

Missouri Afterschool Retreat Reading and Assessment Grant

Funded by Missouri Taxpayers

The Missouri Department of Education, Extended Learning Unit administers the Afterschool Retreat Reading and Assessment Grant, pursuant to Section 167.680, RSMo. This is a competitive grant to be awarded to Missouri public schools or charter schools to develop an afterschool reading and assessment program/project.

Application Guidelines

Eligibility

Applicants for the grant must be:

1. A Missouri public school or charter school; and
2. Propose to primarily serve a student population that is 40% or more eligible to receive free or reduced cost meals. Note: For the 2011-2012 program year, services provided to public/charter school students must use the 2010 Free and Reduced Lunch Yearly Comparison by Building (for Percentage of January Membership) data as reported to the DESE. Please refer to the DESE's School Finance website at <http://www.dese.mo.gov/divadm/finance/lunch/> for such data. Data is used by the DESE to verify eligibility will be frozen based on such data as of this application due date.

Funding

Awards may be up to \$2,000 per application. Only one application may be submitted per school district or charter school. This is a reimbursement grant only, no advance payments.

Match

There is a match requirement of 15% of the total award. The match can include both monetary and in-kind donations. For example, if the total award is \$1,500 then a 15% match would be \$225.

Award Period

The award period is the date of award through May 15, 2012.

Use of Funds

These funds may be used for programs/projects which are educational in nature, with emphasis in reading and student assessment. Some examples include, but are not limited to: afterschool tutoring in reading; an afterschool book club that meets weekly for 8 weeks; intergenerational reading activities/events; storytelling; journaling; etc. These funds may also be used for snacks related to the program/project. A teacher stipend of no more than 15% of the total grant award is allowable. All expenditures must be reasonable and appropriate to the goals and objectives of the program/project.

Funds may not be used for the following:

- Existing expenditures: the grant cannot supplant existing funding or expenditures,
- Purchase of or improvement of land or property,
- Construction or permanent improvements,
- Rent of building or facility,
- Indirect costs, and
- Student and/or child tuition fees.

Technical Assistance

The Missouri AfterSchool Network (MASN) was developed to support high quality afterschool programs across the state. The MASN provides free technical assistance to all before-/after-school programs through the Afterschool Resource Center. The technical assistance provided includes, but is not limited to: trainings, implementation, staff retention, etc. For more information about MASN, please visit their Web site at www.moasn.org.

Program Content

The applicant must address the following in the application:

Program Need

In this section, the applicant will address the target population, needs, and identify at least two goals and measurable objectives. Measurable objectives are statements of intended outcomes that can be measured. Example: “45 percent of participating students will show improvement in reading grades” Not “students will improve in reading”.

Department Goals

The Department has established four (4) primary goals for Missouri’s system of education and recipients of funds through this grant shall ensure that funded activities shall be in support of these goals or in those circumstances when one or more of the goals may not be applicable to the funded project or program, the recipient assures that no action or activity will conflict with the goals. For the purposes of this grant you will only be required to write to goal one and three.

The four goals are:

1. All Missouri students will graduate college and career ready.
2. All Missouri children will enter kindergarten prepared to be successful in school.
3. Missouri will prepare, develop, and support effective educators.
4. The Missouri Department of Elementary and Secondary Education will improve departmental efficiency, operational effectiveness.

Program Design

In this section, the applicant must give a clear picture of the implementation, recruitment of target population, and the evaluation/assessment process. If awarded the grant you will be required to report on the following: percentage of students whose reading grade improved, remained the same, or decreased; and percentage of students whose reading interest increased. The applicant must also address how the program design relates to the goals identified in the Program Need. If the applicant is currently receiving DESE funding for an afterschool program (21st Century Community Learning Center or School Age Community grants), the applicant must describe how this program/project is different than or will expand/enhance any reading or student assessment activities already a part of the current grant funded program.

Budget Narrative

In this section, the applicant must write how the items listed on the Budget Page are necessary and reasonable to the goals, objectives, and number of students to be served. If a teacher stipend is requested, please explain and justify whom will be receiving the stipend. The teacher stipend can be no more than 15% of the total amount requested.

Budget

In this section, the applicant must list items requested to be purchased with these funds and the required match. Also, if a stipend is requested; the reasoning for the amount must be justified. No more than 15% of funds requested may go to stipends.

Reporting

The grantee is responsible for the completion of the following reports submitted in their entirety and on time. Failure to complete these reports by their stated completion date could result in the delay of payments or termination of the grant.

- **Final Program Report:** This form demonstrates the outcomes of the program’s goals and objectives and must be submitted no later than May 30, 2012. On this report, you will need to be able to state the following:
 - ✓ Percentage of students whose reading grade improved, remained the same, or decreased; and
 - ✓ Percentage of students whose reading interest increased.

- Final Expenditure Report: This form demonstrates that the entire approved or amended award amount has been expended and must be submitted no later than May 30, 2012. Submission of this form does not constitute as a request for payment.
- Request for Reimbursement: Shows expenditures and matching funds for reimbursement. Request for reimbursements are due no later than the 15th of the month and are submitted as needed. The last request for reimbursement must be submitted no later than May 15, 2012.

