MARYLAND STATE DEPARTMENT OF
EDUCATION
EQUITY AND EXCELLENCE

APPLICATION FOR PARTICIPATION

Career and Technical Education Innovation Grant Fiscal Year 2024

Maryland State Department of Education
200 West Baltimore Street
Baltimore, Maryland 21201

Deadline
February 5, 2024
No later than 5:00 p.m. EDT

MARYLAND STATE DEPARTMENT OF EDUCATION

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Interim State Superintendent of Schools

Deann Collins, Ed.D.
Deputy Superintendent of Teaching and Learning

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Governor

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Abisola Ayoola (Student Member)

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Instructions

1. Complete this application electronically by typing directly into the fillable fields and charts.

2. Do not alter or remove sections.

3. When finished, save the application document as a pdf to your computer and obtain appropriate signatures.

4. The signed and completed application should be saved as a single pdf document and emailed as an attachment to tiffany.dejesus@maryland.gov with the subject "CTE Innovation Grant Submission".

Proposal Cover Page

Institution/Agency/Jurisdiction Name:

Name of Contact Person:

Institution/Agency Address:

Contact Person Phone:

Contact Person Email:

Project Partners:

Agency/Organization Name	Primary Contact	Partner's Project Role

Add more rows as needed.

Amount of the request for grant period (February 1, 2024 – June 30, 2024):

$

(Should agree with Proposed Budget and not to exceed $500,000)

_____   _____

Signature of Contact Person   Date

_____   _____

Printed Name of Contact Person   Title

_____   _____

Signature of Superintendent of Schools   Date

_____   _____

Printed Name of Superintendent   LEA Name

PROJECT ABSTRACT (1 PAGE LIMIT)

In the Project Abstract, introduce the project to the reader. The abstract should be factual, brief, and focused on the organization's efforts. Do not assume the reader is familiar with the proposed project. The project abstract should cover the core aspects of the proposed project, such as the populations served, a brief description of the goals, the strategies to meet them, and the roles of the partners.

Project Narrative (10 Page Limit)

Proposals for funding must contain the following to be considered for funding:

- A description of the proposed CTE curriculum framework and pathway that are articulated between secondary and postsecondary education or training;
- An itemized budget narrative;
- A letter of support from the local industry partner; and
- Identify a partnership with at least one LEA, one community college, and one industry partner to develop an innovative CTE pathway, in arts and/or advanced academics, that leads to a high-wage, high-skill, or in-demand career(s) in support of Maryland's workforce and economic development needs as documented by labor market information.

EXTENT OF NEED

Refer to the grant information guide, pgs. 13-14, for a full description of what should be included here.

EVIDENCE OF IMPACT

Refer to the grant information guide, page 14, for a full description of what should be included here.

GOALS, MEASURABLE OUTCOMES, AND MILESTONES

Refer to the grant information guide, pgs. 14-15, for additional guidance.

Goal 1:
Outcome(s):
Milestone(s):

Goal 2:
Outcome(s):
Milestone(s):

Goal 3:
Outcome(s):
Milestone(s):

Add more tables if including additional goals.

PLAN OF OPERATION, KEY PERSONNEL, AND TIMELINE

Refer to the grant information guide, page 16, for additional guidance.

STRATEGIES AND ACTIVITIES

What strategies will be used to reach project milestones, accomplish outcomes, and achieve project goals? What activities will the project implement that relates to each strategy? Who are the targeted populations to be impacted by the strategies chosen? Refer to the grant information guide, page 16-17, for additional guidance.

Strategies	Activities	Target Audience

Add more rows as needed.

Discuss how and why these strategies and activities were chosen, and how the target audience will be impacted. Refer to the grant information guide, on page 16-17 for additional guidance.

Program Advisory Committee Worksheet

Member Name	Title	Affiliations	Time devoted

Add more rows as needed.

Plan of Operation Worksheet

Key Activities	Individual Responsible	Time Frame

Add more rows as needed.

Partner Plan

Discuss the role(s) of the project partners listed on the cover page. Refer to the grant information guide for additional guidance.

EVALUATION AND DISSEMINATION

Grantees are required to submit an interim progress report that is consistent with the project's goal and objective(s). Keep in mind that the final evaluation summary will consider the entire project, beginning to end it should not be viewed as what is done after the project's completion, but as an integral element in the project's planning, design, and implementation. An effective ongoing plan that evaluates milestones quarterly helps project staff to make informed decisions about needed changes.

Applicants must evaluate the following required measures:

Evaluation Measure	Goal
Evaluation Questions: What questions will the evaluation seek to answer, based on the project's goal and outcomes, implementation plan, and anticipated consequences? Examine the relationship between the expected outcomes, specific efforts, and what is important to evaluate	
Evaluation Strategy: What approach will be taken to find answers to the evaluation questions? What criteria will be used to assess lessons learned from the project? What populations will be included in your evaluation?	

