



GRANT INFORMATION GUIDE

Lacrosse Opportunities Grant Program

Maryland State Department of Education

200 West Baltimore Street
Baltimore, Maryland 21201

Deadline

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

MARYLAND STATE DEPARTMENT OF EDUCATION

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Program Description

The State of Maryland is committed to helping Local Education Agencies (LEAs) and nonprofits maximize opportunities for minority students to participate in lacrosse in their communities. The Lacrosse Opportunities Program Grant funds programs to develop and provide comprehensive education and training in the sport of Lacrosse.

NAME OF GRANT PROGRAM

Lacrosse Opportunities Grant Program

PURPOSE

The purpose of this grant is to provide lacrosse opportunities for children under the age of 18-years old with increased opportunities for minority students to participate in lacrosse in LEAs serving a population of students at least 80% of which are minority students. Non-profit organizations recognized by US Lacrosse as a member of the Urban Lacrosse Alliance are eligible to apply for funding.

AUTHORIZATION

[Maryland House Bill 708](#)

DISSEMINATION

This Grant Information Guide (GIG) was released on August 26, 2022.

DEADLINE

Proposals are due no later than 5:00 p.m. on September 26, 2022.

GRANT PERIOD

October 1, 2022 to June 30, 2023

FUNDING AMOUNT AVAILABLE

\$40,000

ESTIMATED NUMBER OF GRANTS

1-4

GRANT AMOUNT

Previous grant awards have ranged from \$10,000 to \$40,000. Funds awarded may not exceed 50 percent of the grantee's program budget and must be matched.

SUBMISSION INSTRUCTIONS

The Lacrosse Opportunities Grant Program application can be downloaded on the [Lacrosse Opportunities Grant program webpage](#). A signed electronic copy in PDF format must be submitted by 5:00 p.m. September 26, 2022, to Robert.warner1@maryland.gov.

STATE RESPONSIBILITIES

The Maryland State Department of Education (MSDE) is responsible for providing required information, data, documentation, and technical assistance to facilitate the grantee's performance of the work and will provide such additional assistance when requested. MSDE will monitor grant program activities, ensure that programs are being implemented according to their approved plan and with fidelity, ensure that funds are being spent down on schedule, and monitor student outcomes.

PROGRAM CONTACT

R. Andrew Warner
Executive Director, Maryland Public Secondary Schools Athletic Association (MPSSAA)
Maryland State Department of Education
(410) 767-0555
Robert.warner1@maryland.gov

Eligibility

LEAs and nonprofit organizations serving a population of students at least 80% are minority are invited to apply.

Use of Funds

Funds may be used for:

- Salaries and wages;
- Supplies and equipment; and
- The costs associated with running an on- or off-season lacrosse clinic.

Funds may not be used for:

- Costs incurred prior to approval of the grant may not be funded through the award; and
- Expenses not directly related to providing lacrosse opportunities for minorities in their community.

Program Requirements

Proposals must contain the following to be considered for funding:

- Evidence that the LEA serves a population of students at least 80% of which are minority students;
- Evidence that the applicant is recognized by [USA Lacrosse](#) as a member of [the Urban Lacrosse Alliance](#);
- Proposed budget may not exceed 50% of the total annual cost of the lacrosse program; and
- Proposed budget must demonstrate 100% matching funds.

Application

COVER PAGE

Proposals must have the Proposal Cover Page provided in the application for participation. The cover page should not contain any graphics nor additional information and must be signed by the Head of Agency.

EVIDENCE OF IMPACT

Applicants must describe how the proposed lacrosse program and outreach activities will lead to the desired impact on the community, as well as include a description of the organization's historical experience in terms of effective practices leading to increasing the opportunities for minority students to participate in lacrosse programs in their communities.

EXTENT OF NEED

In this section, applicants must provide quantitative and qualitative data to demonstrate the need for your lacrosse program. Discuss your strengths and weaknesses in addressing the need in the community.

GOALS

Applicants are required to set overall goals for the project. Determining the program goals is an important part of evaluating your program. The applicant must identify schools with underrepresented demographics in lacrosse or who have a disparity in the number of boys versus girls' programs. The following chart is provided in the application:

Demographic	Baseline: # of students currently served	Goal: # of students projected to serve
African American		
Hispanic		
Asian		
Other race		
Female		
Other gender		

PROGRAM AND OUTREACH PLAN

In the Program and Outreach Plan, the applicant must describe the lacrosse program, including a proposed schedule of practices. Additionally, the applicant must develop an outreach plan for recruiting minority students into the lacrosse program.

