

Name of Grant Program: Massachusetts 21st Century Community Learning Centers Program Grant

Fund Codes: 647-B-1

PART III – REQUIRED PROGRAM INFORMATION

A. PROGRAM SUMMARY COVER SHEET

1. Complete the attached Program Summary Cover Sheet. (See the *Required Forms* section of the RFP.) Please provide all of the requested information.

B. PROJECT NARRATIVE

1. Provide a narrative of the proposed project's need, purpose, projected outcomes and how it connects to the purpose and priorities of the Massachusetts 21st Century Community Learning Centers Program. Keep in mind that this is a snapshot of your application and it is the first statement of the proposed project that the grant reviewers see. **(300 word maximum)**
2. If you are a current or previous recipient (FY2003-2009) of a Massachusetts 21st CCLC grant, describe lessons learned and how those lessons have been applied to this application. **(2 pages maximum)**

C. OUT-OF-SCHOOL-TIME NEEDS (5 pages maximum, not including the Resource Map)

1. Applicants are required to conduct an analysis of the school's/community's capacity to implement comprehensive out-of-school-time programming (including summer).
 - a. Include the following as an appendix in your application.

A resource map with recent information (within the past year) identifying existing school and community resources that provide school-aged programming, academic enrichment, academic support services, tutoring, homework assistance, other enrichment activities, intramural sports and recreation, arts, community service programs, and other programs available to children and youth during out-of-school hours. For each program identified, indicate the ages/grades of students served, days/hours of operation, location, and the organization that operates the program. Applicants may use the resource map provided in Addendum J or create a tool of your own.
 - b. Provide a detailed assessment of the need and interest level of school administration/staff (if school-based), families, and students in increasing out-of-school-time programming at the site(s) for which you are applying. Describe the process used to collect the information and the role the Council played in the process. If a survey was used, include how the surveys were distributed, the number distributed, and the number returned. Attach a copy of the survey tool used (if any).
 - c. Describe why current services are insufficient to meet the needs of students and families at the proposed site(s). Use information collected under a/b above to support your assertion and to describe where the gaps in services exist.
 - d. Describe which of the needs identified above will be addressed by this grant.

D. COMMUNITY COUNCIL DEVELOPMENT

All applicants are required to have a Community Council that should, at a minimum, meet quarterly. Address the following elements (in the same order listed below). **(4 pages maximum)**

1. Describe the existing or proposed composition and responsibilities of the Community Council and how the Council will work with program administrators in the development and implementation of a sustainability plan. Include the following elements.
 - a. Provide the name of the organization and contact person who convened or will convene the Community Council. Indicate whether the Council is newly formed, **will be formed if the grant application is funded**, or is built upon an existing partnership (such as a school council or coalition).

D. COMMUNITY COUNCIL DEVELOPMENT - continued

- b. Describe how the Council is, or will be, representative of the school district boundaries, community, and populations to be served and how it represents a diversity of perspectives (parents, teachers, business community, and a variety of disciplinary and professional fields, recipients or beneficiaries of services, or others, as appropriate).
2. Describe how the Council (or applicant entity) provided the community with notice of intent to submit an application. (Federal regulations require applicants to notify publicly the community of its intent to apply for this grant.)
3. Describe the Council's plan to disseminate information about the 21st CCLC program to the community in a manner that is understandable and accessible.
4. Provide evidence (if any) of previous success in developing and/or implementing out-of-school-time programs. Include a brief summary of any evaluation studies, reports, or research that may document the effectiveness or success of the Council in providing effective out-of-school-time programs.

E. NON-PUBLIC SCHOOL PARTICIPATION AND APPLICANTS

Non-Public School Participation (1 page maximum)

Federal law mandates that private school administrators, in the geographic vicinity of the schools that will be served by the applicant, be consulted in a timely and meaningful manner prior to the design and development of the program.

1. Describe how this was done in the community and **attach documentation**. (See Addendum F.) If there are no private schools in the community, then indicate that on the documentation. The Documentation of Non-Public School Participation Form **must** be completed properly and signed by the applicant agency's Superintendent or equivalent and returned with the grant application.

