21st CENTURY COMMUNITY LEARNING CENTERS  
CYCLE 15-GRANT APPLICATION INFORMATION

ONLINE APPLICATION & REQUIRED DOCUMENTS DEADLINE:

May 6, 2019 FULLY SUBMITTED IN THE GRANTS MANAGEMENT SYSTEM BY EXACTLY 5:00:00 P.M. NO EXCEPTIONS

REQUIRED DOWNLOADABLE DOCUMENTS:

A. Participants Verification Form  
B. Adequacy of Resources Form  
C. Private School Consultation Form  
D. Statement of Assurance of Original Work  
E. Statement of Assurance of Community Notification

F. Statement of Assurance for Programs Offered at Non-School Sites

All forms A, B, C, D, E, and F (Form F for Non-School Sites ONLY) with original signatures must be uploaded to the Grants Management System (GME) accessed through ADEConnect at <https://home.azed.gov/Portal/> by 5:00:00 p.m., May 6, 2019. No hand delivered, emailed, fax or photocopy signatures will be accepted.   
  
BEFORE GETTING STARTED:

Review and follow grant application guidance provided in the 21st CCLC Application Information webpage at <http://www.azed.gov/21stcclc/application-information/>

ABSOLUTE PRIORITY:

To be eligible to apply for this grant, entities must serve students who attend schools where at least 40% of the students qualify for free/reduced meals.

Grant awards will not be made to Local Education Agencies (LEAs)/Fiscal Agents that are substantially out of compliance with state or federal requirements. If an applying site did not maintain Substantial Compliance in a previous 21st CCLC grant award, and is successful in obtaining an award, the site will enter under Special Conditions. Under these Special Conditions, the awarded site will receive more intensive technical assistance and heavy monitoring during year 1 to ensure site capacity. Because the site did not maintain Substantial Compliance in a previous award, the site must close the end of the first year of the new grant award in Substantial Compliance to be eligible to apply for continued funding beyond year 1.

Note: Funding is based on receipt of federal funds to the Arizona Department of Education. In the event that anticipated federal funding is decreased, a proportional decrease will be made to all awardees.

General Information and Contact Information   
(0 Points)

(Items 1-17)

Contact Information

1. Street Address for Applicant Agency
2. PO Box
3. City
4. State
5. Zip Code
6. 21st CCLC Program Director: The Program Director is the main contact for all the program sites (up to 6 different 21st CCLC site grant proposals applying for awards in the application)
7. 21st CCLC Program Director’s Street Address
8. 21st CCLC Program Director’s Mailing Address
9. 21st CCLC Program Director’s City
10. 21st CCLC Program Director’s State
11. 21st CCLC Program Director’s Zip Code
12. 21st CCLC Program Director’s Phone Number (000) 000-0000 x 0000
13. 21st CCLC Program Director’s E-mail Address
14. Organization Business Manager
15. Business Manager’s Phone Number
16. Business Manager’s E-mail Address
17. Enter the Total Funds Requested for all sites Years 1-3

Site Information   
(0 Points)

(Items 18-32)

Enter the 21st CCLC site information for EACH proposed site.  
If you have multiple 21st CCLC sites (no more than 6), complete a separate page for each site.

1. Enter Entity ID Number of the School.
2. Enter the most current number of enrolled students at the school. This number will be used to calculate 25% of the total student enrollment in item number 58.
3. Enter the grade levels that are enrolled at the school.
4. Enter regular school day hours (example: 8:00 to 2:30 every day)
5. Enter proposed 21st CCLC hours (example: 7:00-8:00 am and 2:30-5:30 pm, M-Th)
6. Enter name of Site Principal
7. Site-Street Address
8. Site-Mailing Address
9. Site-City
10. Site-State
11. Site-Zip Code
12. Site-Telephone
13. Site-Principal E-mail Address
14. Site-Coordinator Enter “TBD” until the site coordinator is hired. (This person must be on site during center hours)
15. ABSOLUTE PRIORITY: Provide National School Lunch Program (NSLP) free/reduced-price percentage <http://www.azed.gov/hns/frp/> or other verifiable risk factor data, including the data source, that shows that this site serves students where at least 40% of the students qualify for free/reduced meals: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |
| --- |
| Yes, the Site meets the ABSOLUTE PRIORITY. |

Priority   
(4 Priority Points Possible)

(Item 33-34)

1. A 21st CCLC program that serves students attending a school with an Arizona A-F School Letter Grade of “D” or “F” and/or a Federal accountability label of “Comprehensive Support & Improvement” School or “Targeted Support & Improvement” School will earn 2 additional priority points. No other labels will qualify for these 2 additional priority points. Select the current label that applies to the school.

