



## GRANT INFORMATION GUIDE

# State-Aided Institutions (SAI) Program for fiscal year 2025

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**Maryland State Department of Education**

200 West Baltimore Street  
Baltimore, Maryland 21201

**Deadline**

June 20, 2023 (rolling application review begins April 27, 2023)  
No later than 5:00 p.m. ET

## MARYLAND STATE DEPARTMENT OF EDUCATION

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State Superintendent of Schools  
Secretary-Treasurer, Maryland State Board of Education

### **Justin Dayhoff**

Assistant Superintendent of Financial Planning, Operations, and Strategy

### **Wes Moore**

Governor

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## Program Description

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The Maryland State Department of Education (MSDE) provides annual grants to qualified non-profit organizations that provide enriching, educational programs to Maryland students. Eligible programs provide learning experiences that align to the State's curricular and educational priorities and cannot be replicated in the classroom.

These educational opportunities emphasize experiential learning and one-on-one support services. This includes, but is not limited to, free or reduced admission, full-day and residential fieldtrips with hands-on activities, mentoring, and tutoring. Pre- and post- visit activities for teachers can be used to connect the experiences to the classroom curriculum. In addition, professional development opportunities for teachers that link the SAI programs to the classroom are also funded.

Currently, there are 60 organizations in the SAI program. In fiscal year 2023, approximately 440,000 Maryland students and teachers were served through this program.

### Name of Grant Program

[State-Aided Institutions \(SAI\) Program](#)

### Authorization

Budget bill for fiscal year 2024 ([HB0200](#)); requirements defined in COMAR [13A.05.13.00](#) through [13A.05.13.06](#)

### Purpose

The purpose of the SAI Program is to fund non-profit organizations that provide unique, educational experiences to students and teachers that cannot be replicated in the classrooms. These educational experiences are aligned to Maryland curricular and educational priorities.

### Dissemination

This Grant Information Guide (GIG) will be released on April 20, 2023.

### Deadline

Proposals are due no later than 5:00 p.m. on June 20, 2023, but **MSDE will begin reviewing applications on a rolling basis starting April 27, 2023.**

### Grant Period

July 1, 2024 – June 30, 2025

### Funding Amount Available

There is approximately \$6,650,000 available.

### **Estimated Number of Grants**

Between 60-65

### **Submission Instructions**

The electronic SAI application can be downloaded on the SAI webpage. Applicants must download and complete the electronic application, complete with attachments, and save as a pdf file. Applications must be submitted by 5:00 p.m. June 20, 2023, via email to [sai.applications@maryland.gov](mailto:sai.applications@maryland.gov).

### **State Responsibilities**

MSDE is responsible for providing required information, data, documentation, and technical assistance to facilitate the SAI's performance of the work and will provide such additional assistance when requested.

The State Superintendent will review and comment on a preliminary list of institutions, focusing on the extent and manner in which each institutions' educational program aligns with the educational and curricular priorities of MSDE. The State Superintendent will then present the list of qualified institutions and comments on each institution to the State Board at the July meeting for review and comment by the Board at the August meeting.

### **Program Contact**

Nicole Obregon, Special Fiscal Programs Administrator  
Office of Grants Administration and Compliance  
(410) 767-2939  
[sai.applications@maryland.gov](mailto:sai.applications@maryland.gov)

### **Eligibility**

Applicants must be a 503(c)(3) non-profit organization providing direct service to Maryland students and teachers.

## Use of Funds

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SAI funds are to be used to provide direct services to students and teachers. Funds must be used within the fiscal year for which they are granted.

Funds may be used for:

- Salaries, wages, and stipends;
- Supplies and materials;
- Outreach, engagement, informational, and marketing tools;
- Equipment necessary for the direct service to students and teachers; and
- Contractual expenses.

Funds may not be used for:

- Construction or capital improvements;
- Transportation of students;
- Utilities; and
- Food.

## Program Requirements

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This funding opportunity is designed for Maryland nonprofit organizations that provide educational experiences to Maryland school groups. To qualify as an SAI, the institution must submit:

- A Fiscal Impact Statement (FIS) which ....
- The names of the members of an independent governing board for the institution;
- Proof of status as a nonprofit organization;
- A copy of the most recent independent annual audit or copies of the most recent internally generated financial statement until the annual audit is available;
- Evidence of liability insurance coverage;
- A detailed operating budget that indicates that less than 50% of the budget comes from state grants (except for the Baltimore Zoo), specifies all sources of income (including grants received, name of granting agency, and amount of each grant), and specifies all expenditures;
- Plans for the use of any grant funds that may be awarded by the SAI program;
- Evidence of the provision of direct service to Maryland school groups or to individuals with disabilities, including data on the age levels of students and data on the projected numbers of students and teachers to be served both statewide and by jurisdiction; and
- Plans of the institution to align the educational programs of the institution with the educational and curricular priorities of MSDE.