EVALUATION

Evaluation is an important part of determining the success of the lacrosse program. Applicants will be required to describe in detail what success will look like and to what extent the program increased opportunities for minority students to participate in lacrosse. Furthermore, grantees are required to submit annual evaluation and progress reports that are consistent with the project's goals and intended impact on the community.

KEY PERSONNEL

Applicants are required to include a list of the key personnel responsible for the successful implementation and monitoring of the lacrosse program and describe the plan in case of staff turnover. Attach a one-page resume for key staff members in the appendix. Applicants are required to complete the following chart:

Key Personnel

Name	Title, Partner Organization	Responsibilities

PROJECT TIMELINE

Applications must include a list of the key activities and the date of implementation. Be sure to include all key activities, including outreach and registration dates:

Key Activities (sample)	Date of Implementation
Post flyers at the local high school in English and Spanish announcing a winter lacrosse clinic	October 15, 2022
Hold a lacrosse registration event during parent-teacher conference days for winter clinic	October 20, 2022
Finalize student athlete registration list	November 5, 2022

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 project activities and the budget line items.

Each line must be detailed and specific. General expenses should be broken down into specific line items. For example, "meeting expenses" can be broken down into room rental, photocopying and refreshments. There is no page limit for the budget, so be as detailed as possible. See a sample budget below:

1. Salaries & wages (list separately for each position)

Line item	Calculation	Requested	In-Kind	Total
Coach/Instructor	\$25/hr x 20 hrs per week x 12 weeks	\$3,000	\$3,000	\$6,000
Director of Lacrosse Operations	\$30/hr x 40 hrs per week x 52 weeks	\$14,000	\$48,400	\$62,400
Total for salaries & wages:		\$17,000	\$51,400	\$68,400

2. Transportation and Equipment

Line item	Calculation	Requested	In-Kind	Total
Girls Lacrosse Sticks	\$50 sticks at \$40 per stick	\$1,000	\$1,000	\$2,000
Bus Transportation	6 Trips at \$1,000 per trip	\$3,000	\$3,300	\$6,000
Total for supplies & materials:		\$4,000	\$4,000	\$8,000

APPENDIX

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

- Evidence of status as recognized by the USA Lacrosse and Urban Lacrosse Alliance
- Evidence of status of a [non-profit 501\(c\)\(3\) organization, if necessary](#)
- A [signed C-1-25 MSDE budget form](#)
- A [signed recipient assurances page](#)

The Review Process

The review of proposals will be a four-part process:

1. Written applications will be pre-screened for submission requirements and inclusion of all required sections. Applicants not meeting all pre-screen requirements will not be reviewed.

2. A review committee established by the MSDE, will evaluate applications using the scoring rubric. The scoring rubric is tailored to the grant program, its intent, and intended impact on the target population.
3. Final approval for awards will be determined by the review committee.

REVIEW COMMITTEE

The committee will be composed of the Executive Director and the Assistant Director of the MPSSAA, as well as an Athletic Specialist, who will assign numerical scores to each application based on the criteria on the following scoring rubric. A total of 100 points may be awarded. Applicants must meet a minimum score of 60 to be considered for funding.

Evidence of Impact (10 total points)

Exemplary 9-10 points	Meets Standard 7-8 points	Does Not Meet Standard 0-6 points
The application provides a detailed description of how proposed activities are evidence-based and will lead to the desired impact.	The application identifies how proposed activities are evidence-based and will lead to the desired impact.	It's not clear how the activities will lead to the desired impact, or it is misaligned to the intent of the program.

Extent of Need (10 total points)

Exemplary 9-10 points	Meets Standard 7-8 points	Does Not Meet Standard 0-6 points
The application includes quantitative and qualitative data to demonstrate the need for this program. The data provided is aligned to the intent of the program.	The application identifies the need for this program. Not all the data provided is aligned to the intent of the program.	The application lacks sufficient data to demonstrate the need for this program. The data provided is misaligned to the intent of the program.

Goals (10 total points)

Exemplary 9-10 points	Meets Standard 7-8 points	Does Not Meet Standard 0-6 points
The application provides a complete baseline of demographic data. Goals are ambitious yet attainable.	The application provides baseline demographic data. Goals are realistic and attainable.	The application is lacking baseline data. Goals are set but are not realistic or attainable.