LABELS WILL BE VERIFIED <https://www.azed.gov/improvement/>

* “Comprehensive Support & Improvement” School
* “Targeted Support & Improvement” School
* “D” School letter grade
* “F” School letter grade
* Not Applicable

1. A 21st CCLC program that serves students attending a school with 80% or more of students who qualified for free/reduced meals will earn 2 additional priority points. Does the school currently serve a student population where 80% or more qualify for free/reduced meals?

LABELS WILL BE VERIFIED

* Yes
* No

Program Need   
(17 Points)

(Items 35-38)

In the following section provide justification that establishes the need for a 21st CCLC grant.  
  
Each text box field is limited to 8,000 characters including spaces and punctuation.

1. 21st CCLC grant programs must carry out a broad array of activities that support student participants in meeting the State’s rigorous academic standards. Using the most current School Report Card and State Mandated Assessment data and/or other District Mandated assessment data, describe the percentage of the entire student population in the school not reaching grade level benchmarks in Math and Reading/Language Arts.
2. Identify issues that are related to the impact they have on student success for students who are struggling to meet academic expectations. The Comprehensive Needs Assessment (CNA) should address: Risk Factors, Impact of Risk Factors, Specific Needs, and Inadequacy of Current Resources. Describe the needs assessment process. What were the data findings? The Program Design and Implementation section of the application should address these identified needs.
3. Describe the academic needs of the school’s most at-risk students and how they will be targeted for services.
4. Describe how the identified program needs will align with the site's continuous improvement plan and school goals.

Program Design and Implementation   
(17 Points)

(Items 39-57)

Describe design requirements for the site’s 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces and punctuation.

Direct Student Services identified below must be provided for the entire duration of the life of the grant.

1. Identify when the services will be available to the students (check all that apply).
   1. Before School
   2. After School
   3. Weekends
   4. Extended Breaks
   5. Summer
2. Minimum Number of Hours per Week students will be served during the ACADEMIC year.
   1. 8 hours per week
   2. 8.5 hours per week
   3. 9 hours per week
   4. 9.5 hours per week
   5. 10 or more hours per week
3. Minimum Number of Days per Week students will be served during the ACADEMIC year.
   1. 4 days per week
   2. 5 or more days per week
4. Minimum Number of Hours per Day students will be served during SUMMER.
   1. 4 hours per day
   2. 4.5 hours per day
   3. 5 or more hours per day
5. Minimum Number of Days per Week students will be served during SUMMER.
   1. 4 days per week
   2. 5 days per week
6. Minimum Number of Weeks students will be served during SUMMER.
   1. 3 weeks per summer break
   2. 4 or more weeks per summer break
7. Describe Site’s plan to identify, recruit, and retain targeted students in the proposed program. Selection of students targeted for regular attendance will primarily be based on the needs identified in the Program Need section of the application and should be students identified as those who could benefit from an intervention of this program design.
8. For Year One Only: Provide tentative dates in a timeline format listing (NOT NARRATIVE) when the 21st CCLC program will be providing direct student services. Show beginning and ending dates of proposed 21st CCLC program, including any breaks, such as intersession, when the 21st CCLC program will not be operating.

Adult Family Services - Family Engagement must be provided for the entire duration of the life of the grant.

1. Describe the Family Engagement Plan to involve adult family members of 21st CCLC student participants in supporting their children’s education. The activities in the plan should make up a regularly occurring series of events that contribute to increased student achievement.
2. Enter the Projected number of family members of 21st CCLC students who will participate in ongoing family engagement activities.

\*ONLY adult family members of ACTIVELY PARTICIPATING 21st CCLC STUDENTS are eligible for services paid for through this grant.

1. For Year One Only: Provide tentative dates in a timeline format listing (NOT NARRATIVE) when the 21st CCLC will be providing services for adult family members of 21st CCLC students. Show beginning and ending dates of proposed 21st CCLC program, including any breaks, such as intersession, when the 21st CCLC will not be operating.
2. Enter the total Number of Days program will be offering services for students and families during the ENTIRE year. (The 21st CCLC Grant will fund 120 days of services per year. Any additional days above 120 days must be supplemented with other funding sources. The site will be substantially out of compliance if the site does not open for the total number of program days stated in this question.) The number of 120 days is used in Item 58 to calculate the formula for funds requested. This number may not be lower than 120 days.