## Fiscal Impact Statement

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According to [COMAR 13A.05.13.04](#), an organization seeking funding must submit a fiscal impact statement. The fiscal impact statement must describe the educational program for which funding is sought, the amount of funds being requested, the populations to be served, the educational goals and objectives, and the anticipated outcomes.



# The Application

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## COVER PAGE

Applications must include the Proposal Cover Page provided in the application for participation that includes a brief project statement. The project statement should briefly describe the educational program being offered to students and teachers. Do not exceed go beyond the length of this page. The Proposal Cover Page should be signed by the Head of the institution.

## MISSION STATEMENT

Applicants must provide the mission statement for the institution.

## EVIDENCE OF IMPACT

Applicants must describe how the proposed educational plan will lead to the desired impact. Discuss your history of impact on the target population, what has or has not worked, and your track record in success.

Additionally, applicants will provide the projected numbers of students and teachers expected to participate in SAI-funded activities by completing the chart below:

	Fiscal Year 2023 (actual)	Fiscal Year 2024 (projected)	Fiscal Year 2025 (projected)
Number of LEAs served			
Number of total public schools served			
Number of schools designated as Title I			
Number of nonpublic / homeschools served			
Number of K-12 students served			
Number of students with a disability served			
Number of teachers served			
Number of chaperones / other adults served			

Note: At least 80% of schools served must be public schools, and the remaining 20% of schools may be nonpublic schools or homeschools.

## GOALS

Applicants are required to set overall goals for the educational program. The goal(s) should address the impact your program will have on the students it serves. Goals should be specific, measurable, ambitious yet attainable, realistic, and time bound. At least one educational goal must be set for the program. Some examples of goals can be found below:

Sample Goals
By December 15, 2024, we will increase access to the guided tour for at least 150 Spanish-speaking students by offering translated Spanish audio option.
By June 30, 2025, we will increase the number of LEAs we serve from 3 LEAs to 4 LEAs.
By May 2025, students served will increase their ACT scores by 24.5% following test prep program.
By May 2025, 90% of students who attended the program will report a deeper love and appreciation for dance performance, as demonstrated through pre- and post-surveys.
By June 2025, 90% more students will indicate intentions on attending post-secondary education over the baseline, as demonstrated through pre- and post-surveys and interviews. 10% more students will have applied to a college, university, or post-secondary education, compared to the last year.

## EDUCATIONAL PROGRAM AND OUTREACH

Applicants are required to provide a description of the proposed educational enrichment program, including the identification of grade levels targeted, areas of educational focus, and related curricular standard(s). Proposed educational programming must connect to the state’s educational goals and standards. Below is a list of resources on state’s curricular standards:

Content Area	Resource
Science	Next Generation Science Standards ( <a href="#">NGSS</a> )
English Language Arts	Maryland College and Career Ready ( <a href="#">MCCR</a> ) standards for ELA
Mathematics	Maryland College and Career Ready ( <a href="#">MCCR</a> ) standards for math
Fine Arts	<a href="#">Maryland State Fine Arts Standards</a>
Social Studies	<a href="#">Maryland Social Studies Standards</a>

The institution must have an outreach plan to advertise the educational program in an effort to expand its reach to Maryland students and teachers. The outreach plan may involve printing promotional materials,

conducting in-person visits to nearby schools, social media advertising, and others. Please be sure to include steps that will be taken to provide outreach to historically underserved populations to ensure their participation in proposed activities.

### EVALUATION AND REPORTING

Evaluation is an important part of determining the success of the program. Applicants will be required to describe what success will look like and the criteria that will be used to determine and measure success at the end of the grant period.

Additionally, funded institutions must describe how they will ensure that reporting requirements are submitted on a timely basis.

### KEY PERSONNEL

Grantees are required to include a list of the staff or personnel responsible for the successful implementation and monitoring of the grant requirements. Applicants are required to complete the following management plan chart as part of the proposal.