Record Retention

If awarded this grant, you must maintain financial and accounting records and evidence pertaining to the award in accordance with generally-accepted cost accounting principles and other procedures specified by the DESE. These records must be made available at all reasonable times to the DESE and/or its designees during the award. All records must be kept on file for three (3) years from the final reimbursement date on the award.

Application Submission Guidelines

Submit the application with original signature plus one copy to the Office of Early and Extended Learning by 3:00 p.m. on Friday, October 28, 2011 in our office (not postmarked). The responses must be written or typed directly onto this application. Lengthy responses are not expected or desired; however, sufficient information must be provided to enable the evaluators to have a clear understanding of the program/project.

Please send completed application to:

(U.S. Mail) DESE EXTENDED LEARNING PO BOX 480 JEFFERSON CITY MO 65102-0480	or	(Courier Service) DESE EXTENDED LEARNING 205 JEFFERSON ST, 7 TH FLOOR JEFFERSON CITY MO 65101
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For questions regarding this grant, please call Anne Reeder at 573-526-0517 or email anne.reeder@dese.mo.gov.

Evaluation and Award Process

After determining that an application has been submitted in accordance with the submission guidelines, and that the application satisfies the mandatory requirements stated in the application guidelines, the evaluator(s) must use both objective analysis and subjective judgment in conducting a comparative assessment of the application in accordance with the evaluation criteria stated below. A total of 200 points is possible for this application. The points are as follows:

Program Need	20 points
Program Design	40 points
Score from the completed Department's Goals Alignment Rubric.....	40 points
Budget Narrative	60 points
Budget (Itemized)	40 <u>points</u>
Possible Total	200 points

Submission Checklist

Incomplete applications will not be reviewed.

- Applicant Information (with superintendent's signature)
- Program Need
- Program Design
- Department Goals
- Budget Narrative
- Budget (Itemized)
- Two copies (one with original signature)

Missouri Afterschool Retreat Reading and Assessment Grant Program Application

Applicant Information

District Information:		
District Name	County Name	County/District Code
"Primary" Contact Person Name	Title	
Mailing Address (For Contact Person)		Phone
City, State, and Zip		Fax
E-mail (For Contact Person)		
Superintendent Information: (the superintendent's signature means the applicant will meet all the required reporting for the grant)		
Superintendent Name	Phone	Fax
Mailing Address	City, State, and Zip	
Superintendent's Signature	Date	
Site Information: Complete the box for the site that will provide the program/project.		
Site Name		
Physical Site Address		
City, State, and Zip		
Program Information:		
Is this site currently receiving other DESE afterschool grant funds? <input type="checkbox"/> no <input type="checkbox"/> yes (check all that apply): <input type="checkbox"/> 21 st CCLC <input type="checkbox"/> SAC		
Free/Reduced Cost Meals Percentage:		
Grade Levels Serving (check all that apply): <input type="checkbox"/> K <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
Anticipated Number of Participants: Students:_____ Adults (for intergenerational projects):_____ District Personnel:_____		
Anticipated Project Start Date:	Anticipated Project End Date:	
Give a brief description of the program/project schedule (i.e. meets Thursday afternoons for 10 weeks):		

Program Need (limit to two pages)

Describe the need for this program/project. If you need more space, you may add an additional page directly behind this page. Please label it Program Need. Please address the following:

- 1) Identify the target population to be served.
- 2) Document the needs of the target population in relation to the purpose of this grant.
- 3) Identify at least two (2) goals and measurable objectives. Note: measurable objectives are statements of intended outcomes that can be measured (Example: “45 percent of participating students will show improvement in reading grades” Not “students will improve in reading”).

Department's Goals Alignment (limit to one page)

You must describe how your program will align to **both** of the DESE goals in the section below. The DESE goals one (1) and three (3) are as follows:

1. All Missouri students will graduate college and career ready.
3. Missouri will prepare, develop, and support effective educators.

Program Design (3 page maximum)

Program Design is to give a clear picture of your program. If you need more space, you may add an additional page directly behind this page. Please label it Program Design. Please address the following:

- 1) Describe your program/project in detail and how it relates to your goals identified in your program need.
- 2) How will the program/project be implemented? When and where the program will take place?
- 3) Current SAC or 21st CCLC grantees please describe how activities for this project will be different than current grant program or how it will expand/enhance current grant program.
- 4) Who will be involved (staff, parents, students, community partners, etc.)? What roles will these individuals serve?
- 5) How will the reading program effectiveness be assessed/evaluated? Note: You will be required to report on percentage of students whose reading grade improved, remained the same, or decreased; and percentage of students whose reading interest increased.

Budget Narrative (2 page maximum)

Explain how the proposed budget is necessary and reasonable within the program/project goals, objectives, number of participants, and overall mission. If you need additional space, you may add a page directly behind this page. Please label it Budget Narrative.

