

The background of the slide is a photograph of three people in a library. A woman with long dark hair is in the center, looking towards a man on the right who is wearing glasses and holding a book. A woman with blonde hair is on the left, looking towards the other two. Bookshelves filled with books are visible in the background.

State-Aided Educational Institutions (SAI)

Office of Grants Administration and Compliance

May 11, 2022 @ 10:00 a.m. – 11:00 a.m.

May 13, 2022 @ 2:00 p.m. – 3:00 p.m.

Presented By

The Maryland State
Department of Education

Agenda

- ✓ Overview and history
- ✓ Grant requirements
- ✓ Timelines
- ✓ The Application
- ✓ Required Attachments
- ✓ Questions

Overview

Authorized by Senate Bill (SB) 794 (1998), State-Aided Educational Institutions (SAI) – Criteria for Qualifying, Chapter 657 the Maryland State Department of Education (MSDE) provides annual grants to qualified non-profit organizations that provide:

- enriching educational programs that cannot be replicated in the classroom;
- opportunities that emphasize experiential learning and one-on-one support services;
- free or reduced admission, full-day and residential fieldtrips with hands-on activities, mentoring, and tutoring;
- continued follow-up to experiential activities through internet activities;
- pre- and post- visit activities for teachers are used to connect the experiences to the classroom curriculum; and
- professional development opportunities for teachers that link the SAI programs with the classroom are also available.

11 Year Funding History

1996	4,885,574	(12)
2014	6,131,446	(39)
2015	6,181,446	(40)
2016	6,181,446	(40)
2017	6,276,446	(41)
2018	6,266,446	(41)
2019	6,276,446	(42)
2020	6,276,446	(47)
2021	5,463,412	(56)
2022	4,917,073	(56)
2023	6,647,804	(60)

Am I Eligible?

RESPOND YES OR NO TO THE FOLLOWING:

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | The Institution is governed by an Independent Board. |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | The Institution is a non-profit organization (501(c)(3)) |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | The Institution has an annual independent audit. (Attach a copy of the most recent audit. If the answer is NO, please attach copies of the most recent internally generated financial statements.) |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | More than fifty percent (50%) of the Institution's operating budget is generated from sources other than State Grants. |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | The Institution provides a direct service to Maryland School groups or provides a direct service to individuals with disabilities. |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | The Institution serves multiple Maryland jurisdictions. |
| <input type="checkbox"/> YES | <input type="checkbox"/> NO | The educational program for which funding is sought is not a new program and can show a track record of success. |

Who Is Served?

Participating organizations specifically target services to Maryland school groups Pre-k - 12:

- Maryland students and teachers;
- Public schools with emphasis on Title I schools (80%)
- Students with disabilities
- Private, parochial, and homeschool (20%)

How Are Funds Used?

SAI funds are to be used to provide direct services to students and teachers.

Allowable costs include:

- Salaries,
- Stipends,
- Subsidize ticket/admission costs for students/teachers, and
- Educational materials and supplies.

Unallowable costs include:

- Construction,
- Equipment,
- Food, or
- Travel.

How Much Should I Request?

There is no magic request amount!

Presently 60 organizations are funded.

Awards average \$18,000 - \$60,000 (Depending on the scope of work)

Guidance – be realistic when you consider:

- The cost to provide the educational program;
- The number of Maryland students and/or teachers to be served;
- Factors that affect the educational programming (i.e. COVID, field trip protocols, transportation, etc.); and
- What the organization is actually prepared to do (on-site and/or virtually).

What Is The Grant Period?

Grant Period: July 1, 2023 – June 30, 2024

Period of Operation: July 1, 2023 – June 30, 2024

Note: Grant funds must be expended within the grant period.

GRANT TIMELINES

Date	Program Milestone
May 6, 2022	Release of FY 2024 Grants Information Guide (GIG).
May 11, 2022	The MSDE will hold a customer service information session 10:00 a.m. -11:00 a.m. to answer questions and provide customer service and support.
May 13, 2022	The MSDE will hold a customer service information session 2:00 p.m. – 3:00 p.m. to answer questions and provide customer service and support.
June 3, 2022	The grant application period closes – Applications and all attachments are due to MSDE
August 2022	The MSDE completes application review and makes recommendations to the State Superintendent. The State Superintendent shares the list of qualified organizations with the State Board.
Oct. – Nov. 2022	Final recommendations are sent to the Governor.
January 2023	Governor’s budget is released, and applicant status is emailed.
April 2023	Governor’s budget bill is passed, and final slate of funded organizations is announced.

The Application Process

- The application process is a two-part process that begins with the submission of a Fiscal Impact Statement (FIS) disseminated on Friday, April 1, 2022. The FIS is due no later than 4:00 p.m., Friday, April 15, 2022.
- Upon review of the FIS, the application is available on the SAI webpage . The application is due no later than 4:00 p.m., Friday, June 3, 2022. Late or incomplete applications will not be considered. Applications should be submitted electronically to sai.applications@maryland.gov as well as one hard copy mailed to:
 - Michial A. Gill, Ph.D.
Maryland State Department of Education
Office of Grants Administration and Compliance
200 W. Baltimore Street
Baltimore, Maryland 21201
- Applications are screened for completeness, program viability, and alignment with Federal and State standards. Incomplete applications will not be further screened.
- An interdepartmental committee reviews complete applications that meet eligibility criteria, Recommendations are provided to the State Superintendent Choudhury and the State Board.
- Recommendations are forwarded to the Governor.