51. Enter the Projected number of students who will attend regularly. These are students who are classified as "regular attendees," attending the program 30 days or more. This number is used in Item 58 to calculate the formula for funds requested.

52. Describe how your program design offers specific, realistic and comprehensive targeted intervention and academic enrichment opportunities. The program design should address needs identified in the Program Need section of the application.

Alignment to School Day

53. Describe how 21st CCLC program staff, school administration, and school day staff will communicate on a regular basis to assess and enhance individual student academic progress.

Safe and Healthy Learning Environment

54. Identify the location of the Program Site. Note: if the location of Program Site is not at the students’ school then Form F must be submitted.

If additional services will be provided at another location than the location of the Program Site, then explain the following:

a) How the applicant will ensure that the off-site location will be at least as available, safe, and accessible to the students to be served as if the program were located at the school; and

b) How will communication between school and alternative site occur.

55. Describe how students will travel safely between school, 21st CCLC Program Site (if other than the school), and home.

56. Applicants are required to provide afterschool snacks and summer meals. Adequate nutrition leads to improved academic outcomes. Describe how afterschool snacks and summer meals will be acquired and distributed to participating students on a daily basis when the program is in operation. Afterschool snacks and summer meals must follow all federal School Nutrition Guidelines.

Barriers

57. Describe how the program will ensure equitable participation of all program participants (include how students with disabilities will be identified and served).

Adequacy of Resources   
(17 Points)

(Items 58-64)

Describe the applicant’s capacity to successfully manage the 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces and punctuation.

1. Please show your work and compute the following Funding Formula (see example below)
2. \_\_\_ Projected number of students who attend 30 days or more; (The number of projected students cannot be greater than 25% of the number of students stated in Item 19 of the application);
3. X 120 days (21st CCLC Funding will be based on 120 days of services per year);
4. X $10 (dollar amount set for 21st CCLC Funding);
5. = $ \_\_\_\_\_\_ Total Funds Needed

MAY NOT EXCEED THE $120,000 MAXIMUM NOR FALL BELOW THE $50,000 MINIMUM

EXAMPLE:

1. 100 Projected number of students X (b) 120 days X (c) $10 = (d) $120,000

Total Funds Needed = $120,000

Key considerations:

* The only variable in the funding formula is the projected number of students who attend 30 days or more. The number of projected number of students must match the number of students stated in Item 51 of the application.
* Funded programs may always serve additional students or be open for additional days when other resources are available, but these optional services must not be considered in the above 21st CCLC funding formula calculation.

59. Explain how 21st CCLC funds will supplement and not supplant existing resources.

1. List any local, state and/or federal grants your agency administered, and the total for each grant, during the previous school year.
2. Explain the fiscal holder's capacity to manage funds in accordance with applicable Federal and State statues, regulations, program plans, and General Statement of Assurance.
3. Describe professional development plan for all 21st CCLC staff. Be sure to describe how 21st CCLC staff training will be integrated with the site's training related to academic achievement.
4. Describe the use of qualified volunteers including senior citizens, high school students, college students, adult mentors, etc. Include how the appropriately qualified volunteers will be screened and trained before having contact with students. If no volunteers are planned, describe why they are not required.
5. Explain your agency’s capacity to fulfill the staffing requirements (including site coordinator, teachers, clerks, aides, etc.) of this grant.

Program Objectives and Activities   
(19 Points)

(Items 65-72)

Describe the activities for each objective. Youth Development activities and Family Engagement services should be designed to have an impact on the 21st CCLC program’s academic outcome objectives.

Each text box field is limited to 8,000 characters including spaces and punctuation.

Academics

1. Provide a minimum of two and no more than three SMART -Specific, Measurable, Achievable, Realistic, and Time-bound 21st CCLC grant program outcome objectives [aligned to the school’s Comprehensive Needs Assessment (CNA) and other school goals] in Academics. Number each objective (e.g., 1.1, 1.2, and 1.3).
2. For each of the Academic objectives describe specific activities that will clearly allow the program to progress towards the stated objectives. Following each activity, indicate the timeframe the activity will be occurring (e.g., “daily throughout the year,” “monthly throughout the year,” “daily during summer session,” etc.). Each activity identified must reference the specific objective number.

Youth Development

1. Provide a minimum of one and no more than two SMART outcome program objectives in the area of Youth Development. Number each objective (e.g., 2.1, 2.2).
2. For each of the Youth Development objective(s) describe specific activities that will clearly allow the program to progress towards the stated objective(s). Following each activity, indicate the timeframe the activity will be occurring (e.g., “daily throughout the year,” “monthly throughout the year,” “daily during summer session,” etc.). Each activity identified must reference the specific objective number.