Non-Public School, City, or Town Applicants (2 pages maximum)

Applicants that are from agencies and organizations other than a school, school district, city, or town must provide the following additional information.

1. Describe your previous experience with similar amounts of funding at the state or federal level through government, foundation, or private grants.
2. Provide a clear and documented plan of communication and linkage with the school district and school site(s) students attend.
3. Append to this application proof of fiscal responsibility, for example, a copy of your most recent annual audit.

F. PROGRAM DEVELOPMENT AND IMPLEMENTATION (15 pages maximum)

Provide the following information about the programs and services that you propose to deliver. These services should be designed clearly to meet the need described above. If programs/services will vary significantly from site to site, describe the following for each site. Address the questions in the same order as they are listed below.

Student Outreach

1. Include a description of the target population and how the proposed project will address their specific needs. These factors may include but are not limited to academic achievement levels and gaps, low-income related issues, limited English proficiency, homelessness, dropout rates, teen pregnancy, drug and alcohol issues, mental and behavioral health issues, lack of available resources, and adult literacy.
2. Describe the recruitment and retention strategies for outreaching to the target population. Include how you propose to ensure equitable access to programs and services for children and youth who are limited English proficient; receive special education services; are homeless, refugees, or immigrants; or have mental health issues. Address how the strategies will be developmentally appropriate and effective for the targeted age group. Describe any programmatic practices that will be used to enhance learning, and/or increase enrollment, and/or sustain student attendance and active participation.

F. PROGRAM DEVELOPMENT AND IMPLEMENTATION - continued

Program Design

1. Describe the plan to provide creative and innovative programming that supports state and local learning standards and contributes to academic performance and youth development for all students. Include the following item.
 - a. A detailed description of the goal(s) and objectives of the program. Make sure that the goals explain the overall intended purpose of the program and the objective(s) describe the action steps that will be used to attain the goal(s).
2. Describe how the proposed program will connect to and support, but not replicate, school-day programming. Include the following elements:
 - a. the methods of instruction that will be used;
 - b. how the program will assist reluctant scholars in actualizing their learning;
 - c. ways in which content area(s) will be connected to and explicit in the intended program outcomes;
 - d. how social, emotional, and character education development will be infused into the program;
 - e. how the design is creative so as to engage identified students; and
 - f. a description of any anticipated off-site educational activities (field trips) for each site. The description should include information regarding the educational benefit of the proposed activity.
3. Provide examples of ways youth have been and/or will be involved in the planning and design of program activities.
4. Use the Program Components form (Addendum G) to provide examples of the types of activities that will be offered, content area(s) that will be supported, and the strand(s) from the curriculum frameworks on which the program will focus (e.g., geometry, reading and literature).

Program Administration

1. How does the proposed program(s) connect to and support the District or School Improvement Plan (DIP/SIP) and Individual Student Success Plans (ISSP) or Educational Proficiency Plans (EPP) for participants who are in need of additional systems of support? [It is not necessary to include the DIP/SIP.]
2. Describe how the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population.
3. Describe the methods that will be used to establish effective means of communication and coordination between school day programs and agencies providing services. Include a description of the system that will be used to ensure that pertinent student data including standardized test scores (e.g., MCAS) are shared (with appropriate confidentiality) between the school district and agencies providing services.
4. Describe the location and space in which the program(s) will take place. Describe how the environment will be welcoming, stimulate curiosity and learning, and provide space to exhibit students' work and projects. Please refer to Addendum B regarding space requirements. (See the RFP *Required Forms* section.)
5. How will you ensure that students travel safely to and from the 21st CCLC and home for school-based and/or off-site programs?
6. If applicable, describe the plan to provide opportunities for literacy and related educational development to families of children and youth served by the program.