Fiscal Impact Statement

The FIS should already have been completed and submitted – Due April 15.

Newly funded programs should not complete the FIS.

Provides a snapshot of the educational program for which funding is sought.

Completion/submission does not guarantee funding is forthcoming.

Placeholder for possible SAI request must be submitted by May 1.

THE APPLICATION

COVER SHEET

- Indicate whether the organization is a new applicant or currently funded.
- Enter information for the organization and the primary contact.
- For presently funded organizations, enter the Institution's baseline amount (use the FY 2023 Governor's appropriation).
- Enter the augmentation amount requested.
- An eligible entity should be able to respond "Yes" to the Program Assurances.
- Sign and date the Program Assurances.

THE APPLICATION

B. EDUCATIONAL PROGRAMMING

1. Describe the mission of the Institution and the enrichment program.
2. What major accomplishments are expected (FY 2022 – 2024)?
3. Learning levels of the educational program.
4. Describe the program's educational focus (i.e. science, mathematics, etc.) and their alignment with Federal and State standards.
5. Identify the program's outcomes pertaining to the educational program activities.
What knowledge/skills are students expected to gain from participation?
What measures are used for evaluation?

THE APPLICATION

C. PROGRAM SERVICE DELIVERY

1. Why is the Institution seeking State funding for this educational initiative? Describe the impact of receiving this funding.
2. Identify the numbers of Maryland students served and to be served with SAI funds by the categories listed. New applicants need only complete the FY 2024 Augmentation column.
3. Provide numbers served using SAI funds by jurisdiction within the categories listed for FY 2021. New applicants should complete this table using numbers of Maryland students, teachers, chaperones, with Institutional funds.

THE APPLICATION

D. BUDGET AND BUDGET NARRATIVE

Provide a projected budget for FY 2024. Delineate the budget categories and show how SAI funds are allocated across the Institution's operating budget. Include all sources of income. Each line item should be totaled with the Grand Total at the bottom.

State Grants Received in FY 2022 and FY 2023.

List all State grants received, and the year received. Include funds received from the MSDE as well as other State agencies.

THE APPLICATION

E. REQUIRED ATTACHMENTS

A complete application includes the following required attachments:

- Attachment A: On organizational letterhead provide a list of names of members of the Board of Trustees and specific representation/position (jurisdictions or whom they represent).
- Attachment B: Proof of status as a non-profit organization (501(c)(3)) certification.
- Attachment C: Current Certificate of Liability Insurance Coverage.
- Attachment D: One copy of the most recent independent audit.

THE APPLICATION

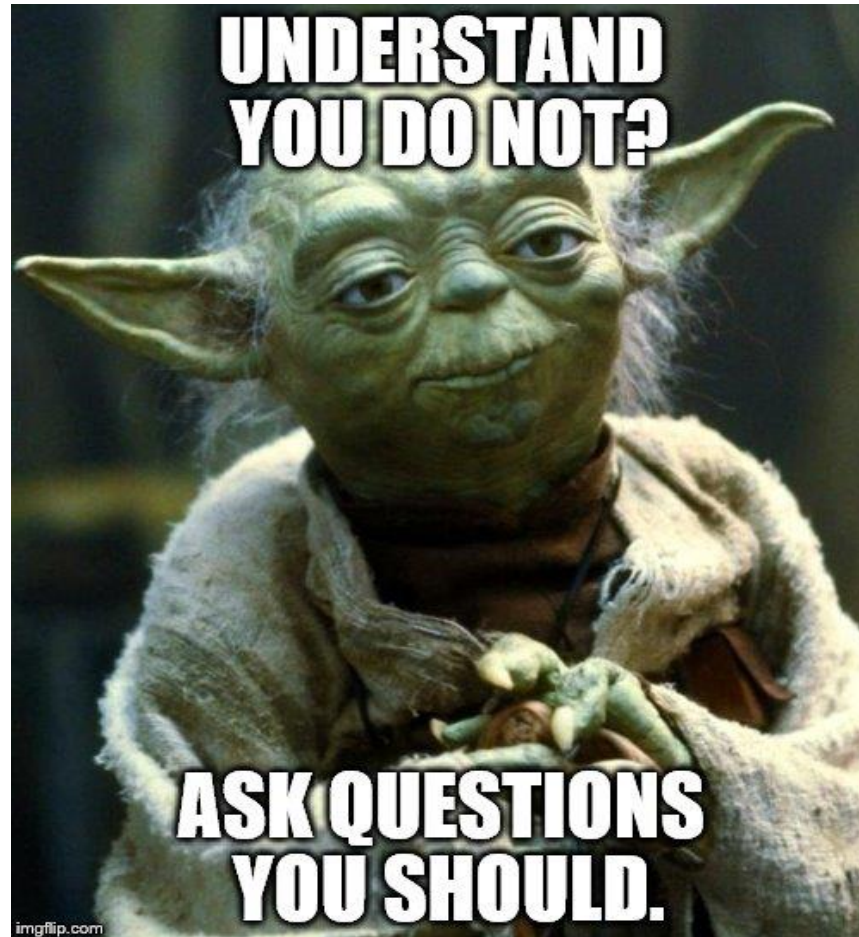
Applications should be submitted to

sai.applications@maryland.gov

Friday, June 3, 2022

No later than 4:00 p.m.

QUESTIONS



Thank you

For questions, contact:

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410-767-3170

michial.gill@maryland.gov