



APPLICATION FOR PARTICIPATION

Career and Technical Education (CTE) Career Cluster and Program Affiliate Grant

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

October 26, 2022
No later than 5:00 p.m. EST

MARYLAND STATE DEPARTMENT OF EDUCATION

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Instructions

Complete this application electronically by typing directly into the fillable fields and charts. Do not alter or remove sections. When finished, save the application document as a pdf to your computer and obtain appropriate signatures. The completed Application should be saved as a pdf and emailed to:

Dean Kendall, CTE Career Programs and Grants Specialist
 Division of Career and College Readiness
 Maryland State Department of Education
 Phone: 410-767-1904
 Email: Dean.Kendall1@maryland.gov

Cover Page (1-page)

Program Title: Click or tap here to enter text.

Project/Program Director: Click or tap here to enter text.

Director Phone: Click or tap here to enter text. Director email: Click or tap here to enter text.

Institution/Agency Name: Click or tap here to enter text.

Institution/Agency Address: Click or tap here to enter text.

Project Statement:

Type response here.

Estimated annual budget by type of funds for July 1, 2022 – June 30, 2023:

Federal funds:	\$ enter amount.
State/local funds:	\$ enter amount.
Other funds (specify):	\$ enter amount.
Total:	\$ enter amount.

 Head of Agency Printed Name

 Date

 Head of Agency Signature

 Date

Project Abstract (1-page)

In the Project Abstract, introduce the project to the reader. See the Grant Information Guide for further guidance.

Type response here.

Extent of Need

Identify a clearly defined problem, and how the use of these funds will address the problem. Applicants should include the target audience and expected outcomes. Be sure to identify the MSDE Career Cluster and CTE program(s) of study for which the affiliate partner will provide support.

Type response here.

Evidence of Impact

Describe how the plan and strategies being implemented will lead to the desired impact. See the Grant Information Guide for guidance.

Type response here.

Goals

Applicants are required to set goals for the project. Outcomes measure progress towards meeting the overall goal of the program. Determining the program goal(s) and outcomes is an important part of the next step of evaluating your program. Applicants must complete the chart in the application with program goals that align to [Education Statute §21-204](#):

Percentage of high school students who:	Current	Goal
Complete the CTE program	%	%
Earn industry-recognized occupational skills or credentials	%	%
Complete a registered youth or other apprenticeship	%	%

Applicants must also set goals that align with the Perkins Core Indicators of Performance listed below:

Secondary Core Indicators of Performance	Current	Goal
1S1: Four-Year Graduation Rate - The percentage of CTE concentrators who graduate high school, as measured by the four-year adjusted cohort graduation rate	%	%
2S1: Academic Proficiency Reading/Language Arts - CTE concentrator proficiency in the challenging State academic standards adopted by the State under §1111(b)(1) of the Elementary and Secondary Education Act of 1965 .		
2S2: Academic Proficiency Mathematics - CTE concentrator proficiency in the challenging State academic standards adopted by the State under §1111(b)(1) of the Elementary and Secondary Education Act of 1965 .		
2S3: Academic Proficiency in Science - CTE concentrator proficiency in the challenging State academic standards adopted by the State under §1111(b)(1) of the Elementary and Secondary Education Act of 1965 .		
3S1: Postsecondary Placement - The percentage of CTE concentrators who, in the second quarter after exiting from secondary education, are in postsecondary education or advanced training, military service or a service program that receives assistance under Title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.) are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)) or are employed.	%	%
4S1: Non-Traditional Concentrator Enrollment - The percentage of under-represented CTE concentrators in career and technical education programs and programs of study that lead to non-traditional fields.	%	%
5S1: Program Quality – Recognized Postsecondary Credential Attainment - The percentage of CTE concentrators graduating from high school having attained a recognized postsecondary credential.	%	%
5S4: Program Quality – Technical Skill Attainment - The percentage of CTE concentrators who have met state-recognized CTE standards in the program, including assessments aligned to industry standards, if available and appropriate.	%	%