F. PROGRAM DEVELOPMENT AND IMPLEMENTATION - continued

Staff Qualifications

All staff must meet the qualifications listed in Addendum C. (See the RFP *Required Forms* section.) Applicants are required to employ a Project Coordinator who will serve as the primary point of contact with the Department. This person must be employed by the applicant agency and is responsible for managing the administrative and programmatic functions of this program.

1. Describe the process that will be or has been used to hire or designate a Project Coordinator.
2. Describe the staffing for proposed programs and services. Include the student-to-staff ratios, staff credentials, and plans for quality personnel recruitment and retention.
3. Describe plans for providing professional development and indicate the type of professional development that will be offered. Professional development must relate specifically to implementing the 21st CCLC program.
4. Describe plans to ensure that staff working directly with students are certified in both CPR and first aid (at least within two months of employment).
5. If applicable, describe how qualified volunteers will be used to support proposed activities.

Hours of Operation

Services must be offered during non-school hours or periods when the school(s) you are proposing to serve is not typically in session, including before school, after school, evenings, weekends, school vacations, and summer.

All FY2010 Fund Code: 647-B-1 grantees must adhere to the following guidelines.

- Each Community Learning Center must operate a minimum of four (4) days per week and offer at least 448 hours per year. Programs offering before school services during the academic year must run for at least one (1) hour each morning that the component is offered and conclude that component before the school day begins.
 - Programs must offer a daily, nutritious snack, and/or breakfast (if applicable) that meets the requirement of the USDA National School Lunch Program for meal supplements.
1. Indicate which of the following two program operation hours you are selecting.

In both options, the total must be at least 448 hours per year.

Option 1 (Includes before school; does not include early release days.)

- a. School Year minimum = 12 hours/week x 32 weeks = 384 hours
- b. Summer minimum = 16 hours/week (4 hours/day for 4 days/week) x 4 weeks = 64 hours

Option 2 (Does not include before school or early release days.)

- a. School year minimum = 8 hours/week x 32 weeks = 256 hours
- b. Summer minimum = 24 hours/week (6 hours/day x 4 days) x 8 weeks = 192 hours

F. PROGRAM DEVELOPMENT AND IMPLEMENTATION - continued

2. Use the chart below to provide the daily hours of operation for each proposed site.

SCHOOL YEAR					
Site(s)	Number of Youth to be Served*	Partners/Contractors	Months of the Year / Number of Weeks	Days of the Week	Program Times
					___ to ___
					___ to ___
					___ to ___
					___ to ___
SUMMER					
					___ to ___
					___ to ___
					___ to ___
					___ to ___

***List the unduplicated (total) number of students to be served in each site.**

3. Describe the student attendance policy for the proposed 21st CCLC program.
4. Describe your plans to implement a summer component.

Services at Non-Public School Sites (2 page limit)

(NOTE: The response to this question will not be counted in the 15 page limit for this Section F.)

1. Applications proposing to provide services at non-public school sites must include the following additional documentation:
 - a. evidence that the program will be as available and accessible as it would be at the school site;
 - b. evidence that the district and collaborating partners are in agreement on the alternate site;
 - c. a plan for communication between the alternate site and the schools the students attend, including how you will:
 - ensure the alignment of an academic component;
 - access necessary student academic records;
 - ensure that the participants were in attendance during the regular school day; and
 - share information on students' progress between school-day and 21st CCLC program staff and families;
 - d. a plan to ensure safe transportation between the school and the alternate site; and
 - e. evidence that transportation costs of a school vs. non-school-based program were considered when deciding on the program location.

G. ACCOUNTABILITY AND EVALUATION (3 pages maximum)

Grantees are required to use the **Survey of After-School Youth Outcomes (SAYO)** evaluation instrument developed by the Department and the National Institute on Out-of-School-Time. The SAYO will enable grantees to develop customized pre- and post-surveys that focus on specific program outcomes. Upon approval, grantees will be provided with the tool and training on its implementation. See Addendum H (in the RFP *Required Forms* section) for a list of academic and intermediary outcomes from which the evaluation will be designed. For more information on the SAYO Tool go to <http://www.doe.mass.edu/21cclc/ta/sayo.html>.