Program Plan and Outreach (30 total points)

Exemplary 21-30 points	Meets Standard 12-20 points	Does Not Meet Standard 0-11 points
A detailed description is provided that demonstrates how the proposed lacrosse program is structured to serve the community. The outreach plan to recruit minority athletes is robust .	A clear description is provided that demonstrates how the proposed lacrosse program is structured to serve the community. The outreach plan to recruit minority athletes is sufficient.	It is not clear how the proposed lacrosse program is structured to serve the community. The outreach plan to recruit minority athletes is underdeveloped.

Evaluation (20 total points)

Exemplary 14-20 points	Meets Standard 8-13 points	Does Not Meet Standard 0-7 points
There is a robust plan to evaluate the success of the lacrosse program and whether the program has met its goals.	There is a clear plan to evaluate the success of the lacrosse program and whether the program has met its goals.	The plan to evaluate the success of the lacrosse program is underdeveloped. It's not clear how the program will determine whether goals have been met.

Budget (20 total points)

Exemplary 14-20 points	Meets Standard 8-13 points	Does Not Meet Standard 0-7 points
All grant activities are present in the budget. Costs are reasonable and cost-effective. The budget demonstrates at least 100% in matching funds.	Most grant activities are present in the budget. Costs are reasonable. There may be a few calculation errors. The budget demonstrates at least 100% in matching funds.	The budget includes erroneous expenses. Grant activities are not present. Budget details are not itemized. Budget contains errors. The budget does not demonstrate at least 100% in matching funds.

AWARD NOTIFICATION

Notification of approval will be sent by email within 30 days of the deadline to submit proposals. Approved proposals may begin implementing the program as soon as the award notification letter is received. The Notice of Grant Award (NOGA) will be forthcoming within 3 weeks of the approval letter.

Reporting Requirements

Grantees must comply with the following reporting requirements:

Due Date	Reporting Requirement
March 31, 2023	Interim Report due (programmatic and fiscal)
August 30, 2023	Final Annual Report due (programmatic and fiscal)

Notes:

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends. Final invoices must be submitted no later than 60 days after the grant period ends.

The General Education Provisions Act (GEPa), Section 427

Each application must develop and describe the steps the applicant proposes to take to ensure equitable access to, and equitable participation in, the project or activity to be conducted with such assistance, by addressing the special needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

Non-Discrimination Statement

The Maryland State Department of Education does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For inquiries related to Department policy, please contact:

Equity Assurance and Compliance Office
Office of the Deputy State Superintendent for Operations
Maryland State Department of Education
200 W. Baltimore Street - 2nd Floor Baltimore, Maryland 21201-2595 410-767-0123 - voice
410-767-0431 - fax
410-333-6442 - TTY/TDD

Customer Service Support Sessions

The MSDE will hold several customer service support sessions for interested applicants. During these sessions, MSDE personnel will review the program requirements, walk-through of the application, and answer any questions. To attend a session, please utilize one of the meeting link options provided below:

- Tuesday, August 30 · 1:00 – 2:00pm
 - Video call link: <https://meet.google.com/yiy-bmvu-ipf>
 - Or dial: (US) +1 669-220-6654 PIN: 848 442 845#
- Wednesday, August 31 · 11:00am – 12:00pm
 - Video call link: <https://meet.google.com/pcn-tzha-xqy>
 - Or dial: (US) +1 856-281-1468 PIN: 345 194 393#

Questions

If you have questions about the application or the process, please contact the Program Monitor:

R. Andrew Warner
Executive Director, Maryland Public Secondary Schools Athletic Association (MPSSAA)
Maryland State Department of Education
410-767-0555
Robert.warner1@maryland.gov

A list of frequently asked questions (FAQ) and answers will be posted to the [Lacrosse Opportunities Grant program webpage](#) following customer service support sessions.

Grant Application Timeline

This funding opportunity, including all attachments and updates, are found on the [Lacrosse Opportunities Grant program webpage](#).

Date	Program Milestone
August 26, 2022	The Grant Information Guide and the application released
August 30, 2022, 1:00-2:00PM and August 31, 2022, 11-12 Noon	The MSDE will hold a virtual customer service support session for interested applicants
September 26, 2022	The grant application period closes
September 27-30, 2022	Applications are reviewed and evaluated
October 3, 2022	The MSDE will notify applicants of the award status
October 1, 2022	The grant period begins
June 30, 2023	The grant period ends

Attachments

APPLICATION FOR PARTICIPATION