

Name of Grant Program: After-School and Out-of-School Time Quality Continuation Grant

Fund Code: 530

PART III - Required Program Information: Sections A – B

FY2010 PROGRAM SUMMARY COVER SHEET

<b>Applicant Agency:</b>							
<b>Program Coordinator/Contact<sup>1</sup>:</b>							
<b>Address:</b>							
<b>Phone:</b>	( )	<b>Fax:</b>	( )	<b>Email:</b>			
<b>Name(s) of Partnering Agency(ies):</b>							
<b>Total number of ASOST Quality Grant Sites/Locations:</b>							
<b>Name(s) and address(es) of ASOST Quality Grant Site(s) (sites where program will take place):</b>							
<b>Brief description of the FY2010 program:</b>							
<b>Population(s) to be served (include grade levels, sub groups, etc.):</b>							
<b>Estimated FY2010 enrollment<sup>2</sup> in ASOST Quality Grant program:</b>							
<b>RFP Priority:</b> <i>Check appropriate box(es). Note: Priority 1 is required.</i>		<input checked="" type="checkbox"/> Supporting programs that demonstrate strong and innovative implementation of the Quality Enhancements described in Attachment A (Priority 1)		<input type="checkbox"/> Addressing barriers to student participation (Priority 2)		<input type="checkbox"/> Increasing comprehensive after-school and out-of-school time programming for children and youth (Priority 3)	

<sup>1</sup> Note that this individual will become the primary contact for exchange of information between the Department and grantees.

<sup>2</sup> When determining enrollment figures, if programs have not completed enrollments from the FY2010 program, they may use their FY2009 actual enrollments to project enrollment numbers for the new fiscal year.

**PART III - Required Program Information: Sections A – B continued**

All grantees must fill out Sections A - B in addition to the Program Summary Cover Sheet.

**SECTION A. Implementation**

Use this section to provide a detailed description of the proposed use of the After-School and Out-of-School Time Quality Grant (ASOST) funds. All grantees are required to address the Quality Enhancements section (Priority 1). Applicants applying for funds to address Priority 2 or Priority 3 must respond to all questions under each applicable Priority.

1. Provide a detailed description of the FY2009 accomplishments as well as the proposed program design and activities for FY2010.
  - a. **Supporting programs that demonstrate strong and innovative implementation of the Quality Enhancements described in Attachment A. (Priority 1: Required for all applicants)**
    - i. *Accomplishments/Activities of ASOST Quality Grant in FY2009*
      - a. Describe the quality enhancement criteria that were addressed with FY2009 activities/services and how they were addressed.
      - b. What anticipated or actual effects did these activities have on program quality, academic achievement, and youth development, especially for those students at-risk?
    - ii. *Plans for FY2010*
      - a. Indicate what changes/additions will be made, if any, to activities and services under this priority.
      - b. How will the program design meet the goal of providing a balanced focus on and link to supporting children's and youth's academic success as well as their overall development, including healthy social and emotional development?
  - b. **Addressing Barriers to Student Participation (Priority 2)**
    - i. *Accomplishments/Activities of ASOST Quality Grant in FY2009*
      - a. If applicable, describe activities/services that were implemented to address barriers to student participation.
      - b. What anticipated or actual effects did these activities have on program quality, academic achievement, and youth development, especially for those students at-risk?
    - ii. *Plans for FY2010*
      - a. Indicate what services are proposed to continue and what changes/additions are proposed to be made in FY2010. Be sure to include in the response a clear description of the parts of the implementation plan that are a continuation of FY2009 efforts and what parts, if any, build upon or supplement FY2009 efforts.
  - c. **Increasing Comprehensive After-School and Out-of-School Time Programming (Priority 3)**
    - i. *Accomplishments/Activities of ASOST Quality Grant in FY2009*
      - a. If applicable, describe activities/services that were implemented to increase comprehensive after-school and out-of-school time programming.
      - b. What anticipated or actual effects did these activities/services have on needs identified in this priority area?
    - ii. *Plans for FY2010*
      - a. Indicate what services are proposed to continue and what changes/additions are proposed to be made in FY2010. Be sure to include in the response a clear description of the parts of the implementation plan that are a continuation of FY2009 efforts and what parts, if any, build upon or supplement FY2009 efforts.

