



WELCOME

Nebraska 21st Century
Community Learning Centers
2017 Grant Writing Zoom Workshop

Applicants for a First-Time Grant

1



21st Century Community Learning Centers Grant Program

- Competitive grant program
- Federally-funded
 - Title IV, Part B of Elementary and Secondary Education Act, as amended

2



Grants Available

Two types of 21st CCLC grants:

- First-Time Grant
 - Available to eligible school building populations never previously awarded a 21st CCLC grant

3



Grants Available

Two types of 21st CCLC grants:

- Continuation Grant
 - Available to applicants successfully implementing a quality 21st CCLC grant program for five years for eligible school building populations

4



February 1, 2017 Grant Competition

- Approximately \$2 million available to award
- One competition for both types of grants
- Separate criteria and scoring rubrics

5



Three Required Goals

- Improve student learning in one or more core academic areas
- Increase social benefits & positive behavioral changes
- Increase family and community engagement in schools

6



First Steps

- Get support from school leadership
 - School
 - School Board
- Community Partners
 - Agency director(s)

7



First Steps

- Meet with target school building principals (public and nonpublic)
- Clarify your shared vision and mission
- Investigate funding sources

8



Principles of Effectiveness

- Nebraska State Board of Education Policy for Expanded Learning Opportunities adopted 09/06/13

9



Project Design
Characteristics of Quality
Out-of-School Time Programs

- School/community partnerships
- Engaged learning
- Family engagement
- Intentional programming aligned with the school day
- Diverse, prepared staff

10



Project Design
Characteristics of Quality
Out-of-School Time Programs

- Participation and access
- Safety, health, and wellness
- Ongoing assessment and improvement

11



AQuESTT
for Nebraska

21st CCLC programs align with the 6 tenets of AQuESTT

- Strong foundation of positive partnerships
- Transitional support from year to year
- Engagement in student-centered opportunities aligned to school day

12



AQuESTT
for Nebraska

- *21st CCLC programs align with the 6 tenets of AQuESTT*
- Meaningful connections with businesses, colleges and staff to develop interests
- Sound data collection and management focused on continuous improvement
- Ongoing staff professional development

13



Tools To Assist Writing the Grant Proposal

Posted on the 21st CCLC Website
www.education.ne.gov/21stcclc

- 21st CCLC First-Time Grant Application (includes instructions and all forms)
- 21st CCLC Technical Assistance (includes scoring rubric, checklists, examples of completed forms, grant process timeline)

14



Funding Priorities

- All school building data used to determine eligibility for priority points is available on the 2015-16 Nebraska Education Profile to be posted in late October 2016
<http://education.ne.gov>

15



Absolute Priority

- Must serve students who attend school buildings that had at least 40% of students eligible for free or reduced-cost meals in 2015-2016

16



Application Sections & Point Values (page A-11)

Competitive Priorities	30
Need	20
Project Design	55
Evaluation	5
Resources/Budget	<u>10</u>
	120

17



Competitive Priorities

In addition to the absolute priority:

- (1) Serve students who attend school buildings receiving a classification of "Needs Improvement" on the AQuESTT Classification Report (ACR) released in December, 2015

18



Competitive Priorities

(2) Submit a collaborative proposal that involves at least one district receiving 2015-16 Title I, Part A funds and at least one community-based organization

19



Competitive Priorities

(3) Serve students who attend school buildings that have a mobility rate above the 2015-16 statewide average

20



Competitive Priorities

(4) Serve students who attend school buildings that had at least 60% of students eligible for free or reduced-cost meals in 2015-2016

21



Competitive Priorities

(5) Serve students who attend school buildings that had at least 80% of students eligible for free or reduced-cost meals in 2015-2016

22



Competitive Priorities

(6) Serve students who attend school buildings that have a percentage of English Learner students above the 2015-16 statewide average

23



Eligible Applicants

Public or private organizations (e.g., public & private school districts, community-based orgs, non-profit agencies, city or county gov. agencies, faith-based orgs., institutions of higher ed., for-profit corporations or a consortium of two or more eligible entities)

24



Eligible Applicants

- A school building can benefit from only one 21st CCLC First-Time grant
- Multiple applications from a district ok if no duplication of service
- A single school building may be involved in only one application per funding cycle

