

KANSAS
Nita M. Lowey
21st Century Community Learning Centers Program
2023 Competition

Request for Application (RFA)

Special Education & Title Services
Kansas State Department of Education
Grant No. 2023

THIS RFA IS FOR NEW APPLICANTS ONLY

Send one signed original and four paper copies **and** an electronic copy to:

Christine Macy
Kansas State Department of Education
900 SW Jackson Street, Suite 620
Topeka, KS 66612-1182
ATTN: 2023 21st CCLC GRANT
cmacy@ksde.org

Applications must be received by
3:00 p.m. Tuesday, March 28th

An Equal Employment/Educational Opportunity Agency

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 SW Jackson, Suite 102, Topeka, KS 66612, (785) 296-3204.

Dear Applicant:

Thank you for your interest in the 2023 Kansas Nita M. Lowey 21st Century Community Learning Centers Grant (21st CCLC), which awards grants to applicants that will provide expanded learning and enrichment opportunities for children outside of the regular school hours. The Kansas State Department of Education (KSDE) encourages projects to be submitted jointly by school districts and community- and/or faith-based organizations.

KSDE will fund only those projects that provide significant expanded learning opportunities for children and youth that demonstrate how they will help students meet or exceed state and local standards in core academic subjects. **Applications may only be submitted for programs proposing to serve students that attend a school with a 40% or higher free/reduced lunch population** (Absolute Priority, page 8). There are two application types: 1) New Application and 2) Re-Application. (<http://www.ksde.org/Default.aspx?tabid=740>)

A **NEW Application** should be completed if:

- The applicant is applying for a **SITE** that has never received 21st CCLC funds;
or
- The applicant is applying for a **SITE** that has not received 21st CCLC funds within the past five years.

Refer to the Re-Applicant RFA if the proposed program has received Kansas 21st CCLC funds within the past five years.

The deadline for this competition is **3:00 p.m., Tuesday, March 28th**. Applications must be received at KSDE in Topeka by that date and time in order to be eligible for review. KSDE requires applicants to submit:

- One signed original
- Four paper copies
- Emailed electronic copy

Applications will be reviewed by a panel of experts using the selection criteria in this RFA. It is anticipated that awards will be announced in mid-June for use by grantees July 1, 2023.

This application package contains the forms and instructions necessary to apply for the 2023 Kansas Nita M. Lowey 21st CCLC Grant. Review the enclosed materials and carefully follow the instructions for completing the grant application. Before submitting the application, review the provided checklist to ensure all required components are included.

KSDE encourages applicants to consult extensively with identified communities to ensure parents, schools, community organizations, businesses, arts and cultural organizations and other child and youth development agencies can work in meaningful collaboration with applicants in order to become Kansas 21st Century Community Learning Centers.

An **Intent to Apply** form can be found on page 4. Please submit this form to cmacy@ksde.org by **February 17th**. This is not a required document; however, it will help ensure KSDE secures a sufficient number of external reviewers.

Due to the popularity of this program, KSDE expects this grant competition to be extremely competitive. To ensure applications are of the highest possible quality, KSDE will conduct three applicant workshops. The workshop is not mandatory; however, KSDE highly encourages potential applicants to attend.

- Topeka – Monday, February 13th
 - <https://www.ksdetasn.org/events/rw6arg/> 1-3 p.m.
- Wichita – Tuesday, February 14th
 - <https://www.ksdetasn.org/events/AwfkVQ/> 10 a.m.-noon
- Dodge City – Wednesday, February 15th
 - <https://www.ksdetasn.org/events/b9yjaQ/> 1-3 p.m.

An applicant webinar will be held on Thursday, February 16th from 1-3 p.m.

Webinar Link: <https://ksde.zoom.us/j/88594756045>

KSDE will also provide virtual “office hours” to offer applicants the opportunity to ask questions pertaining to the grant application.

RFA Office Hours:

February 28th

9-10 a.m.

<https://ksde.zoom.us/j/86073430807>

Meeting ID: 860 7343 0807

Passcode: 097660

March 9th

1-2 p.m.

<https://ksde.zoom.us/j/85874688829>

Meeting ID: 858 7468 8829

Passcode: 930497

Applicants should contact Christine Macy at: cmacy@ksde.org/ (785) 296-3287 with any questions or visit the KSDE website at <http://www.ksde.org/Default.aspx?tabid=740>.

Bert Moore, Director
Special Education and Title Services
Kansas State Department of Education

Intent to Apply for a Grant Under the
Kansas
Nita M. Lowey
21st Century Community Learning Centers Competition
(Please submit by February 17th)

Potential Applicants - Please complete and email this form to **Christine Macy** at cmacy@ksde.org.

Submitting this form does not obligate the potential applicant to apply, but it does help KSDE prepare for the review session.

Contact Name: _____ Email: _____

The potential applicant plans to submit a: (Provide the number of proposed applications.)

_____ New Application

_____ RE- Application

Name of group represented: _____

City: _____

USD Name/Number: _____

Kansas 21st CENTURY COMMUNITY LEARNING CENTERS PROGRAM
2023 APPLICATION PACKET

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INFORMATION AND GUIDELINES

1. What is the 21st Century Community Learning Centers (21st CCLC) Program?

The 21st CCLC program was amended by Congress as Title IV, Part B of the Elementary and Secondary Education Act (ESEA), the Every Student Succeeds Act (ESSA) of 2015. The purpose of this program is to provide opportunities for communities to establish or expand activities in community learning centers that:

- (A) Provide opportunities for academic enrichment, including providing tutorial services to help students, particularly students who attend low-performing schools, to meet the challenging State academic standards;
- (B) Offer students a broad array of additional services, programs and activities, such as youth development activities, service learning, nutrition and health education, drug and violence prevention programs, counseling programs, arts, music, physical fitness and wellness programs, technology education programs, financial literacy programs, environmental literacy programs, mathematics, science, career and technical programs, internship or apprenticeship programs and other ties to in-demand industry sector or occupations for high school students that are designed to reinforce and complement the regular academic program of participating students; and
- (C) Offer families of students served by community learning centers opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related educational development.

2. What is the definition of a 21st Century Community Learning Center?

The term 'community learning center' means an entity that:

- (A) Assists students to meet the challenging State academic standards by providing the students with academic enrichment activities and a broad array of other activities during non-school hours or periods when school is not in session (such as before and after school or during summer recess) that reinforce and complement the regular academic programs of the schools attended by the students served and are targeted to the students' academic needs and aligned with the instruction students receive during the school day; and
- (B) Offers families of students served by such center opportunities for active and meaningful engagement in their children's education, including opportunities for literacy and related education development.

Multiple program options may be used by all recipients of funding under the 21st CCLC grant including before school, after school, weekends, holidays or summer recess.