**PART III - Required Program Information: Sections A – B continued**

**d. Partnerships**

- i. Provide an overview of the partnership for this proposal. Indicate what changes there are, if any, to the partnership(s) from FY2009. Attach a letter of support from each partner on the partner's letterhead. Letters of support should include the partner agency's involvement in FY2009 activities as well as their involvement in FY2010 activities.

**e. Service/Program Design**

- i. Describe in detail the FY2010 schedule of activities (hours per/day, days/week, weeks/year of the program).
- ii. What will be the process for identifying children and youth most in need of the proposed services?
- iii. Provide plans, timelines, and activities for implementing the program or enhancement initiatives.

**f. Professional Development**

- i. *Accomplishments/Activities of ASOST Quality Grant in FY2009*
  - a. Indicate the usefulness of the MAP/ESE professional development series in implementing the ASOST grant program.
 

**April 30<sup>th</sup> Seminar on Evaluation and Partnership:**

**May 28<sup>th</sup> Seminar on Sustainability:**
- ii. *Plans for FY2010*
  - a. Based on the Quality Enhancement Criteria, describe particular areas/topics of professional development that would be most useful and supportive in the implementation of FY2010 activities/services.

Quality Enhancement Criteria	Specific Needs	If needs of partners are different from lead agency staff related to this topic, describe here.
Comprehensive Academic and Non-Academic Programs		
Partnerships		
Serving Special Populations		
Family Involvement		
Highly Qualified Staff		
Evaluation		
Other:		

PART III – Required Program Information: Sections A – B continued

**g. Program Evaluation**

i. *Accomplishments/Activities of ASOST Quality Grant in FY2009*

- a. Evaluation reports for FY2009 activities will be due on Friday, October 16, 2009<sup>3</sup>. However, if grantees have data available at the time of writing this continuation grant application, analysis should be included in the appropriate *Accomplishments/Activities* in the FY2009 section.

ii. *Plans for FY2010*

- a. Describe how the FY2010 proposed activities/services will be evaluated. The evaluation design should detail measurable programmatic- and participant-related outcomes as appropriate for the particular design. If possible, outline those outcomes (programmatic- and/or child-related) that the applicant believes will be affected by the proposal design.
- b. How will the program determine that the chosen programmatic- and student-outcomes have been met or that progress is being made?

**Note:** Applicants currently receiving 21st Century Community Learning Center Funds should incorporate the evaluation requirements under that funding source into this design. Outcomes data already reported to the Department under the 21st CCLC program through the Survey of After-School Youth Outcomes (SAYO) can serve as the same reporting structure proposed under this RFP; a new process does not need to be created.

---

<sup>3</sup> Stop payments will be put on FY2010 grants funds for those grantees that have not submitted evaluation reports as of 11/1/2009.

**PART III - Required Program Information: Sections A – B continued**

**SECTION B: Budget and Budget Narrative**

**1. Budget Justification**

A. Check the category(ies) of funding for which the grantee is applying. If the applicant is applying to address programming in more than one of the priority areas, indicate the amount in the budget(s) dedicated to achieving the particular priorities that are checked<sup>4</sup>. Note that amounts in Column B should add to the total continuation eligibility amount.