Data: The type of data and method of data collection will depend upon the nature of the program, the questions, and the evaluation strategy. What measurement instruments will be used? How will the baseline be established? There should be a combination of quantitative and qualitative data identified. How will project staff collect data from the various sites and organizations involved in the project? When considering data collection techniques, ensure that the resources are sufficient to use the proposed data collection techniques.	
Evaluator(s): Specify the individuals or groups who will conduct the evaluation. What are specific qualifications? What are the responsibilities of key personnel?	
Budgeting of resources and staffing for evaluation: The application's budget should reflect sufficient funds to carry out a thorough and useful evaluation. Note: The evaluation will be an internal self-evaluation/reflection and can be completed by Chair/Co-Chair of the Council or a designee at no cost.	
Dissemination: Details on how the project's findings will be disseminated to the major stakeholders, individuals with an interest in the project. Information, requirements and dissemination methods differ from stakeholder to stakeholder. Will there be a presence on the internet and/or attending important national conferences to present lessons from the project? How and when will demonstrations of your project be made available? Also consider including descriptions of the types of reports and other by-products that will be produced during the project.	

Evaluation and interim progress reports should be consistent with the project's goals and outcomes. An effective ongoing plan should evaluate milestones and help project staff make informed decisions.

SUSTAINABILITY PLAN

Refer to the grant information guide, page 17, for guidance.

BUDGET AND BUDGET NARRATIVE

The project's budget should detail all related project expenses in a separate itemized budget. It should demonstrate the extent to which the budget is reasonable, cost-effective, and integrates other sources of funding. All costs described in the project narrative should appear in the budget narrative and must have a corresponding entry in the itemized budget for that year. Reviewers should be able to see a clear connection between the management plan and the budget line items. Note: When completing this section, refer to Use of Funds, page 6, and Budget and Budget Narrative, page 18, sections in the Grant Information Guide.

Itemized Budget

1. What is the Indirect Cost rate?

2. Provide an itemized budget narrative showing how the cost of each item was calculated. It is advisable to take an inventory of existing equipment, materials, and supplies before developing the budget.

3. Please use the formula functions in the "Table Tools Layout" to calculate your costs. To get your final amount, in the last cell of the "Requested", "In-Kind", and "Total" columns, use the formula: **=SUM(ABOVE).**

4. Additionally, submit the budget on the MSDE Grant Budget C-1-25 form (Appendix C).

Salaries and Wages (list separately for each position)

Line item	Calculation	Requested	In-Kind	Total
Total for salaries & wages:				

Add more rows as needed.

Explain how the above costs are determined to be reasonable, cost-effective, and if applicable, integrates other sources of funding. Describe how costs connect to the project narrative.

Contracted Services

Line item	Calculation	Requested	In-Kind	Total
Total for contracted services:				

Add more rows as needed.

Explain how the above costs are determined to be reasonable, cost-effective, and if applicable, integrates other sources of funding. Describe how costs connect to the project narrative.

Supplies & Materials

Line item	Calculation	Requested	In-Kind	Total
Total for supplies & materials:				

Add more rows as needed.

Explain how the above costs are determined to be reasonable, cost-effective, and if applicable, integrates other sources of funding. Describe how costs connect to the project narrative.

Other Charges

Line item	Calculation	Requested	In-Kind	Total
Total for other charges:				

Add more rows as needed.

Explain how the above costs are determined to be reasonable, cost-effective, and if applicable, integrates other sources of funding. Describe how costs connect to the project narrative.

Equipment

Line item	Calculation	Requested	In-Kind	Total
Total for equipment:				

Add more rows as needed.

Explain how the above costs are determined to be reasonable, cost-effective, and if applicable, integrates other sources of funding. Describe how costs connect to the project narrative.

Transfers (Indirect Costs)

If applicable, what is the agency/organization's approved Fiscal Year 2024 Indirect Cost rate:

Line item	Calculation	Requested	In-Kind	Total
Total for transfers (indirect costs):				

Add more rows as needed.

Appendices

The following appendices must be included but do not apply to the page limit of the Project Narrative. Include other appendices as deemed necessary.

Appendix A: [A signed recipient assurances page](#)

Appendix B: [A signed C-125 MSDE budget form](#)

Appendix C: [A completed GEPA Statement](#)

Appendix D: Letters of Support

Appendix E: Program Proposal Template in The [Policies and Procedures for the Development and Continuous Improvement of Career and Technical Education Programs](#)

Appendix F: CTE Innovation Grant Ranking Form