***Kansas 21st CCLC Grants will not fund summer only programs. All programs must include an after school component during the regular school year.**

3. What organizations are eligible to apply for NEW Kansas 21st Century Community Learning Centers funds?

Any public, private or external organization is eligible to apply for a NEW Kansas 21st CCLC grant if:

- The applicant is applying for a **SITE** that has never received 21st CCLC funds;

or

- The applicant is applying for a SITE that **has not received 21st CCLC funds within the past five years.**

Examples of agencies and organizations eligible under the 2023 Kansas 21st CCLC Grant include, but are not limited to: local education agencies (school districts), community-based organizations, Native American tribe or tribal organizations, other public or private entities or a consortium of two or more such agencies, organizations or entities.

(Refer to the Re-Applicant RFA if the proposed program has received Kansas 21st CCLC funds within the past five years.)

4. Must a non-LEA (Local Education Agency/School District) collaborate with an LEA?

Yes. It is mandatory for non-LEA applicants to collaborate with the LEA in which students to be served attend. This is to ensure the LEA agrees to provide necessary data to complete state and federal reporting requirements. Non-LEA applicants as well as the LEA superintendent must sign the assurances.

5. Must applicants collaborate with other organizations?

No. Although all applicants are strongly encouraged to collaborate to the extent possible, they are not required to do so. Applicants may collaborate with public and non-profit agencies and organizations, businesses, educational entities (such as vocational and adult education programs, school-to-work programs, community colleges or universities), recreational, cultural and other community service entities. KSDE encourages all interested parties to submit applications **jointly** between school districts, community-based organizations and/or faith-based organizations. By statute, applicants who collaborate are required to describe in their applications "the collaborative efforts to be undertaken by community-based organizations, related public agencies, businesses or other appropriate organizations."

6. What is the definition of an 'external organization'?

As defined in section 4201(b)(4) of ESSA, "the term 'external organization' means (A) a nonprofit organization with a record of success in running or working with before and after school (or summer recess) programs and activities; or (B) in the case of a community where there is not such organization described in subparagraph (A) to receive mentoring and guidance in running or working with before and after school (or summer recess) programs and activities."

*External organizations are encouraged (but not required) to register with KSDE. The registration form is located on the KSDE website at <http://www.ksde.org/Default.aspx?tabid=740>.

7. What will be the time period and size of grants?

Time period: A 2023 Kansas 21st CCLC Grant cannot exceed five years. Continuation from one funding year to the next, within the five years, is **contingent upon program performance and appropriations by Congress.**

- **Size of grants:** By statute, grants may not be awarded for less than \$50,000 per year. The maximum 2023 award is \$150,000 for grant years 1, 2 and 3.
- **Diminution of funds:** Kansas 21st CCLC funds will diminish during the fourth and fifth years of the five-year grant. Funds will be awarded in full during the first three years of the grant. During the fourth year, Kansas 21st CCLC funds will pay 80 percent of the average of the first three years of the award. During the fifth and final year of the grant, Kansas 21st CCLC funds will pay 70 percent of the average of the first three years of the award. The diminution of funds in Years 4 & 5 reflects the applicant's commitment to sustaining the program as referenced in the Sustainability component of this application. The budget, included in the application, must reflect this diminution of grant funds.
- **21st CCLC Transportation Allowance:** Additional 21st CCLC funds may be available for a Transportation Allowance to provide daily transportation to and from the program. In order to apply for the **21st CCLC Transportation Allowance**, the applicant must be serving students that attend a district that is REAP (Rural Education Achievement Program) eligible. Eligible applicants may request up to \$25,000 annually for transportation in addition to the maximum 21st CCLC grant award. Applicants should contact the district in which the proposed program will take place to determine eligibility.

8. Is there a financial match requirement?

No.

9. What priorities apply to this competition?

There are five priorities for this grant. **All applicants must meet the Absolute Priority.** Applicants have the option to earn additional points if any of the Competitive Priorities are met.

Absolute Priority: Targeting services to low-income schools. Kansas is required to make awards only to applicants that will primarily serve students and families who attend schools where at least 40% of the students qualify to receive free or reduced-cost meals. Free and reduced percentages can be located on the "Data Central" page on the Kansas State Department of Education website (www.ksde.org) or directly at the following URL: http://datacentral.ksde.org/report_gen.aspx.

"Primarily" means that at least 51% of students to be served in the proposed program must attend eligible schools. Applications that do not meet the Absolute Priority will not be considered for funding.

Competitive Priorities: In the review process, applicants must earn at least 75% of total points available in the Quality of Program Design section to be eligible to receive priority points.

Applicants may only apply for two (2) of the five (5) competitive priorities.

Competitive Priority I for Comprehensive, Targeted or Additional Targeted Support and Improvement Schools: (3 points)

Applicants that will serve students attending schools that have been identified as Comprehensive, Targeted or Additional Targeted Support and Improvement Schools

AND

that are submitted jointly with community-based and/or faith-based organizations or public or private organizations could potentially receive three (3) priority points.

Applicants applying for this priority must provide a separate one-page (1) narrative (in Appendix F) detailing the following:

- The applicant and at least one other organization/school district collaborated in the planning and design of the program;
- Each partner has a substantial role to play in the delivery of services, share grant resources to carry out those roles; and
- Each partner has ongoing involvement in the management and oversight of the program.

Applications must have a co-applicant to meet Competitive Priority I and receive three (3) priority points.

Competitive Priority II for Programming in the Northwest Region of Kansas: (10 points)

Eligible Counties: Cheyenne, Decatur, Ellis, Gove, Graham, Logan, Norton, Phillips, Rawlins, Rooks, Russell, Sheridan, Sherman, Thomas, Trego, Wallace (<http://www.kccea.org/county-clerks/northwest/>)

Applicants proposing to serve students attending schools in northwest Kansas could potentially receive ten (10) priority points.

Competitive Priority III for Summer Programming: (3 points)

Applicants that incorporate a summer component in addition to other comprehensive out-of-school programming could potentially receive three (3) priority points.

- Summer programs are required to operate a minimum of:
 - Two (2) weeks
 - Four (4) days per week
 - Four (4) hours per day

Applicants must provide a separate one-page (1) narrative (in Appendix F) summarizing, in detail, the summer program component, as well as include details in the following sections of this application.

- Program Narrative
 - Need for Program
 - Quality of Program Design
 - Quality of Management Plan
 - Adequacy of Resources

Competitive Priority IV for High School Programs (3 points)

Applicants that specifically incorporate a College and Career Readiness component at the high school level could potentially receive three (3) priority points.

Applicants must provide a separate one-page (1) narrative (in Appendix F) summarizing, in detail, the high school program component that includes the following:

- High school student interest survey (survey results must be included in the appendix)
- Recruitment/retention plan
- Clearly identified need

Details must also be included in the following sections of this application.

- Program Narrative
 - Need for Program
 - Quality of Program Design
 - Quality of Management Plan
 - Adequacy of Resources

* A high school component must include both academic and enrichment elements.

