



**STATE OF MISSOURI  
DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
MISSOURI AFTERSCHOOL RETREAT READING AND ASSESSMENT GRANT APPLICATION**

*Funded by Missouri Taxpayers*

**APPLICATION NO.** ASR1415  
**CONTACT PERSON:** Kim Wolf  
**PHONE NUMBER:** (573) 522-2627  
**E-MAIL:** kim.wolf@dese.mo.gov

**TITLE:** Missouri Afterschool Retreat Reading and Assessment Grant

**ISSUE DATE:** September 8, 2014

**RETURN PROPOSAL NO LATER THAN:** Friday, October 17, 2014 at 3:00 p.m. Central Time

**MAILING INSTRUCTIONS:** Print or type Application Number and Return Due Date on the lower left hand corner of the envelope or package. Delivered sealed applications must be in office by the return date and time.

**RETURN APPLICATION TO:**

**(U.S. Mail)**

**DESE  
EXTENDED LEARNING  
DEPT OF ELEMENTARY AND SECONDARY ED  
P.O. BOX 480  
JEFFERSON CITY MO 65102-0480**

**(Courier Service)**

**DESE  
EXTENDED LEARNING  
DEPT OF ELEMENTARY AND SECONDARY ED  
205 JEFFERSON STREET (7<sup>TH</sup> FLOOR)  
JEFFERSON CITY MO 65101**

**GRANT AWARD PERIOD:** Date of Award through May 15, 2015

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 2014-2015 program year, services provided to public/charter school students must use the February 2014 MOSIS cycle submission for January Membership and Free & Reduced (F&R) Lunch State FTE totals to determine the F&R Lunch percentage by building. Please refer to the DESE's School Finance website at <http://dese.mo.gov/sites/default/files/eel-exl-FRL-List.pdf> for such data. Data 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. The DESE anticipates notifying awardees by mid-November 2014. All bidders should refer to the website for a complete listing of awardees at: <http://www.dese.mo.gov/early-extended-learning/afterschool-programs/approved-programs>.

**Match**

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

### 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](http://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 addressing the need for the program/project. 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”.

#### 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 (21<sup>st</sup> 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.

#### Department Goals and Level Status

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. The four goals are as follows: (for the purpose of this grant you will be evaluated on the alignment of your project to the DESE goal one (1) and/or goal three (3) only. 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.

Reward, Priority and Focus Level Status:

Preference shall be given to those schools designated by the DESE (applicants do not write toward this in the application) as being Priority or Focus schools. Only one building within a district needs to be classified in the lowest level to generate the lowest possible level ranking for the district.

- Priority Schools: persistently low-achieving- districts that qualify for Priority School Status have one or more buildings designated as a Priority School in the ESEA Flexibility Waiver, and/or their two most recent Annual Performance Reports (APR) are at an unaccredited or provisionally accredited status.
- Focus Schools: Struggling With Consistency- K-12 Districts that qualify for Focus School Status have one or more buildings designated as a Focus School in the ESEA Flexibility Waiver, and/or met fewer than 12 Standards on their two most recent Annual Performance Reports (APRs). K-8 districts that qualify for Focus School Status have one building designated as a Focus Status School and/or met fewer than 5 Standards on their two most recent Annual Performance Reports (APRs).
- Reward Schools: K-12 Districts that qualify for Reward Status have no designated Priority or Focus schools and met greater than 11 Standards on their two most recent Annual Performance Reports (APRs). K-8 districts that qualify for Reward Status have no designated Priority or Focus Schools and met greater than 5 Standards on their two most recent Annual Performance Reports (APRs).

### 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, 2015. 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, 2015. 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 15<sup>th</sup> of the month and are submitted as needed. The last request for reimbursement must be submitted no later than May 15, 2015 (NO EXCEPTIONS).

## 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.

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
Department's Goals and Level Status* .....	40 points
Budget Narrative .....	60 points
Budget (Itemized) .....	40 <u>points</u>
Possible Total .....	200 points

\*Point distribution: Goals: 5 points each (only goals 1 and 3 apply to this grant); Level Status: priority schools-20 points, focus schools-10 points, reward schools-0 points

SUBMISSION CHECKLIST

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.

Non-eligible and/or incomplete applications will not be reviewed.

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

# Missouri Afterschool Retreat Reading and Assessment Grant Program Application

## Applicant Information

<b>District Information:</b>		
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)		Applicant is: public school <input type="checkbox"/> charter school <input type="checkbox"/>
<b>Superintendent Information:</b> (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
<b>Site Information:</b> Complete the box for the site that will provide the program/project.		
Site Name		
Physical Site Address		
City, State, and Zip		
<b>Program Information:</b>		
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 <sup>st</sup> CCLC <input type="checkbox"/> SAC		
Free/Reduced Cost Meals Percentage (please see page 1 for eligibility information):		
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 from 3-6 p.m. 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) Provide at least two (2) goals with measurable objectives that address the identified needs. Note: measurable objectives are statements of intended outcomes that can be measured. Example of a measurable objective: “45 percent of participating students will show at least a half-letter grade improvement in reading grades.” Example of an objective that is not measurable: “students will improve in reading”.

**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 (number of weeks and how many days/hours per week) and where the program will take place?
- 3) Current SAC or 21<sup>st</sup> CCLC grantees only: please describe how activities for this project will expand and/or enhance current grant program (different than current grant program).
- 4) Describe 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.

**Department's Goals Alignment** (limit to one page)

You must describe how your program will align to one or both of the DESE goals 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.

Goal 1. All Missouri students will graduate college and career ready.

Goal 3. Missouri will prepare, develop, and support effective educators.

**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 design. If you need additional space, you may add a page directly behind this page. Please label it Budget Narrative.

