**Department of Defense Education Activity (DoDEA) Military-Connected Academic and Support Programs (MCASP) 2020 Education Resources Grant Application**

**[School District]**

**[Project Name]**

# **I. Overview Materials**

[Remove Sample Information from District address: 123 Main Street, Alexandria, VA 12233]

|  |  |  |
| --- | --- | --- |
| **Project Director** | **Alternate Point of Contact** | **External Evaluator** |
| Name: John Smith | Name: Sarah Jones | Name: Karen Brown |
| Title: STEM Coordinator | Title: Director of STEM | Title: Evaluator |
| Phone: 123-456-7890 ext. 1 | Phone: 123-456-7890 ext. 4 | Phone: 456-123-7890 ext. 7 |
| Email: jsmith@xyzschool.net | Email: sjones@xyzschool.net | Email: kbrown@abcuniv.edu |

Unique Entity Identifier (provided by SAM):

Total Funds Requested: [$]

Military Installations Served:

Focus Area:

Grant Grade(s)/Level(s):

New Applicant? [Answer either Yes or No]

Health Science Focus? [Answer either Yes or No]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Target Schools** | **Enrollment, SY [enter SY in this format 2018-19]** | | | | **% Military-Connected Students** |
|  | | | |
| **Grades** | **# Military Students** | **# Non- Military Students** | **Total** |
| ABC Elementary School | K-5 | 0 | 0 | 0 | 0.0% |
| XYZ Elementary School | K-5 | 0 | 0 | 0 | 0.0% |
| XYZ Middle School | 6-8 | 0 | 0 | 0 | 0.0% |
| Total for Grant Proposal | K-8 | 0 | 0 | 0 | 0.0% |

Project Abstract (no more than 250 words):

[insert project abstract]

[Physical Signature of Authorized School District Representative]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date:

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# **II. Needs Assessment**

[Insert needs assessment narrative here]

# **III. Project Goals**

[Insert project goals narrative here]

# **IV. Project Planning Year**

[Insert planning year narrative here]

# **V. Project Implementation Year**

[Insert implementation year narrative here]

# **VI. Leadership Roles**

[Insert leadership roles narrative here]

# **VII. Project Evaluation**

[Insert project evaluation narrative here]

# **VIII. Budget Narrative and Sustainability Plan**

[Insert budget narrative and sustainability plan narrative here]

# **IX. Appendix**

## **Appendix A Planning Year Plan**

[Complete this Planning Year Template—REMOVE DIRECTIONS IN YOUR APPLICATION]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2020 MCASP DoDEA PLANNING YEAR TEMPLATE** | | | | | | |
| **District:** | | | | | | |
| **Project Name** | | | | | | |
| **Number of Elementary Schools:** | | | **Number of Military-connected Students:** | | | |
| **Number of Middle Schools:** | | | **Number of Military-connected Students:** | | | |
| **Number of High Schools:** | | | **Number of Military-connected:** | | | |
| **Students: Number of Other Schools (e.g. K-8, Virtual):** | | | **Number of Military-connected Students:** | | | |
| **Communication and Implementation Plan** *(Communicating about the project purpose to and seeking input from such groups as school board, district staff, staff and parents at target schools, military installation, and community stakeholders. Advertising the project to such groups as school board, district staff, staff and parents at target schools, military installation, and community stakeholders at the beginning of the project:*  *e.g. build project website; add project page to district/school website; create Twitter handle and feed; create district and/or school newsletter; email to parents at involved schools; report to school board; report to business community or chamber of commerce; create announcement flyer in military installation and local libraries.)* | | | | | | |
| **Target Audience** | **Type of Communication** | **First Month of Communication** | | **Frequency of Communication** | | **Responsible Person’s Role** |
|  |  |  | |  | |  |
|  |  |  | |  | |  |
| **Directions for filling in cells (REMOVE DIRECTIONS IN YOUR APPLICATION)** | | | | | | |
| Strategy Category   * Extra-curricular * In-class Support * Building Organizational Capacity * Technology * Tutoring * Virtual Learning | *What activities are needed during the planning year to ensure strategies are implemented with fidelity?* | *Name a month or range of months when these activities will occur* | | *What type of professional learning is needed during the planning year to ensure staff are ready to implement strategies with fidelity?* | *Name a month or range of months when these activities will occur* | |
| *Tool: What tool is needed to ensure strategy is in place? TBD with Evaluator* | *Tool: What tool is needed to capture attendance and/or satisfaction? TBD with Evaluator* |
| **Goal 1: Improve XXX achievement of YYY level military-connected students as measured by ZZZ during the grant cycle** | | | | | | |
| Strategy Category:   * Extra-curricular * In-class Curriculum and Instruction Support * In-class Technology Support * Tutoring * Virtual Learning | Strategy Preparation Activities | Month | | Professional Learning that Prepares for Strategy Implementation | | Month |
| Tool: TBD with Evaluator | Tool: TBD with Evaluator | |
| Strategy 1 | Preparation Activity |  | | Professional Learning | |  |
| **Tool**: TBD with  Evaluator | **Tool**: TBD with Evaluator | |
| Strategy 2 | Preparation Activity |  | | Professional Learning | |  |
| **Tool**: TBD with Evaluator |  | | **Tool**: TBD with Evaluator | |  |