10. What are the procedures for reviewing applications and awarding funds?

- Impartial reviewers utilize a rubric and assign a score to each component of the Program Narrative as well as the Budget Summary and Budget Narrative.
- Any competitive points are added to the total score. Applicants are only eligible to apply for two (2) competitive priorities. (Applicants must earn at least 75% of total points available in the Quality of Program Design section to be eligible to receive priority points.)
- Reviewers recommend which grants should be funded.
- KSDE staff conduct pre-award site visits.
- KSDE staff negotiate all final budget allocations.
- Recommendations are submitted to the Kansas State Board of Education for approval.

11. How does an applicant prepare an application for a 21st Century Community Learning Centers Grant?

- Carefully read the entire RFA.
- Submit an "Intent to Apply" form by February 17th. (This is not a requirement to be eligible to apply for the grant.)

A completed application must contain the following sections, in the order provided below. Copies of all forms discussed in the following section are provided in the 'Required Forms' part of this RFA.

- Cover Sheet
- Program Summary
- General Statement of Assurances
- Private School Consultation Form
- Program Narrative (limited to a maximum of 20 pages)
- Budget Summary and Budget Narrative
- Appendices

* KSDE reserves the right to disqualify applications. Any applications that are incomplete or do not comply with RFA instructions will be ineligible for review.

Kansas 21st Century Community Learning Centers Grant Competition Appeals Process

Any applicant may request reviewer scores and feedback from the Kansas State Department of Education (KSDE). If an applicant is dissatisfied with the results, an inquiry of the review process may be requested within 14 days of official notification of application funding status. The inquiry must be directed to the Kansas 21st Century Community Learning Centers (21st CCLC) State Coordinator and must state the reason for the request. KSDE will conduct an internal review and share the findings with the applicant within 30 days of the request. All funding decisions are final.

2023 KANSAS 21ST CENTURY COMMUNITY LEARNING CENTERS APPLICATION

KSDE will use the six criteria located in the Program Narrative, as well as the Budget Summary and Budget Narrative, to evaluate applications for funding. The points for each criterion are indicated in parentheses. Each selection criterion is presented and explained below. The reviewers of each application will use these criteria to guide their scoring, so it is in the applicant's best interest to address them (in order) in the application.

Furthermore, the 2023 Kansas 21st CCLC Grant competition requires local grantees to implement programs that meet the following Principles of Effectiveness:

1. An assessment of objective data regarding need for out of school programs (including before school, after school, summer or any time school is not in session);
2. An established set of performance measures aimed at ensuring the availability of high-quality academic enrichment opportunities;
3. Scientifically-based research that provides evidence that the program or activity will help students meet state and local student academic achievement standards; and
4. Family engagement components that are linked to learning and embedded into all programs through systemic goals.

KSDE encourages applicants take into consideration one or all of the Kansas State Board of Education Outcomes when developing the proposed program.

1. Kindergarten Readiness
2. Individual Plan of Study Focused on Career Interest
3. High School Graduation Rates
4. Postsecondary Completion/Attendance
5. Social/Emotional Growth Measured Locally

Application Order

- **Cover Sheet** – including the program title, name of applicant(s), school district to be served and date.
- **Program Summary** (Required Form 2023:1) – The applicant must provide the contact and descriptive information requested.
- **General Statement of Assurances** (Required Form 2023:2) – The Chief Executive Officer of each applicant organization must sign the assurances. The fiscal agent must also be identified. Additionally, non-LEA applicants must provide a signature from the superintendent of school district to be served.
- **Private School Consultation Form** (Required Form 2023:3)
- **Program Narrative** –
 - Applicants must limit the program narrative to no more than 20 double-spaced pages.

- Each page should only be printed on the front side of the paper (no double-sided printing).
- Font must be 11-point, standard type.
- Charts do not need to be double-spaced but should remain in 11-point.
- Margins should be one inch on all sides of each page.
- Include page numbers and applicant(s) name in upper right corner of every page.

In preparing the Program Narrative, applicants should pay close attention to the selection criteria that will be used to evaluate applications and ensure that each is addressed.

1. Need for Program
 2. Quality of Program Design
 3. Quality of Management Plan
 4. Quality of Program Evaluation
 5. Sustainability Plan
 6. Adequacy of Resources
- **Budget Summary and Budget Narrative** (Required Form 2023:4) – The Budget Narrative may be single-spaced but cannot exceed one page per year.
 - If applicable, applicants must include separate budget summaries and budget narratives for summer programming.
 - **Appendices (A, B, C, D, E, F) –**
 - A – Needs assessment/community participation
 - B – List of advisory group members or partners and letters of commitment
 - C – Description of previous or current out-of-school time program
 - D – Evidence of child care licensure
 - E – Equitable access and participation
 - F – Competitive priorities (if applicable)

Program Narrative – Selection Criteria Details (20-page limit)

1) Need for Program. (10 points for this entire section)

This section describes the extent of the **NEEDS** of the children and youth for the proposed services. In doing this, the applicant should (using charts if applicable) explain why the Kansas 21st CCLC Program will serve the needs of the children and youth described.

(A) (7pts.) Cite the factors that place the students at risk of educational failure.

Application must include the following data (but not limited to):

1. Poverty rates in the communities to be served,
2. Percentage or rapid growth of Limited English Proficient students and adults,
3. Percentage of Title I students,
4. State standardized assessments from 2021-2022 school year,
5. High school dropout rate(s),
6. Needs of working families,
7. Literacy rates,
8. Juvenile crime rates, and
9. Educational levels in the community and other factors.

Use specific and relevant data regarding the students to be served by the program and the needs of the community. Always cite sources of data and compare local data to county and/or state figures when possible.

This section must also include a baseline data chart that gives information (with date and source) for each site on the following items to be measured by the Performance Goals and Indicators (page 17).

- **Percentage of students suspended**
- **Percentage of students who engage in violent acts**

(B) (3 pts.) One of the principles of effectiveness states that the program must include an assessment of objective data regarding need for out of school programs and activities in the schools and communities. To do so, the applicant must describe any local needs survey(s) that proves need or illustrates community support for overcoming need. Include copies of the results of any needs surveys conducted in Appendix A as well as a brief narrative describing community planning sessions that occurred to indicate community support or perceived need for the program.

The applicant is also required to conduct parent/family/caregiver, teacher and student surveys and provide results in this section.

The applicant must clearly state the specific needs of the students and families to be served that will be addressed by the proposed program design that will follow this section.

21st CCLC funds cannot take the place of secured funding. If an applicant currently operates an out-of-school time program, that should be noted in this section. A description of how the 21st CCLC grant will

expand the program or reasoning as to why 21st CCLC funds are necessary is required. This information should also be included in Appendix C (limited to one page).

2) Quality of Program Design. (45 points for this entire section)

21st CCLC programs must offer services during non-school hours, including before school, after school, weekends and school breaks including teacher planning days, fall, winter, spring and summer breaks. Applicants should design the operating schedules of their programs to meet the needs of the targeted students and their adult family members.

