the need for establishing a new Alternative Education program or expanding significantly or enhancing an existing Alternative Education program. **Note:** 2007 high school graduation rates calculated by the Department will be considered in the review of grant applications. However, applicants do not need to include graduation rate data, as the application review team will obtain the data. For your reference, visit <http://profiles.doe.mass.edu/gradrates.aspx> to see your district's graduation rate.
2.
 - a. Describe the school district's existing Alternative Education program/services, including the number served disaggregated by grade level. Do not include a description of programs that are primarily designed to serve students with disabilities.
 - b. Describe current limitations and gaps in existing programs and services in the district targeting at-risk students. Include the approximate number of students not included currently in an Alternative Education program who could benefit from enrollment in an Alternative Education program.

SECTION II – PROGRAM DESIGN

1. **Goals:** Describe the vision and overarching program goal(s). The goal(s) should reflect the overarching anticipated effects of the proposed program.
2. **Measurable Objectives and Results:** Define the specific objectives of the proposal. Objectives must be measurable and address the stated goals. Provide baseline information and projected results and outcomes for measurable objectives.

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SECTION II – PROGRAM DESIGN - continued

3. **Activities:** Define the specific program activities associated with the use of Fund Code: 790-B funds.
 - a. Include a description of how the program will address current gaps in existing district programming.
 - 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.
 - d. Include a clear description of a typical day or week in the program.

SECTION III – STUDENTS

1. Describe the characteristics of the students to be included in the program for the 2008-2009 school year.
2. Describe how program participants will be identified and enrolled in the program.
 - a. What is the program in-take process?
 - b. How will students and families be involved in the enrollment process?
3. What is the proposed total capacity of the program? How many students does the program intend to serve in the 2008-2009 school year?

SECTION IV – 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 needs, goals, and objectives of the proposed program.
 - a. For each proposed partner, describe any projects (previous or ongoing) this partner was 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.

NOTE: Remember to submit Schedule C signed by each partner. (See RFP *Required Forms* section.)

SECTION V – SUSTAINABILITY

1. Describe any collaboration with internal district programs and coordinators, as well as with other education reform efforts and funding streams, that may include but not be limited to 21st Century Community Learning Center programs, Community Service Learning programs, Homeless Education Liaisons, Academic Support programs, Safe and Drug-Free Schools programs, Safe and Supportive state grant funded activities, and Department of Social Services Community Support programs.
2. Describe how the program's purpose, activities, and outcomes will be shared with the school and district staff and students, parents, and the greater community to garner institutional support for the program.
3. Describe how the district will create a local Alternative Education advisory group. List the members and their roles, meeting schedule, purpose, and how the group will include work on long-term sustainability planning. In your answer, address how this plan will help institutionalize practices developed through grant funds and ensure that they continue to be offered as well as to evolve and be enhanced over time.

Note: The advisory group can be newly formed or be built upon an existing partnership (such as a Trauma-Sensitive Schools or other Advisory Committee).

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SECTION VI – TIMELINE

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

SECTION VII – BUDGET

- Using the table below, provide a budget narrative that includes a description of proposed program expenses by line item that corresponds to the line item sequence of the Budget Detail Pages. (See Required Forms – Part II.) Describe how program expenses relate to proposed program activities.
- Describe the local matching funds, both in-kind and actual cash expenditures, that will support the program activities. **Note:** It is expected that the match will demonstrate a significant district commitment to the goals outlined in the grant proposal. This information can be incorporated into the table below and/or described with text that follows the table.

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