Family Engagement

1. Provide one SMART process objective in Family Engagement related to the opportunities offered in your Family Engagement plan. Number the objective 3.1.
2. For the Family Engagement objective, describe specific activities that will clearly allow the program to progress towards the stated objective. Following each activity, indicate the timeframe the activity will be occurring (e.g., “daily throughout the year,” “monthly throughout the year,” “daily during summer session,” etc.). Each activity identified must reference the specific objective number.

Effectiveness

1. Describe what actions the site principal will demonstrate throughout each Program Year to increase buy-in and support for staff involvement, family engagement and student achievement to meet the identified objectives and activities.
2. Describe how the proposed activities will improve student academic achievement. Address each of the points in the Measures of Effectiveness which are found in the 21st CCLC Grant Application Resources.

Evaluation   
(13 Points)

(Items 73-78)

Describe the applicant’s evaluation plan for the 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces and punctuation.

1. For each of the 21st CCLC program’s Academic objectives, describe the evaluation plan that will be used to monitor the program’s progress towards meeting the objectives (reference the specific objective numbers). The plan must clearly identify the instruments and method(s) for assessing each of the objectives, including the method for data analysis. Indicate a timeline as to when and how often assessment will be completed and identify the responsible person(s) by job title for completing the assessment.
2. For each of the 21st CCLC program’s Youth Development objective(s) describe the evaluation plan that will be used to monitor the program’s progress towards meeting the objective(s) (reference the specific objective number). The plan must clearly identify the instruments and method(s) for assessing each of the objectives, including the method for data analysis. Indicate a timeline as to when and how often the assessment will be completed and identify the responsible person(s) by job title for completing the assessment.
3. For the 21st CCLC program’s Family Engagement objective, describe the evaluation plan that will be used to monitor the program’s progress towards meeting its Family Engagement objective and how it will be used to confirm that the opportunities offered supported the goals of its Family Engagement Plan.
4. Identify the lead person(s) for the 21st CCLC evaluation process by job title only for the 21st CCLC grant, and any qualifications and responsibilities this person(s) has to lead the evaluation process. Do not provide the name of any contracted evaluation service provider(s).

-ANNUAL STATE AND FEDERAL REPORTS ARE REQUIRED.

-AN EXTERNAL EVALUATOR IS NOT REQUIRED.

1. Indicate how the program will utilize in-school data evidence collected and the evaluation results to refine, improve, strengthen and drive programming.
2. Describe the methods and strategies to disseminate and share information about the project, including services and evaluation outcomes to parents, staff, students, community members and stakeholders.

Sustainability  
(13 Points)

(Items 79-81)

Describe the applicant’s sustainability plan for the 21st CCLC program.

Each text box field is limited to 8,000 characters including spaces and punctuation.

1. Identify community/ external partners. Describe how these partners were involved in the development of the application. Describe the type and amount of the partners’ contribution(s). Describe how each partners’ contribution(s) will help meet the program’s needs and objectives. Note: Your response to this question should be supported in the Participant Verification form (Form A) where it identifies Community Partner Organizations for the 21st CCLC program at this site.
2. Describe how activities carried out will be combined and coordinated with other federal, state and/or local programs to make the most effective use of public resources (may include in-kind contributions).
3. Outline a sustainability plan that ensures that the most critical components of program services and lessons learned will continue to benefit the students of the school once the grant funding decreases and ends.

Budget Year 1-5 Overview

Before submitting the 21st CCLC application ALWAYS contact your Business Office for guidance on developing the budget and on the most current budget coding information.

Arizona’s 21st CCLC Grants are awarded for 3 years. The first 3 years are 100% funded. Two additional renewal years are possible. Applicants are only eligible for the renewal years if they have demonstrated Substantial Compliance in the preceding year. Renewal years are funded at 75% when applicable.

Provide the total budget costs for EACH SITE for YEARS 1-5. Funding will be provided per site for a minimum of $50,000 and a maximum of $120,000. Budgets are based on individual site's needs as stated in the formula in question #58 of the application.

|  |  |
| --- | --- |
|  | Year 1 Total |
|  | Year 2 Total |
|  | Year 3 Total |
|  | Years 1-3 Total |
|  | *Renewal Year 4 (if applicable)* |
|  | *Renewal Year 5 (if applicable)* |