Operation Requirements:

- Programs must operate a minimum of 300 hours per grant year (July 1 – June 30).
- Programs must include an after school component. Applicants are strongly encouraged to provide this programming for a minimum of 1.5 hours per day in order to provide consistency and to affect student growth.
- Transportation (to and from the program) as well as family engagement activities cannot be included to meet the 300 hours requirement.

The Program Design section of the narrative is the core of the application. **The reviewers should be able to picture what will happen every day in the program.** It must include sufficient detail to convince the reviewers that the plan is realistic and achievable, and it must provide an overall vision of the proposed out of school program. In doing so, the Program Design section must address A, B, C, D and E below. (Note: All programming must be secular, neutral and non-ideological.)

(A) (25 pts.) Describe the vision for the program. This section **must include** the following:

1. Who and how many students will be served (and how the estimates were figured);
2. How students will be recruited for the program;
3. How the organization will disseminate information about the center (including its location) to the community in a manner that is understandable and accessible;
4. How and when private schools were consulted while developing the program design (Form 2023:3);
5. What activities the program will sponsor during which times of the day, week, year – before school, after school, weekends, summer, school holiday and in-service (summer only programs do not qualify for funding);
6. Cite scientifically-based research that provides justification that the program or activity will help students meet state and local student academic achievement standards;
7. What a typical week looks like. Provide a chart or table that includes academic, enrichment and miscellaneous activities for the program day;
8. Staff/student ratio;
9. Transportation plan (provide explanation if no transportation will be provided); and

10. Non-LEA applicants must provide evidence of collaboration with the school district in which the program will take place in order to have appropriate access to required reporting data (i.e. grades, assessments, etc.). Superintendent of the LEA must sign the General Statement of Assurances.
- (B) (7 pts.) Describe how the proposed program will address or remedy the risk factors for the target population. **The services to be provided should be closely tied to the needs identified in the Needs Section.** Explain how the program will tailor the activities to address the specific needs of participants and to achieve the desired outcomes. For example, explain how the program will provide services that are not currently available during the regular school day; how program staff will vary their approaches to help meet a child's individual needs; and/or how staff will collaborate with regular school day teachers to address students' needs. Explain whether the program will be providing tutoring vs. homework help.
- (C) (5 pts.) Describe how the proposed program will assist students in achieving the Kansas 21st CCLC Performance Goals and Indicators. One of the principles of effectiveness is programs or activities must be based on an established set of performance measures. The Kansas 21st CCLC Program has set Performance Goals and Indicators to be measured in the statewide program (see page 17). There should be a direct correlation between the program and state content standards and student academic achievement standards. Specific goals and indicators must be addressed.
- (D) (5 pts.) Describe how family engagement will be systemically embedded throughout the program. Family engagement should be collaborative, interactive and specifically linked to learning. This component should support the Kansas 21st CCLC Performance Goals and Indicators 3.A, 3.B and 3.C. The program environment should reflect respect for families and community connections for families. In addition, program policies and procedures should be responsive to the needs of children, youth and families.
- (E) (3 pts.) Describe the extent to which the proposed program will establish partnerships with other appropriate agencies and organizations providing services to the target population. In Appendix B, include letters of commitment or memoranda of understanding that clearly indicate the role and capacity of each partnering organization discussed in the application. Applicants are advised that the quality of letters of commitment, with a clear demonstration of buy-in from senior administrators of the partnering organization, is more important than the number of letters.

Kansas 21st CCLC Performance Goals and Indicators

Legislation requires states to develop performance indicators and performance measures to be used to evaluate programs and activities. Grantees must periodically evaluate programs to assess progress toward achieving the goal of providing high-quality opportunities for academic enrichment. Kansas currently uses the following 21st CCLC Performance Goals and Indicators. Applicants must include them in the program and must address (Program Design section) and measure them (Evaluation Plan section of narrative).

Note: The current Performance Goals and Indicators are subject to change to meet federal requirements.

Performance Goals and Indicators: Kansas 21st CCLC Program
ESEA Goals, Indicators, State Performance Targets
<p>Performance Goal 1: All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.</p> <p>1. A Performance indicator: In each year of the grant program, the percentage of students enrolled in the program who receive grade cards at the end of every term, and who complete the Kansas State Assessments during the academic year.</p> <p><i>1. A.1 Performance target: 80 percent of the program-enrolled participants in Grades 4-8 will maintain high academic achievement and/or demonstrate continuous improvement in mathematics and reading, based upon grades and results of Kansas State Assessments.</i></p> <p>1. B Performance indicator: The percentage of students who are offered tutoring support in the 21st CCLC program.</p> <p><i>1. B.1 Performance target: 100 percent of the program-enrolled Pre-K-12 participants will be offered tutoring support.</i></p> <p>1. C Performance indicator: The percentage of participants in Grades 1-5 whose day teachers report increased rates of classroom engagement.</p> <p><i>1. C.1 Performance target: Day teachers of 60 percent of participants in Grades 1-5 will report increased rates of classroom engagement among their students who attend the program.</i></p>
<p>Performance Goal 2: All students will graduate from high school.</p> <p>2. A Performance indicator: In each year of the grant program, the percentage of students enrolled in the program who are suspended (in school or out-of-school).</p> <p><i>2. A.1 Performance target: 90 percent of participants will not be suspended (in school or out-of-school) while in the program.</i></p> <p>2. B Performance indicator: In each year of the grant program, the percentage of students enrolled in the program who participate in activities integrating real-life problem solving, arts education, career exploration and service learning.</p> <p><i>2. B.1 Performance target: 90 percent of Pre-K-12 students enrolled in the program will participate in activities integrating educational activities with: real-life problem solving, arts education, career exploration, recreation, cultural opportunities and activities and service learning.</i></p>
<p>Performance Goal 3: Family engagement will be embedded in the entirety of the program.</p> <p>3.A Performance Indicator: In each year of the program, the percentage of families/guardians of students enrolled in the program who are offered a variety of services and educational resources.</p> <p><i>3.A.1 Performance Target: A variety of services and educational resources will be offered to the families/guardians of 100 percent of all program participants.</i></p> <p>3.B Performance Indicator: Family communication associated with improved academic achievement and children and youth outcomes.</p> <p><i>3.B.1 Performance Target: 80 percent of families surveyed will indicate satisfaction with family communication.</i></p> <p>3.C Performance Indicator: In each year of the program, three effective family engagement opportunities.</p> <p><i>3.C.1 Performance Target: 80 percent of families will be engaged in the provided opportunities.</i></p>

3) Quality of Management Plan. (10 points for the entire section)

This section describes the plan for effectively staffing and managing the proposed program described in the Program Design section. Here the applicant will describe plans for who will create the academic and enrichment programs to ensure the standards are met; who will manage the program; who will teach; and who is the fiscal agent. The applicant will describe how all will work together for the success of the program.