## **Appendix B Implementation Year Plan**

[ Complete this Implementation Year Template—**REMOVE DIRECTIONS IN YOUR APPLICATION**]

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2020 MCASP DoDEA IMPLEMENTATION YEAR TEMPLATE** | | | | | | | | |
| **District:** | | | | | | | | |
| **Project Name:** | | | | | | | | |
| **Number of Elementary Schools:** | | | | **Number of Military-connected Students:** | | | | |
| **Number of Middle Schools:** | | | | **Number of Military-connected Students:** | | | | |
| **Number of High Schools:** | | | | **Number of Military-connected Students:** | | | | |
| **Number of Other Schools (e.g. K-8, Virtual):** | | | | **Number of Military-connected Students:** | | | | |
| **Communication Plan** *(Communicating about the project implementation to and seeking input from such groups as school board, district staff, staff and parents at target schools, military installation, and community stakeholders. Providing updates on the project to such groups as school board, district staff, staff and parents at target schools, military installation, and community stakeholders at the beginning of the project: e.g. maintain project website; regular updates to project page on district/school website; regular information on Twitter feed; regularly distribute district and/or school newsletter; email updates to parents at target schools; provide regular reports to school board, business community or chamber of commerce; distribute activity*  *announcement flyer in military installation and local libraries.)* | | | | | | | | |
| **Target Audience** | **Type of Communication** | | **Description of Communication** | | | **Frequency of Communication** | **Role of Responsible Person** | |
|  |  | |  | | |  |  | |
|  |  | |  | | |  |  | |
| **Directions for filling in cells (REMOVE DIRECTIONS IN YOUR PROPOSAL)** | | | | | | | | |
| * Extra- curricular * In-class Curriculum & Instruction Support * In Class Technology Support * Tutoring * Virtual Learning | |  |  | |  | | |  |
| Strategy 1 | | Activity |  | | Professional Learning | | |  |
| **Tool**: TBD with Evaluator |  | | **Tool**: TBD with Evaluator | | |  |
| Strategy 2 | | Activity |  | | Professional Learning | | |  |
| **Tool**: TBD with Evaluator |  | | **Tool**: TBD with Evaluator | | |  |
|  | |  |  | |  | | |  |
| Strategy 3 | | Activity |  | | Professional Learning | | |  |
| **Tool**: TBD with Evaluator | **Tool**: TBD with Evaluator | | |
|  |  | | |
| **Goal 1: Improve XXX achievement of YYY level military-connected students as measured by ZZZ during the grant cycle** | | | | | | | | |
|  | |  |  | |  | | |  |
| Strategy 1 | | Activity |  | | Professional Learning | | |  |
| **Tool**: TBD with Evaluator |  | | **Tool**: TBD with Evaluator | | |  |
| Strategy 2 | | Activity |  | | Professional Learning | | |  |
| **Tool**: TBD with Evaluator |  | | **Tool**: TBD with Evaluator | | |  |
| Strategy 3 | | Activity |  | | Professional Learning | | |  |
| **Tool**: TBD with Evaluator | **Tool**: TBD with Evaluator | | |

## **Appendix C Evaluation Plan**

[Complete this Evaluation Plan Template—REMOVE DIRECTIONS IN YOUR APPLICATION]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Big Question** | **Annual**  **Milestone/Target** | **Grant Year/Data**  **Collection Timeline** | **Data Collection**  **Source/Instruments** | **Analysis** |
| **To what extent did the project reach its SMART Goals?** | (If applicable) Setting/resetting baseline performance benchmark, % buy- in/satisfaction of teachers, administrators, and other stakeholders | Year 1-Planning  Specifics on what data for which year to determine baseline. Note that for last year of the grant, the summative evaluation would tap into data that is 1 year behind from when the  project ends. | Ex: Project Documents, Correspondence, Surveys, Interviews, Focus Groups, Observations, Site Visit, Student Performance Data (but being more specific per project design) | Formative Evaluation Descriptive Statistics Inferential Statistics |
| **What aspects of the project**  **are successful?** |  |  |  |  |
| **What has the district learned**  **from the project?** |  |  |  |  |
| **Small Question** | **Annual**  **Milestone/Target** | **Grant Year/Data**  **Collection Timeline** | **Data Collection**  **Source/Instruments** | **Analysis** |
| **To what extent are participants (military- connected students and staff)**  **improving?** |  |  |  |  |
| **What are the barriers to success and how did the project address these**  **barriers?** |  |  |  |  |
| **What are recommendations**  **for moving forward with sustainability?** |  |  |  |  |

## **Appendix D Sustainability Plan**

[Insert Sustainability Plan— REMOVE DIRECTIONS IN YOUR APPLICATION]

## **Appendix E Project Leadership Resumes**

[Insert resumes, a maximum two-pages per position, for the project director and outside evaluator. If the project director is yet to be determined (TBD), applicants should provide a description of the criteria they will use to advertise the position. If the outside evaluator is TBD, applicants should provide a description of the criteria they will use to advertise the position.]

## **Appendix F Letter of Commitment**

[Insert letter of support from community partner (if applicable). Refer to BAA page 27— REMOVE DIRECTIONS IN YOUR APPLICATION].