Person Responsible	Title	Responsibilities	Time Devoted

### PROJECT TIMELINE

A project timeline tells the reader when key activities will take place during the grant period. Applicants should consider all of the key tasks or activities that need to be carried out to implement the program successfully, whether each task can realistically begin and end in the proposed time frame, and how long each task will take to complete. A sample timeline is below:

Sample Key Activities	Individual Responsible	Time Frame
Gather feedback received from teachers and students on the Ecosystem Detector program; meet with education specialists; revise program content and structure based on feedback received	Name(s)	July–August 2024
Design an abbreviated in-class teaser program targeting students in grades 6-8	Name(s)	August 2024

Design flyers and graphics for Ecosystem Detector program, send emails out to current school contacts	Name(s)	September 2024
Initiate contact with current school partners Initiate contact with 5 schools in a new LEA	Name(s)	September 2024
Hold in-class teaser visits with new schools	Name(s)	October–November 2024
Schedule field trips with schools	Name(s)	March–May 2025
Submit progress report to MSDE	Name(s)	January 2025

## **Funding Augmentation (Optional)**

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According to [COMAR 13A.05.13.04](#), an organization seeking additional funding must submit an augmentation request. To be considered for an increase, organizations must describe who will be served, the objectives, the anticipated outcomes, as well as provide a budget as to how the additional funds will be spent. Organizations not requesting an increase in funding may disregard this section of the application.

## Budget and Budget Narrative

Applicants must provide a budget for how the SAI funds will be spent. All activities 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:

Salaries & Wages		
Item/Description	Calculation	Total
Educational Program Coordinator, 25% of time	25% of \$75,000	\$18,750
Educator, 25% of time	\$20/hr x 10 hours per week x 52 weeks	\$10,400
	<b>Total:</b>	<b>\$29,150</b>

Contractual Services		
Item/Description	Calculation	Total
3 actors, for 6 matinee performances	3 x 6 x \$500 stipend	\$9,000
Stage equipment rental for 6 matinee performances	\$5,000 for all 6 performances	\$5,000
	<b>Total:</b>	<b>\$14,000</b>

## Appendices

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The following Appendices must be included in the proposal for funding, but do not apply to the page limit of the Project Narrative:

- [A signed recipient assurances page](#)
- Evidence of status of a [non-profit 501\(c\)\(3\)](#)
- Evidence of liability insurance coverage
- A detailed operating budget that indicates that less than 50% of the budget comes from state grants (except for the Baltimore Zoo), specifies all sources of income (including grants received, name of granting agency, and amount of each grant), and specifies all expenditures
- A copy of the most recent independent annual audit or copies of the most recent internally generated financial statement until the annual audit is available

## Scoring Rubric

Area	Level 3 Exceeds Criteria	Level 2 Meets Criteria	Level 1 Does Not Meet Criteria
<b>Evidence of Impact</b>	<p>All requirements listed under the meets criteria are met. In addition, it is clear how the program will increase the number of students who have access to experiential learning activities.</p> <p>There is a plan to continually evaluate grant activities and adapt as necessary to ensure program goals are met.</p>	<p>The applicant discusses prior success implementing an education program for students and how the proposed activities will lead to the desired impact.</p> <p>There is data on the impact the institution in prior years and a description of what the intended impact of the proposed activities will be on this population.</p>	<p>There is no evidence that the proposed program will lead to the intended impact.</p>
<b>Educational Programming and Outreach</b>	<p>Proposed activities are innovative, evidence-based, and likely to provide students with a unique learning experience.</p> <p>The educational program is connected to multiple state curricular goals and standards across the content areas. There is explicit alignment with the initiatives in the <a href="#">Blueprint for Maryland's Future</a>.</p> <p>There is a robust plan to reach new schools and expand access to services, and may involve expanding into another LEA.</p>	<p>Proposed activities are evidence-based and meet the requirements for the selected strategy.</p> <p>The educational program is connected to the state's curricular goals and standards.</p> <p>There is an outreach plan to expand access to services.</p>	<p>Proposed activities are disconnected or bare.</p> <p>The educational program is not aligned to the state's curricular goals and standards.</p> <p>The outreach plan is limited and does not seem to expand reach.</p>
<b>Timeline and Key Personnel</b>	<p>There is a timeline established for each phase of the program, including outreach, implementation, data collection, program evaluation as well as program improvement.</p> <p>Key personnel have significant experience related to education.</p>	<p>There is a timeline for all key activities.</p> <p>There is sufficient capacity to implement a successful program.</p> <p>Key personnel are selected that have relevant experience in the field. The names and titles of personnel are provided.</p>	<p>The timeline is either missing or is not inclusive of all key activities.</p> <p>Key personnel information is incomplete. The institution does not seem to have the capacity to implement a successful program.</p>