(A) (5 pts.) Describe the adequacy of the management plan to achieve the objectives of the proposed program on time and within budget, including clearly defined responsibilities, timelines and milestones for accomplishing program tasks. Include an organizational chart. In this section, the applicant should clearly delineate the roles to be played by each of the partners, describing who will do what, when, where, to what ends and with what anticipated results. Which applicant will be the fiscal agent? Describe applicant's and fiscal agent's experience in managing grant funds, diverse staff and substantial budgets. Such experience may be fully described in "Description of Previous or Current Out-of-School Time Program" in Appendix C, instead of in this section. Clarify its location here.

(B) (3 pts.) This section should explain how the applicant(s) will ensure the staff who will be working with students are qualified to do so, through proper certification, licensure, experience and/or endorsements for subjects/ages taught. Include job descriptions (in this section NOT in the Appendix) for key staff. How will the applicant(s) use qualified seniors and youth to serve as volunteers, if the applicant plans to do so. Applicants should give specific details to explain that program leaders have sufficient time to accomplish tasks (including a sustainability plan). Explain how the program will assess staff needs and provide ongoing staff development.

*** Staff development/training requirements** – Two program staff must attend one national conference and one state conference approved by KSDE each grant year. The intention of this requirement is to provide for professional development separate from training specific to grantees' districts/organizations. In addition, new program directors will be required to attend an orientation meeting in July, 2023 as well as the program directors' meeting in the fall of each grant year.

(C) (2 pts.) This section should explain how the applicant will ensure a diversity of perspectives in the operation of the proposed program, including those of parents, teachers, business community, a variety of disciplinary and professional fields, recipients or beneficiaries of services or others, as appropriate. An Advisory Group must be in place or established to oversee the activities of the proposed program. Describe the role and capacity of the advisory group as well as the frequency of committee meetings (minimum of three meetings per grant year). It is recommended that the committee members represent the community, partners, school administration, parents, students, et al.

4) Quality of Program Evaluation. (10 points for the entire section)

In this section, applicants will explain how they will meet the requirement to evaluate the effectiveness of the program. The applicant may want to refer to the evaluation template on the KSDE website when completing this section. <http://www.ksde.org/Default.aspx?tabid=740>

(A) This section should identify the external evaluator (individual's name) that has agreed to serve as the evaluator for the program and describe his/her qualifications. What evaluation experience has this person had? How many years?

(B) Describe how the following items will be established and measured:

- Clear benchmarks to monitor progress toward specific objectives;
- All of the Kansas 21st CCLC Performance Goals and Indicators; and
- The program impact on student learning and behavior.

(C) Describe the evaluation design, indicating:

- What types of data will be collected;
- When various types of data will be collected;
- When site visits will be conducted (2 site visits required per year);
- What methods will be used;
- What instruments will be developed and when (such as student and parent surveys);
- How the data will be analyzed;
- When reports of results and outcomes will become available; and
- How information will be used by the program to monitor progress and to provide accountability information to stakeholders about success at the program site(s).

NOTE: The cost of an evaluator cannot exceed 5% of the total costs of the program per year.

5) Sustainability Plan. (5 points for the entire section)

KSDE requires that applicants address the issue of sustainability for after the 21st CCLC grant funds end. Applicants should explain the role of the advisory group in the securing of resources to support the continuation of the program. This plan should include partnerships, operating funds, whether fees will be collected, etc.

6) Adequacy of Resources. (10 points for the entire section)

In this section, applicants are to explain how the resources available, from all sources, are adequate to accomplish the program as proposed in the previous sections. Applicants will need to complete the Budget Summary and Budget Narrative – (Form 2023:4) for each grant year.

(A) Referring to the child and youth needs listed in the Needs Section, describe available resources (including facilities, equipment, supplies and other resources) for the out-of-school time program from all appropriate partner agencies and from the applicant(s). Describe federal, state and local programs that will be combined or coordinated with the proposed program for the most effective use of public resources. It is important to demonstrate how the applicant will leverage existing resources, such as computer labs, libraries and classrooms to carry out program activities. Also describe the resources that partners are contributing, such as the use of community recreational areas, staff, supplies, etc. Refer in this section to applicant(s) experience or promise of success in providing educational and related activities that will complement and enhance the academic performance, achievement and positive child and youth development of students.

(B) Explain the extent to which the funds requested are reasonable in relation to the number of persons to be served on an average daily basis and to the anticipated results and benefits. The applicant is advised that costs should be allocated and will be judged against the scope of the project and its anticipated benefits. Explain the ways that resources and personnel have been carefully allocated for the tasks and activities described in the application, including safe transportation to and from the sites if transportation is required.

PROGRAM FEES CANNOT BE CHARGED FOR KANSAS 21ST CCLC PROGRAMS.

THIS CONCLUDES THE SECTIONS TO BE INCLUDED IN THE NARRATIVE, WHICH MAY NOT EXCEED 20 PAGES.

Budget Summary and Budget Narrative. (10 points for entire section).

Provide a complete budget summary (Form 2023:4) and a **separate**, brief (one-page limit) budget narrative for **each year** of the program that explains:

- The basis for estimating the costs of professional personnel salaries, benefits, staff travel, materials and supplies, consultants and subcontracts, indirect costs and any projected expenditures;
- How the major cost items relate to the proposed activities;
- Budget for supplies cannot exceed the following: Year 1 – 20% / Years 2-5 – 10% of the grant total per year;
- A minimum of \$4,500 must be allocated for travel expenses (expected to be reimbursed according to state guidelines) for TWO program staff members to attend one national and one state conference per year;
- The cost of evaluation (cannot exceed 5% of the grant total costs each year);
- A detailed description, as applicable, explaining in-kind support or funding provided by other funds or partners in the program;
- Grant funds cannot be used to purchase snacks for daily program. (Note: Snacks must be provided during program time);
- Grant funds cannot be used to purchase clothing;
- Grant funds cannot be used to purchase facilities or support new construction;
- In Year 4, the total grant award will be reduced to 80% of the average of the first three years of grant funds;
- In Year 5, the total grant award will be reduced to 70% of the average of the first three years of grant funds;
- Indirect costs should be calculated based on the negotiated rate but may not exceed 8% of total direct costs;
- Budgets will be reviewed on an annual basis and may be revised to reflect program needs; and
- If applicable, applicants must include separate budget summaries and budget narratives for summer programming.

Usage of 21st CCLC Funds

Allowable expenditures (not an exhaustive list):

- Salaries
- Curriculum
- Supplies/Equipment
 - Technology (computers, iPads, printers, etc.)
 - Family Engagement
 - Conferences
 - Staff Travel
 - Evaluation
 - Sub-contracts
 - Field Trips (educationally-based)

Non-allowable expenditures (not an exhaustive list):

- Incentives
- Snacks/Food
- Clothing
- Construction of permanent structures

21st CCLC Transportation Allowance: Additional 21st CCLC funds may be available for a Transportation Allowance to provide daily transportation to and from the program. In order to apply for the **21st CCLC Transportation Allowance**, the applicant must be serving students that attend a district that is REAP (Rural Education Achievement Program) eligible. Eligible applicants may request up to \$25,000 annually for transportation in addition to the maximum 21st CCLC grant award. Applicants should contact the district in which the proposed program will take place to determine eligibility.