25



Eligible Applicants

- Ongoing projects may apply for new sites, or to add new groups of students (e.g. an elementary program expanding to middle school)

26



Requirements for Nonpublic Schools

- Equitable services must be offered to nonpublic school students & their families, if those students are part of the target population (reside within the public school building's attendance boundaries)

27

Demographic Data for Nonpublic Schools



- Must submit evidence that:
 - they meet the absolute priority (40.00% low-income threshold), and
 - if applicable, they meet the competitive priorities
 - Mobility percentage
 - English Learners percentage

28

Requirements for Nonpublic Schools



- FBOs are required to accept children of all religions
- Funds cannot be used for religious activities
- Guidance includes laws to which FBOs must adhere

29

The Application (Part 1)



- Cover Page (page A-21)
- Statement of Assurances (A-22)
- Consortia Partners Signature Page (A-23)
- Nonpublic School Participation form (if applicable)

30



Cover Page

- Identify lead agency representative
 - Board authorized representative for applicant organization/consortium
- Identify project director
 - Directly responsible for day-to-day operations
- Identify the fiscal agent (see criteria on page A-17)

31



Cover Page

Grant Award Amounts

- Minimum – \$50,000 per year regardless of the number of co-applicants
- Maximum – Based on number of students to be served & funds available

32



Cover Page

A regular attendee is a student who attends at least one hour of programming:

- 30 days or more for a typical 180 day school year, or
- 16.6% of the number of days the program component services are offered

33



Cover Page

- Attendance objective per site should be realistic and attainable
 - # of days
 - # of students
- To assure continuation funding, attendance objective must be met per site at:
 - 70% in year 1
 - 85% in year 2
 - 100% in years 3-5

34



Cover Page Grant Request Guidelines

- Minimum # students served – 56 if attending afterschool for a 180-day school year
($\$5.00 \times 56 \times 180 = \$50,400$)
- Other timeframes (\$7.50/day)
 - full days (4+ hours) during the school year
 - Summer (4+ hours)

35



Cover Page Grant Request Guidelines

- \$5 per day x number of students x number of days program will operate in the afterschool hours

36



Cover Page
Grant Request Guidelines

- \$7.50 per day x number of students x number of days the program will operate 4+ hours during school year as well as weekends, holidays, or summer break

37



Cover Page
Grant Request Guidelines

- If annual continuation funding requirements met, grants will be...
 - 100% grant-funded in years 1-3
 - 80% in year 4
 - 60% in year 5
- Must continue original services to the original number of students in years 4 & 5

38



Cover Page
Grant Request Guidelines

- No minimum percentage of partner/local fiscal support required, but must show evidence of sufficient resources to sustain project in years 4, 5 and after grant funding ends

39



Required Forms Signatures

- Statement of Assurances – Board authorized representative from lead agency
- Consortia Partners Signature Page – Board authorized representative from each co-applicant
 - Co-applicant – Any organization receiving services from, or providing \$1,000 or more in services/resources to, the project
 - Building principal of every public and nonpublic student population to be served

40



Required Forms

- Every nonpublic school serving students of the same grade level geographically located within the public school building attendance area must be consulted about potential participation
- A signed Nonpublic School Participation form attesting to this meaningful discussion is required by NDE

41



The Application

- Table of Contents (Part 2)
- Abstract (Part 3)

42



Site Summary Form (Part 4)

- Site Summary Form
 - Competitive Priorities (If applicable)
 - Six priorities -- 5 points each
 - Population to be served, type of partners & activities, service options

43



Need (Part 5) 20 Points

- Document risk factors & substantiate with data
- Document academic needs & need for support outside of the regular school day

44



Need (Part 5) 20 Points

- Document lack of community services to address needs
- Provide results of a community needs assessment

45



Project Design (Part 6) 55 Points

Program Goals (6A)-15 Pts
Program Administration (6B)-15 Pts
Management Plan (6C)-25 Pts

46



Program Goals (6A)

- Provide narrative for *each* of three required goals:
- Improve student learning in one or more core academic areas
- Increase social benefits and positive behavioral changes
- Increase family and community engagement