Column A: Priority Area	Column B: Budget
<input type="checkbox"/> <i>Enhancing one or more quality criteria in Attachment A</i>	Budgeted amount: \$ _____
<input type="checkbox"/> <i>Addressing barriers to student participation</i>	Budgeted amount: \$ _____
<input type="checkbox"/> <i>Increasing comprehensive after-school and out-of-school time programming for children and youth during the school year and summer</i>	Budgeted amount: \$ _____

B. Indicate the timeframe(s) in which you propose to support services/programming.

*School Year Only*

*Summer Only*

*School Year and Summer*

C. Total School Year Funding Request: \$ \_\_\_\_\_

Total Summer Funding Request: \$ \_\_\_\_\_

Total Budget: \$ \_\_\_\_\_

<sup>4</sup> When added together, budgeted amounts across the three (3) priorities should add to the total amount requested. If expenditures can be applied to more than one priority, divide the cost of the expenditure across the priorities such that it reflects the implementation plan.

**PART III - Required Program Information: Sections A – B continued****2. Program Expenditures**

Provide a detailed budget narrative for expenditures listed on Part II-B – Budget Detail pages, lines 1-10 for FY2010 (school year) and FY2011 (summer) budgets.

**Line 1: Administrators, Project Coordinators**

- a. On the budget detail pages, be sure to include the number of staff and the cumulative FTEs for each position listed in Line 1.
- b. On the budget narrative page, include a description of job responsibilities associated with each position funded by the ASOST Quality Grant. Note: Depending on the job responsibilities, some of the costs associated with these positions will be factored in when determining the 10% cap on administration.

**Line 2: Professional Staff**

- a. On the budget detail pages, be sure to include the number of staff and the cumulative FTEs for each position listed in Line 2.
- b. On the budget narrative page, include a description of job responsibilities associated with each position funded by the ASOST Quality Grant. Note: Depending on the job responsibilities, some of the costs associated with these positions will be factored in when determining the 10% cap on administration.

**Line 3: Support Staff/Paraprofessionals**

- a. On the budget detail pages, be sure to include the number of staff and the cumulative FTEs for each position listed in Line 3.
- b. On the budget narrative page, include a description of job responsibilities associated with each position funded by the ASOST Quality Grant. Note: Depending on the job responsibilities, some of the costs associated with these positions will be factored in when determining the 10% cap on administration.

**Line 4: Fringe Benefits**

- a. Note that MTRS cannot be taken on state grants. Only costs related to other fringe benefits can be included on this budget, if appropriate.

**Line 5: Contractual Services**

- a. On the budget detail pages, a rate must be included for each sub-line where an amount is budgeted.
- b. On the budget narrative, list a description of the types of services included in each of the sub-lines under contractual services (e.g., consultants, instructors, specialists, etc.).

**Line 6: Supplies and Materials**

- a. On the budget narrative, include a general description of the supplies/materials that will be purchased using these grants funds along with a description of how they will support the activities and services as proposed in the program narrative sections.

**Line 7: Travel for Staff**

- a. On the budget narrative, describe costs budgeted on this line-item.

**Line 8: Other Costs**

- a. Note that some of the sub-lines under *Other Costs*, such as telephone/utilities and rental of space, will be factored in when determining the 10% cap on administration.
- b. Purchase of vehicles for the purpose of transporting students is not allowed with these funds.
- c. On the budget narrative, describe costs budgeted on this line-item.

**PART III - Required Program Information: Sections A – B continued**

**2. Program Expenditures - continued**

**Line 9: *Indirect Costs***

- a. Indirect costs are unallowable on this grant and should not be included in the budget.

**Line 10: *Equipment***

- a. On the budget detail pages, only equipment where the individual per unit price costs \$5,000 or more should be included on Line 10. Any items with a per-unit cost less than \$5,000 should be included on Line 6: Supplies and Materials.
- b. On the budget narrative page, include a description of any equipment that will be purchased and how it will support FY2010 activities/services.

**3. In-kind Contributions and Matching Funds**

- a. If the grantee is applying for \$50,000 or more in funding, include a narrative description that outlines at least 10% of in-kind services and/or additional funds that will contribute to the implementation of this plan. (See in-kind requirements listed in the RFP under *Eligibility*.) Costs for these in-kind services and/or additional funds should only be reflected in this narrative and should not be included on the budget detail pages.