1. List the outcomes the program will be measuring. (See Addendum H.) Address the process used in selecting the outcomes and how they support the district and school curricular priorities, school improvement plans, and students' needs.
2. How will the proposed activities support the outcome areas selected and ensure the availability of high-quality academic enrichment opportunities?
3. Describe the system that will be used to maintain, collect, and ensure *timely* submission of required data. Provide evidence of the applicant's capacity for providing all required data as well as adequate resources for the evaluation component.

Describe the plan to disseminate publicly the results of the program evaluation.

H. COLLABORATION AND PARTNERSHIPS (4 pages maximum)

Experience/Promise of Success

1. Describe and provide evidence of past experiences collaborating effectively with other agencies. Include the following information.
 - a. Describe current partnerships as they relate to the implementation of this proposal. (Partners are defined as individuals or agencies that contribute back to the program and are able to collaborate to achieve mutually beneficial goals.)
 - b. Provide a detailed description of each of the agencies involved in the direct delivery of proposed programs and services. Note the criteria used for selecting contracted providers. Include whether the agency(ies) is/are licensed through the Department of Early Education and Care (EEC), approved supplemental service provider(s), etc.
 - c. Describe the experience or promise of success by the contracted agencies in providing out-of-school-time educational and related activities that will complement and enhance academic success and positive youth development for students. Summarize any studies, reports, or research that may document evidence of previous success and effectiveness of the contracted provider. Describe how the collaborations will contribute to and support the identified needs.
 - d. Describe the method that will be used to ensure that non-district agencies will keep all individual student data confidential.

I. SUSTAINABILITY (3 pages maximum)

Applicants must outline the program's sustainability plan for the upcoming year, including the leveraging or identification of other sources of funding. The sustainability plan must be implemented throughout the grant year and succeeding grant years. Include the following elements.

1. A description of how you will leverage other sources of funding to supplement the grant award and to support services.
2. A description of how you will coordinate with other federal, state and local programs with compatible/complimentary services (i.e., Academic Support, McKinney-Vento, Title 1, Community Service Learning, Adult Basic Education, Supplemental Education Services, cash investments by cities, counties, school districts, and private/community foundations, etc.).

I. SUSTAINABILITY - continued

3. A description of how you will identify new collaborators to assist in the implementation of program activities.
4. Use the Additional Sources of Revenue/In-Kind Contributions Form (Addendum K – See the RFP *Required Forms* section.) to list the investments of the lead organization and each of the partners (e.g., in-kind support, staff development, transportation).

J. TIMELINES (1 page maximum)

1. Include a detailed timeline for program implementation and continued program planning and coordination. Include start and end dates for the delivery of programs and services, Community Council meetings, etc.

K. BUDGET/BUDGET NARRATIVE

Program Expenditures

In constructing the budget, note that all costs must be **reasonable and necessary** to implement program activities. Additionally, applicants must complete a budget narrative that demonstrates clear and specific links to the project activity plan. *Use the Budget Narrative form provided in the RFP under Required Forms.* Out-of-state travel other than the Summer Institute sponsored by the United States Department of Education is not allowed.

The requested amount should be appropriate and reasonable for the size and scope of the project. Programs must be equally accessible to all students targeted for services, regardless of their ability to pay. As such, programs that charge fees may not prohibit any family from participating for financial reasons. Programs that choose to charge fees must offer a sliding scale fee and scholarships for those who cannot afford the program.

Applicants that choose to establish a fee structure must provide a narrative that explains the fee structure and how you will assure that income and/or ability to pay will not deter families from enrolling their children in the program. Additionally, describe the how the funds will be administered and managed.

Funds allocated under this program may be used only to supplement, not supplant, funds that local educational agencies, schools, and community-based organizations would otherwise expend for after-school programs. Rental of space, cell phones, telephone and utilities, and overhead costs are not allowable expenses. Income generated from fees or other public or private funds must be used to fund additional costs consistent with the grant application and **cannot** be carried over beyond the three year grant cycle.