Clarification of the following are required:

- Number of students to be transported;
- Number of miles to be traveled daily;
- Breakdown of personnel (\$ per hour x hours per day x days in program); and
- Explanation of transportation costs (maintenance/fuel, etc.).

***KSDE reserves the right to limit expenses that are deemed not reasonable or allowable.**

Appendices. Each application should be accompanied by Appendices, limited to the following: (If any additional information is included, the readers will not be allowed to view it.)

- ❖ **Appendix A – Needs Assessment/Community Participation.** Include needs assessment and survey results. Applicant should also provide a brief narrative describing community planning sessions that occurred to indicate community support or perceived need for the program.
- ❖ **Appendix B - List of Advisory Group Members or Partners and Letters of Commitment.** List all Advisory Group members or partners, contact persons, addresses and telephone numbers. Letters of commitment from all partners must be included in this section of the

appendix to clearly document the role and contribution of each member. Partners include any group providing resources and/or services.

- ❖ **Appendix C – Description of Previous or Current Out-of-School Time Program (limited to one page).** Provide a description of previous or current program taking place and how 21st CCLC funds will expand the program, or reasoning as to why 21st CCLC funds are needed. (An applicant without a previous or current program must indicate that in this Appendix.)
- ❖ **Appendix D – Evidence of Child Care Licensure.** Provide a copy of the exemption letter, certificate or completed ‘Inquiry Regarding Licensure – School Age or Drop-In Program’ form. Applicants for school districts must include this appendix, indicating licensure is not required. (only **NON-LEA applicants** must provide Child Care Licensure documentation.)

If child care licensure is required, a program may not operate until licensure is approved. It is the responsibility of each applicant to inquire with the Kansas Department of Health and Environment (KDHE), **before** submitting an application, to determine if licensure is required. Awarded funds are contingent upon determination. All programs identified as ‘required to become licensed’ will be required to work directly with KDHE. Failure to do so will result in forfeiture of a potential grant award. For more information visit: [Child Care Licensing Forms & Applications | KDHE, KS.](#)

- ❖ **Appendix E - Equitable Access and Participation.** Section 427 of General Education Provisions Act (GEPA) requires every applicant (other than an individual person) to include in its application a description of the steps the applicant proposes to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs. Detailed instructions about how an applicant may comply with these requirements are provided below.

Which Equitable Access and Participation regulations apply to this program?

Section 427 of the GEPA affects applicants for new grant awards under this program. Section 427 requires each application to include a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability or age. Based on local circumstances, the applicant should determine whether these or other barriers might prevent students, teachers, etc., from such access or participation in the project or activity. The description in the application of steps to be taken to overcome these barriers need not be lengthy. The applicant may provide a clear and succinct description of the plan to address those barriers that are applicable to specific circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the funds awarded to it to eliminate barriers it identifies.

What are examples of how an applicant might satisfy the requirement of this provision?

The following examples might help illustrate how an applicant may comply with Section 427.

- An applicant that proposes to carry out a family literacy project or other educational services among parents with limited English proficiency might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
 - An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in Braille for students who are visually impaired.
 - An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct “outreach” efforts to girls to encourage their enrollment.
- ❖ **Appendix F – Competitive Priorities.** An applicant requesting Competitive Priority Points III, IV and/or V must include a one-page (1) narrative for each requested priority. Refer to pages 9 and 10 of this application for required information for the individual priorities.

(Competitive Priority narratives that exceed the one-page (1) limit will not be considered.)

How should an application be submitted?

The deadline for KSDE's receipt of applications is 3:00 p.m. Tuesday, March 28th. Applicants must submit:

- One (1) signed original
- Four (4) copies (individually bound with rubber bands only)
- Emailed electronic copy

of the entire application in one package. Use the checklist in this RFA to make sure the application is complete. All applications must be **received on or before** this date and time. The closing date and procedures for guaranteeing timely submission will be strictly observed. **No supplemental or revised information from applicants (including letters of commitment mailed separately) will be accepted.**

Instructions for submitting paper copies:

Send or deliver to:

Christine Macy
Kansas State Department of Education
900 SW Jackson Street, Suite 620
Topeka, KS 66612-1182
Attn: 2023 21st CCLC Grant

Applications may be delivered between 8:00 a.m. and 3:00 p.m. via mail, courier or by hand before the deadline. Do not send the application to any other address within KSDE. **Applicants are strongly encouraged to use a traceable mailing system.**

Instructions for submitting an electronic copy:

- WORD format only (No Google or PDF documents)

Email to:

cmacy@ksde.org

Subject Line: 2023 21st CCLC Grant

Electronic applications must also be received at KSDE by 3:00 p.m. Allow adequate time to ensure the email is delivered by the deadline.

Questions should be directed to Christine Macy (785-296-3287 or cmacy@ksde.org).

APPLICATION CHECKLIST

One original and four copies (individually bound with rubber bands only), as well as an **emailed electronic copy**, of the application must be received by **3:00 p.m. Tuesday, March 28th**.

Intent to Apply – Use this form in the RFA to notify KSDE of the intention to apply by **February 17th**. Submitting this form does not obligate a potential applicant to apply, but does help KSDE prepare for the review sessions.

All required forms need to be submitted in WORD format. A complete application must include the following sections in the order given below:

___ **Cover Sheet** – including the program title, name of applicant(s), district to be served and date

___ **Program Summary** (Form 2023:1)

___ **General Assurances Document** – including signature of Applicant and/or Co-Applicant and LEA Superintendent (Form 2023:2)

___ **Private School Consultation Document** (Form 2023:3)

___ **Program Narrative** (cannot exceed 20 pages [single-sided], double-spaced in standard type – 11-point, one-inch margins)

___ **Budget Summary** – full five-year summary and separate summaries for each year of the grant – including summer programming if applicable (Form 2023:4)

___ **Budget Narrative** – separate narratives for each year of the grant – including summer programming if applicable.

___ **Appendices** (A, B, C, D, E, F)

*An application that is incomplete or does not comply with RFA instructions will be disqualified and ineligible for review at the discretion of KSDE.