47



Project Design Core Design Elements

- Pre-K services limited to enrolled kindergartners during summer preceding kindergarten
- Summer school classes limited to target population in conjunction with other allowable activities
- Literacy services allowable if identified need, but limited to family members of eligible students

48



Project Design Core Design Elements

- Required to be open a minimum of 12 hours per week (waiver considered)
- Required to be open no less than 4 hours per day for full days on non-school weekdays, weekends, holidays or during summer break
- Meals/snacks must be offered
 - Must participate in USDA Nutrition Program

49



Project Design Core Design Elements

- Licensure – Must be licensed if serving four or more children and charging a fee
- Safety—Must meet at least minimum safety requirements in DHHS School-Age Only Licensing Requirements

50



Program Administration (6B) Required Components

- Summarize how risk factors will be remedied
- Describe membership of site-level shared decision-making body administering program & meeting regularly (at least 8 times per year):
 - Aligning the afterschool program with the school day program
 - Maintaining/recruiting high quality staff
 - Providing relevant professional development
 - Conducting continuous improvement evaluation practices
 - Program and fiscal management of grant

51



Program Administration Required Components

- Describe plan to assure school day demographics are reflected in afterschool program
- Describe plan for recruitment, enrollment and retention
- Describe transportation plan

52



Program Administration Schedule of Operation by Site

- Use a table to provide a schedule of operation for each proposed site

53



Plan of Operation Narrative Schedule of Operation by Site

Provide schedule of operation by site

- Number to be served
- Organization operating site
- Collaborating partners
- Months & days services provided
- Daily hours of operation
- Meals & snacks provided

54



Project Design Management Plan (Part 6C) (25 Points)

55



Management Plan Staffing

- Use a table to list each position, name (if known), minimum qualifications, responsibilities, student:staff ratio and % of FTE or hours/week

56



Management Plan Staffing

- Document percentage of grant funds spent on administration versus direct services with students. Justify salaries of project director and site coordinator(s) (include responsibilities with students and FTE)

57



Management Plan Staffing

- Describe administrative competency/expertise of management team
- Describe how parents, senior citizens, or other volunteers will contribute to program

58



Management Plan Staffing

- Describe plans for initial & ongoing professional development of staff & volunteers

59



Management Plan Collaboration & Partnerships

- Identify partners, describe *each* partner's contributions, document collaboration with other entities (narrative should address bulleted items on Page A-14 and A-15)

60

Management Plan
Collaboration & Partnerships

- Describe each principal's involvement in regular meetings with shared decision-making body and their role in hiring staff, recruiting students and aligning afterschool program content with school day content (see Page A-15 for specifics)

61

Management Plan
Equitable Access & Site Location

- Describe plan for equitable access and participation for:
 - Students and family members with limited English proficiency and literacy needs
 - Participants with disabilities
 - Eligible non-public school youth

62

Management Plan
Equitable Access & Site Location

- If fees charged, describe policies/procedures to assure all eligible students may participate, regardless of ability to pay.

63

Management Plan
Equitable Access & Site Location

- Document that the site is either a school building or an equally safe and accessible location
- Describe the location and space within the building that will be used
 - Must provide letter of commitment from *each* building principal or CBO director that *each* site will provide access to needed space and resources

64

Management Plan
Non-school Sites

For non-school sites, provide:

- Evidence that site is as available & accessible as the school site(s)
- Evidence that school district and co-applicants are in agreement on alternate site
- Evidence that transportation costs of a school versus non-school-based program were considered and justified

65

Management Plan
Non-school Sites

Communication plan between alternate site(s) and school(s) including:

- Alignment of academic component with state/local standards & curriculum
- Access to student academic records
- Monitor school day attendance
- Share info on student progress

66

Management Plan Sustainability & Fiscal Management

- Provide evidence of partner/local fiscal support in years 4 & 5 to continue service to the original number of students
- Describe the sustainability plan
- Document the investments that each partner will make after the grant funding ends

67

Management Plan Sustainability & Fiscal Management

- Fiscal agent must (see page A-17):
 - Annually register in SAM
 - Have a DUNS number
 - Be approved by NDE
- Criteria
 - Previous experience
 - Proven fiduciary responsibility
 - Linkage with school district/sites