Post-Secondary Core Indicators of Performance	Current	Goal
1P1: Postsecondary Retention and Placement - The percentage of CTE concentrators who, during the second quarter after program completion, remain enrolled in postsecondary education, are in advanced training, military service, or a service program that receives assistance under title I of the National and Community Service Act of 1990 (42 U.S.C. 12511 et seq.) are volunteers as described in section 5(a) of the Peace Corps Act (22 U.S.C. 2504(a)), or are placed or retained in employment.	%	%
2P1: Credential, Certificate or Degree - The percentage of CTE concentrators who receive a recognized postsecondary credential during participation in or within one year of program completion.	%	%
3P1: Non-Traditional Concentrator Enrollment - The percentage of CTE concentrators in career and technical education programs and programs of study that lead to non-traditional fields for their gender.	%	%

Plan of Operation (5-page limit)

Describe how the project will address: developing and implementing on-going professional learning, identifying, developing, vetting, and implementing program resources and/or upgrades to curriculum, support for CTSOs, support the Statewide Program Advisory Committee, and/or participating in and/or identifying key contacts from secondary, postsecondary and industry for implementation of activities.

Type response here.

Describe how the applicant will apply for continuing professional development (CPD) credits for professional learning experiences.

Type response here.

Describe how the project will offer articulated and/or transcribed credit college credit to CTE students who complete the identified CTE program of study.

Type response here.

KEY PERSONNEL

The management plan clearly defines the roles, responsibilities, tasks, and deadlines of key contributors to make sure your program is a success. Ensure that all administrative and key personnel responsible for the successful implementation and monitoring of the grant requirements are captured here. Provide one-page resume(s) in the appendix for each key personnel.

Name	Title, Partner Organization	Responsibilities

**Add more rows if necessary*

TIMELINE

Applicants must provide a timeline for all proposed activities using the chart provided in the application. Be sure to include important key activities that are vital to the planning, implementation, and evaluation of the project. See a sample timeline below:

Proposed Key Activities	Date

**Add more rows if necessary*

Evaluation and Dissemination

Describe how the affiliate will operationalize an evaluation plan to ensure that the proposed program supports overall goals of the grant. Include the evaluation methods that will be used to determine the overall success of the project.

Type response here.

Describe the project monitoring processes, including measurable improvements expected to occur once the program/activity has been fully implemented. What data will be reviewed to indicate that the program/activity has had the intended effects?

Type response here.

Budget and Budget Narrative

1. Salaries & Wages (list each position separately)

Line item	Calculation	Requested	Total
Click here to enter text.	Click here to enter text.	Click here to enter text.	

Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Total for Salaries & Wages:	Click here to enter text.	Click here to enter text.

Using the space below, explain how the costs for salaries & wages above are necessary, reasonable, and cost-effective. Be sure to describe the number of staff attend trainings. If funds are used to hire substitute staff, include amounts. Include FICA/Benefits if applicable.

Type response here.

2. Contracted Services

Line item	Calculation	Requested	Total
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Total for Contracted Services:	Click here to enter text.	Click here to enter text.

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

Type response here.

3. Supplies & Materials

Line item	Calculation	Requested	Total
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Total for Supplies & Materials:	Click here to enter text.	Click here to enter text.

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

Type response here.

4. Other Charges

Line item	Calculation	Requested	Total
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Total for Other Charges:	Click here to enter text.	Click here to enter text.

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

Type response here.

5. Equipment

Line item	Calculation	Requested	Total
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Total for Equipment:	Click here to enter text.	Click here to enter text.

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

Type response here.

6. Transfers (indirect costs)

Line item	Calculation	Requested	Total
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
	Total for (indirect cost):	Click here to enter text.	Click here to enter text.

Using the space below, explain how the costs for transfers (indirect costs) above are necessary, reasonable, and cost-effective.

Type response here.

Total amount requested: \$ Click here to enter figure

Appendix

The following Appendices must be included in the application for funding, but do not apply to the page limit of the Project Narrative.

- A signed secondary (C-1-25 MSDE budget form) or Postsecondary/Other Budget form
- A signed recipient assurances page
- Grant Information Survey Form
- Lobbying and Debarment Forms (If the LEA or CC already submitted these as part of their Perkins Application, then there is no need to submit again)