Required Form 2023:1

PROGRAM SUMMARY

Title of Proposed Program: _____

Name and USD # to be served: _____

Applicant Contact Information:

Organization Name: _____

Mailing Address: _____

City: _____ County: _____ Zip Code: _____

Contact Person: _____

Title: _____ Phone: () _____

Email: _____

Applicant is: _____ LEA _____ Community/Faith-Based Organization _____ Other

Co-Applicant Contact Information:

Organization Name: _____

Mailing Address: _____

City: _____ County: _____ Zip Code: _____

Contact Person: _____

Title: _____ Phone: () _____

Email: _____

Co-Applicant is: _____ LEA _____ Community/Faith-Based Organization _____ Other

Fiscal Agent:

Agency/Contact Name: _____

Page 2 – Program Summary

Name of each site that will be part of the 21 st CCLC, and the level of students served (elementary, middle, high)	Name of school attended by most students served by each 21 st CCLC site in this proposal.	Total School Enrollment	Free/ Reduced lunch % of each school, using 2022-2023 data.	Proposed 21 st CCLC Average Daily Attendance (ADA) of each site	
				After School (AS)	Summer (S)
1.					
2.					
3.					
4.					
5.					
				Total ADA	
				AS	S
# sites for the entire grant:			Average %:		

Free/reduced percentages for all buildings can be located at the following URL:

http://datacentral.ksde.org/report_gen.aspx

Indicate if applying for the following: **limited to two (2) priorities**

- _____ Competitive Priority I: Comprehensive Support Schools
- _____ Competitive Priority II: Programming for the Northwest Region of Kansas
- _____ Competitive Priority III: Summer Programming
- _____ Competitive Priority IV: High School Programming

Indicate if applying for –

_____ 21st CCLC Funds for Transportation Allowance (only available for REAP eligible districts)

Page 3 – Program Summary

Type of Program (check all that apply):

If the operating days or hours differ from one site to another, provide this information for each site.

 Before School (Program Operation)

Number of weeks per year _____ Number of days per week _____

Operating
Hours (Per Day): One hour Two hours Three hours Other (Specify)

Start Date: _____ End Date: _____

 After School (Program Operation)

Number of weeks per year _____ Number of days per week _____

Operating
Hours (Per Day): One hour Two hours Three hours Other (Specify)

Start Date: _____ End Date: _____

 Weekend (Program Operation)

Number of weeks per year _____ Number of days per week _____

Operating
Hours (Per Day): One hour Two hours Three hours Other (Specify)

Start Date: _____ End Date: _____

 Summer (Program Operation) – *Summer only programs are not eligible for funding.*

Summer programs are required to operate a minimum of:

- Two (2) weeks
- Four (4) days per week
- Four (4) hours per day

Number of weeks per year _____ Number of days per week _____

Operating Hours: _____ Hours Start Time: _____ End Time: _____
(Per Day):

Start Date: _____ End Date: _____

TOTAL HOURS of Program Operation: _____

Program Operation Requirements:

- Programs must operate a minimum of 300 hours per grant year (July 1 – June 30).
- Programs must include an after school component. Applicants are strongly encouraged to provide this programming for a minimum of 1.5 hours per day in order to provide consistency and to affect student growth.
- Transportation (to and from the program) as well as family engagement activities cannot be included to meet the 300 hours requirement.

Required Form 2023:2

General Statement of Assurances

The Chief Executive Officer, Chief Operating Officer, Principal or Superintendent, or other designated leader of each Applicant and/or Co-Applicant must read the assurances and sign below.

The program will take place in a safe and easily accessible facility, which, if required, is licensed by the Kansas Department of Health and Environment, Bureau of Child Care Licensing and Regulation.

The program was developed and will be carried out in active collaboration with the schools the students attend.

District/school leadership will ensure all required relevant data will be available to the applicant.

The program will primarily serve students who attend schools where at least 40% of the students qualify to receive free or reduced-cost meals. "Primarily" means that at least 51% of students to be served in the proposal must attend eligible schools.

The program will provide literacy and other educational services to families of children participating in the program.

Funds under the program will be used to increase the level of state, local and other non-federal funds that would, in the absence of these federal funds, be made available for authorized programs and activities, and will not supplant federal, state, local or non-federal funds.

The community was given notice of the applicant's intent to submit an application and was afforded a reasonable opportunity for public comment on the application. The applicant will consider such comments before submitting the application to KSDE.

After the submission, the applicant will provide an opportunity for public review of the application.

The applicant will adopt and use proper methods of administering these programs including: (1) the enforcement of any obligations imposed by law on agencies, institutions, organizations and other recipients responsible for carrying out each program; and (2) the correction of deficiencies in program operations that are identified through audits, licensing surveys, monitoring or evaluation.

The applicant will cooperate in carrying out any evaluation of each such program conducted by or for KSDE, the Secretary or other federal officials.

The applicant will use such fiscal control and fund accounting procedures as will ensure proper disbursement of and accounting for funds paid to the applicant under each such program.

The applicant will make reports to KSDE as necessary to enable such agency and the Secretary to perform their duties under each such program.

The fiscal agent/applicant will maintain such financial records, provide such information and afford access to the records as KSDE may find necessary to carry out duties.

The applicant will ensure that equitable participation of non-public participants (if any) will be provided.

The applicant will consult with officials of non-public schools in a meaningful and timely manner and provide non-public participants genuine access to equitable services.

The applicant will comply with PL 101-226 "Americans with Disabilities Act".

The applicant will agree to cooperate with technical assistance teams and site visits.

The applicant will ensure that all health, safety and civil rights laws will be upheld at federal, state and local levels.

The applicant attests to being financially sound.

The applicant acknowledges the collection of fees is not allowable.

The applicant agrees that all instruction will be secular, neutral and non-ideological.

The applicant agrees that non-compliance with requirements (unattended required meetings, missed deadlines for required reporting, etc.) of the program could result in withholding of funds and/or non-continuation of Kansas 21st CCLC funds.

Continuation from one year to the next within the five years depends upon performance and continued appropriations by Congress.

By signing this document, I attest that I have read the assurances listed in Form 2023:2 and will comply with the provisions in the 2023 Kansas Nita M. Lowey 21st CCLC Grant.

Name of Applicant (School District/Organization):	
Title of Proposed Program:	City of Proposed Program:
<u>Print Name</u> of Applicant/Fiscal Agent's Superintendent or CEO:	
Signature of Applicant/Fiscal Agent's Superintendent or CEO:	Date:
Print Name of Co-Applicant's Superintendent or CEO:	
Signature of Co-Applicant's Superintendent or CEO:	Date:

***Superintendent signature required for all non-LEA applicants**

Print Name of Superintendent:	
Signature of Superintendent:	Date:

Required Form 2023:3

KANSAS STATE DEPARTMENT OF EDUCATION

DOCUMENTATION OF PRIVATE SCHOOL CONSULTATION
21st Century Community Learning Centers Program

P.L. 114-95 Every Student Succeeds Act requires that consultation occur between the local education agency and private school officials.

Note: Any private school located within the boundaries of schools to be served using 21st Century Community Learning Centers funds is eligible to participate in grant activities. Consultation between the grantee and the private school should be ongoing, and the following should be discussed regarding the 21st CCLC program before any decisions are made:

- Types of services that will be offered;
- How, where and by whom services will be provided;
- When and how often services will be provided;
- How the grantee will access assessment and academic information for the eligible private school students from the private school and how the grantee will use the results of that information; and
- The equitable services the grantee will provide to families of participating private school children.

We agree that timely and meaningful consultation with appropriate private school officials occurred before the district/organization made decisions that affected the participation of eligible private school children in the 21st Century Community Learning Centers Program.