68

Evaluation (Part 7) 5 Points

- Federal Requirements (for local grantees)
 - Grantee Profile
 - Annual Performance Report
- State Requirements
 - MS Access database/PC computer
 - Self-assessment
 - Surveys—teacher, parent, student, staff

69



Evaluation (Part 7)

Applicants must identify external CIP facilitator (required for year 1 grantees)

- External to program--not employed by grantee or any agency providing services to students

External CIP facilitator will:

- Assure that all duties specified on page A-17 – A-18 will be met
- Meet state and federal evaluation requirements

70



Adequacy of Resources/ Budget Section (Part 8)

- Adequacy of Resources (Part 8A)-5 Pts
- Budget Summary & Justification (Part 8B)-5 Pts

71



Adequacy of Resources (Part 8A)

- Describe how existing site resources will be used
- Summarize each partner's contributions
- Describe collaboration with other agencies and use of other federal, state, local programs or funds to achieve project outcomes

72

Adequacy of Resources (Part 8A) Waiver Requests

- Discuss per pupil costs
- Provide a sliding scale for services for which a fee is charged
 - students eligible for free lunch = free
 - Reduced lunch = free or reduced rate
- If requesting a waiver, must be described in this section

73

Budget (Part 8B)

- All budget figures must be rounded
- Budget Summary
 - Grant Funds Only
 - Partner/Local Fiscal Support Funds Only
 - Covers entire 5-year budget

74

Budget (Part 8B)

- Partner/local fiscal support
- No set amount required for years 1-3
 - 20% for year 4
 - 40% for year 5



Budget (Part 8B)

- Annual Budget Justification (Yr. 1 only)
 - Grant Funds Only
 - Partner/Local Fiscal Support Only
- Justify proposed expenditures by including purpose & itemization of all object codes

76



Budget (Part 8B)

Mandatory Budget Items

Grant funds or partner/local fiscal support must be budgeted for...

- Student transportation (if necessary)
- Accommodations for special needs students

77



Budget (Part 8B)

Mandatory Budget Items

- Staff development
 - In addition to local training, annually budget for staff attendance at:
 - One NDE-sponsored statewide conference
 - Two NDE-sponsored regional workshops (at least 2 staff per site)
 - All out-of-state travel must be clearly linked to the local 21st CCLC program objectives, as well as be pre-approved by NDE

78



**Budget
Restricted Costs**

- See page A-19 for detailed list

79



**Budget
Non-Allowable Costs**

- See page A-20 for detailed list

80



Appendix (Part 9)

Letters of commitment are required from:

- Entities providing \$1,000 or more per year in services/resources
- Principal of *each* public and nonpublic student population to be served for each site
- Appendix may not be used to circumvent page limit

81



Preparing the Application For Submission

- Double-spaced, 1" margins
- Write narrative in same order as requested in the application
- Use application headings
- Number each page

82



Page Limit

- Narrative portion no more than 25 pages for single site proposal (30 for multiple sites)
- Excludes table of contents, forms, budget and letters of commitment

83



Forms & Tables on Web Site

- Cover Page and Budget Summary are available as interactive PDF documents
- Table templates are available as Word documents

84



Timeline of the Grant Process

- December 1, 2016 -- Intent to apply due
- February 1, 2017 – Application postmark deadline
- March, 2017 – Peer review of applications
- April, 2017 – State Board considers approval of awards/applicants notified
- April 7, 2017 – Grant period begins

85



Application Sections & Point Values

Total Priority Points: 30
Total Narrative Points: 90
Total Possible Points: 120

86



Other Grant Selection Factors

- Geographic diversity (all applications received)
 - Based on highest overall score
 - Applications must meet minimum score requirements

87



Technical Assistance
for Applicants

- Application Checklist (Page G-27)
- Application Scoring Sheet (Rubric)
for a First-Time Grant (Page G-32)

88



For more information, contact:

21st Century Community Learning
Centers Grant Program
Nebraska Department of Education
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987

89



For Grant Application Information:

Jan Handa
Phone: 402-471-0876
E-mail: jan.handa@nebraska.gov
Web: www.education.ne.gov/21stcclc

90