<p><b>Goals</b></p>	<p>There are at least 2 goals. Goals are not only clear, measurable and time bound. They are ambitious yet also attainable.</p> <p>Multiple goals are directly aligned to the state’s curricular goals and standards.</p>	<p>The program goals are clear, measurable, and time bound.</p> <p>Goals are aligned to the state’s curricular goals and standards.</p>	<p>Program goals are not clear, measurable, time-bound or attainable.</p> <p>Goals do not align with the state’s curricular goals and standards.</p>
<p><b>Evaluation</b></p>	<p>There is an evaluation plan that includes clear questions, a description of proposed data instruments, collection processes, and analytic methods aligned to the goals.</p> <p>The applicant is explicit about who is assigned to this task and timeline to complete.</p>	<p>There is a plan for how the applicant will measure the program’s success per selected strategy.</p> <p>Evaluation measures align to the extent of need and the stated goals.</p>	<p>The evaluation plan does not measure the success of the program and is disconnected from the goals and plan of operation.</p>
<p><b>Budget</b></p>	<p>All requirements listed under meets criteria are met. The budget includes sufficient resources for successful execution of the proposed education program.</p>	<p>The budget reflects all program activities. The costs are reasonable, allowable, allocable. All line items contain the calculations used to derive the expected cost. There are no mathematical errors.</p>	<p>The budget does not reflect all program activities. There may be missing calculations and/or mathematical errors.</p>

## Reporting Requirements

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Grantees must comply with the following reporting requirements:

Date	Reporting Requirements
July/August 2024	Initial payment is disbursed upon receipt of a signed grant agreement
October 15, 2024	Invoice is due for 2 <sup>nd</sup> disbursement
December 15, 2024	Invoice is due for 3 <sup>rd</sup> disbursement
January 31, 2025	Midyear Report is due
April 15, 2025	Invoice is due for 4 <sup>th</sup> disbursement
August 31, 2025	Final reports are due: Final progress report Managing for Results (MFR) report

Notes:

On the MFR report, SAIs will be required to report the total number of students served, the number of students served per school and the name of the school, the LEA of the school, whether any schools are designated as Title I schools, data on the grade of the students served, as well as the number of teachers and adults served.

Any requests for programmatic amendments must be submitted at least 45 days before the grant period ends and must be submitted using the C-125-B form found in the [Grant Budget Forms Workbook](#) on the [MSDE grants webpage](#).

Final invoices must be submitted no later than 60 days after the grant period ends.

## Application Timeline

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The table below lists important dates for the SAI application process:

Date	Program Milestone
April 20, 2023	The grant application period opens
April 20 & May 2	MSDE will hold virtual customer service support sessions for interested applicants
April 27, 2023	MSDE will begin reviewing submitted applications on a rolling basis
June 20, 2023	The grant application period closes
June 2023	The Review Committee will communicate the results of the evaluation and its recommendations to the State Superintendent of Schools
July 25, 2023	State Superintendent will present a list of qualified institutions and comments on each institution to the State Board of Education
August 22, 2023	State Board of Education will convene and review institutions
January–April 2024	The Governor will release the Budget Bill for fiscal year 2025, including the institutions that may receive funding and the funding allocation. The budget bill will be voted on and finalized around April 2024.
July 1, 2024	The grant period begins
June 30, 2025	The grant period ends

## Non-Discrimination Statement

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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

## **The General Education Provisions Act (GEPA)**

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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 to overcome barriers to equitable participation.

## Customer Service Support Sessions

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MSDE will hold several customer service support sessions for interested applicants. During these sessions, MSDE personnel will review what applicants need to get started, the program requirements, as well as a walk-through of the application. To attend a session, click on a date below:

### Thursday, April 20, 2023

2:00 p.m. – 3:00 p.m.

### Tuesday, May 2, 2023

10:00 a.m. – 11:00 a.m.

MSDE staff will also be available to provide technical assistance throughout the grant application process. Contact Nicole Obregon [sai.applications@maryland.gov](mailto:sai.applications@maryland.gov) or (410) 767-2939 with questions related to the SAI Program.

This funding opportunity, including all attachments and updates, can be downloaded from the [SAI webpage](#).

### **Attachments**

SAI Fiscal Year 2025 Application for Funding