During the length of the grant, July 1, 2023 – June 30, 2028, the private school:

Will participate in the 21st CCLC Program

Will not participate in the 21st CCLC Program

Public School/Organization Official	Date	Private School Official	Date
USD Name and #/Organization Name		Private School Name	

Check here if there are no private schools within the boundaries of the school(s) to be served.

Required Form 2023:4

**2023 Kansas 21st Century Community Learning Center
BUDGET SUMMARY
Funds requested from Kansas 21st CCLC Program**

Name of Applicant:						
Budget Categories	Project Year 1 (July 1, 2023 – June 30, 2024)	Project Year 2 (July 1, 2024 – June 30, 2025)	Project Year 3 (July 1, 2025 – June 30, 2026)	Project Year 4 (July 1, 2026 – June 30, 2027)	Project Year 5 (July 1, 2027 – June 30, 2028)	Total
1. Personnel						
2. Fringe						
3. Travel						
4. Supplies & Equipment						
5. Contractual						
6. Other						
7. Summer Programming (if applicable)						
8. Evaluator						
9. Indirect Costs (based on negotiated rate not to exceed 8% of Total Direct Costs)						
10. TOTAL Operational Costs						
11. Transportation Allowance (if eligible)						
12. TOTAL COSTS						

NOTE:

- Yearly budget cannot fall below \$50,000/year
- Grant Awards for Years 1, 2 and 3 cannot exceed \$150,000.
- Grant Award for Year 4 cannot exceed 80% of the average of the first three years.
- Grant Award for Year 5 cannot exceed 70% of the average of the first three years.

Annual Cost Per Student: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Formula: Total cost of program per year (21st CCLC) divided by total average daily attendance (for school year only – do not include summer ADA).

Budget Summary Year One (July 1, 2023 – June 30, 2024)
 Kansas 21st CCLC Program

Applicant Name: _____

***One-page narrative must be written for each budget year. (Include narrative with each summary page.)**

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Required Travel and Other Travel (\$4,500 minimum for staff training – national and state)				
Subtotal				
Supplies & Equipment (Limited to 20% of Year 1 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Evaluator (not to exceed 5% of Total Costs)				
Subtotal				
Total Direct Costs				
Indirect Costs (based on negotiated rate/cannot exceed 8% of Total Direct Costs)				
TOTAL				
Transportation Allowance				

SUMMER Budget Summary Year One (July 1, 2023 – June 30, 2024)
 Kansas 21st CCLC Program

Applicant Name: _____

***One-page narrative must be written for each budget year. (Include narrative with each summary page.)**

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Supplies & Equipment (Limited to 20% of Year 1 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Subtotal				
TOTAL SUMMER COSTS				

Budget Summary Year Two (July 1, 2024 – June 30, 2025)
 Kansas 21st CCLC Program

Applicant Name: _____

*One-page narrative must be written for each budget year. (Include narrative with each summary page.)

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Required Travel and Other Travel (\$4,500 minimum for staff training – national and state)				
Subtotal				
Supplies & Equipment (Limited to 10% of Year 2 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Evaluator (not to exceed 5% of Total Costs)				
Subtotal				
Total Direct Costs				
Indirect Costs (based on negotiated rate/cannot exceed 8% of Total Direct Costs)				
TOTAL				
Transportation Allowance				

SUMMER Budget Summary Year Two (July 1, 2024 – June 30, 2025)
 Kansas 21st CCLC Program

Applicant Name: _____

***One-page narrative must be written for each budget year. (Include narrative with each summary page.)**

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Supplies & Equipment (Limited to 10% of Year 2 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Subtotal				
TOTAL SUMMER COSTS				

Budget Summary Year Three (July 1, 2025 – June 30, 2026)
 Kansas 21st CCLC Program

Applicant Name: _____

***One-page narrative must be written for each budget year. (Include narrative with each summary page.)**

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Required Travel and Other Travel (\$4,500 minimum for staff training – national and state)				
Subtotal				
Supplies & Equipment (Limited to 10% of Year 3 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Evaluator (not to exceed 5% of Total Costs)				
Subtotal				
Total Direct Costs				
Indirect Costs (based on negotiated rate/cannot exceed 8% of Total Direct Costs)				
TOTAL				
Transportation Allowance				

SUMMER Budget Summary Year Three (July 1, 2025 – June 30, 2026)
Kansas 21st CCLC Program

Applicant Name: _____

***One-page narrative must be written for each budget year. (Include narrative with each summary page.)**

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Supplies & Equipment (Limited to 10% of Year 3 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Subtotal				
TOTAL SUMMER COSTS				

Budget Summary Year Four (July 1, 2026 – June 30, 2027)
 Kansas 21st CCLC Program

Applicant Name: _____

*One-page narrative must be written for each budget year. (Include narrative with each summary page.)

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Required Travel and Other Travel (\$4,500 minimum for staff training – national and state)				
Subtotal				
Supplies & Equipment (Limited to 10% of Year 4 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Evaluator (not to exceed 5% of Total Costs)				
Subtotal				
Total Direct Costs				
Indirect Costs (based on negotiated rate/cannot exceed 8% of Total Direct Costs)				
TOTAL				
Transportation Allowance				

SUMMER Budget Summary Year Four (July 1, 2026 – June 30, 2027)
 Kansas 21st CCLC Program

Applicant Name: _____

***One-page narrative must be written for each budget year. (Include narrative with each summary page.)**

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Supplies & Equipment (Limited to 10% of Year 4 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Subtotal				
TOTAL SUMMER COSTS				

Budget Summary Year Five (July 1, 2027 – June 30, 2028)
 Kansas 21st CCLC Program

Applicant Name: _____

***One-page narrative must be written for each budget year. (Include narrative with each summary page.)**

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Required Travel and Other Travel (\$4,500 minimum for staff training – national and state)				
Subtotal				
Supplies & Equipment (Limited to 10% of Year 5 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Evaluator (not to exceed 5% of Total Costs)				
Subtotal				
Total Direct Costs				
Indirect Costs (based on negotiated rate/cannot exceed 8% of Total Direct Costs)				
TOTAL				
Transportation Allowance				

SUMMER Budget Summary Year Five (July 1, 2027 – June 30, 2028)
Kansas 21st CCLC Program

Applicant Name: _____

***One-page narrative must be written for each budget year. (Include narrative with each summary page.)**

Budget Category	Explanation of calculation	KS 21st CCLC	Cash amounts	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks (do not include total hours)</i>	<i>\$5400</i>	<i>\$</i>	<i>\$</i>
Personnel (Staff separated by building)				
Subtotal				
Fringe Benefits (percentage calculated)	%	%		
Subtotal				
Supplies & Equipment (Limited to 10% of Year 5 total budget)				
Subtotal				
Contractual				
Subtotal				
Other				
Daily Program Snacks				
Subtotal				
TOTAL SUMMER COSTS				