# [APPLICATION PLANNING WORKSHEET](https://ccip.schools.nc.gov/)

For 2020-2021, all 21st CCLC applications must be completed on the web-based grants management system, the North Carolina Comprehensive Continuous Improvement Plan (CCIP) by 11:59 p.m. EDT March 30, 2020. Only applications submitted through CCIP (and are deemed to be in Good Standing by the NCDPI Federal Program Monitoring and Support Division) will be reviewed and evaluated.

The Application Planning Worksheet is provided solely to assist organizations with proposal development prior to submitting the application through the web-based system. This worksheet is NOT what you will be submitting.

ENTER THE ORGANIZATION’S MOST RECENT NEEDS ASSESSMENT:

Insert Text Here

GOALS

Goal Title (required): Click here to enter text. Goal Description (required): Click or tap here to enter text. Performance Measure (required): Insert Text Here

FISCAL RESOURCE SECTION

Notes (optional): Click here to enter text.

Amounts (required for 2020-2021, other years are optional) – this is a 3-year grant.

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| 2020-2021 |  |
| 2021-2022 |  |
| 2022-2023 |  |

STRATEGY (Required)

Strategy Title (Required): Click here to enter text. Strategy Description (Required): Click here to enter text. Estimated Cost (Required): Insert Text Here

ACTION STEP(S) (Optional)

Action Step Title (Required): Insert Text Here Action Step Description (Required): Insert Text Here Benchmark Indicator (Required): Insert Text Here

*NOTE: The Goal hierarchy (above) may be repeated as many times as necessary. A goal can have more than one Strategy; a Strategy can have more than one Action Step.*

**BUDGET**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Object Code** | **Salaries** | **Employer Provided****Benefits** | **Purchased Services** | **Supplies & Materials** | **Capital Outlay** | **Total** |
| **Purpose Code** | **100** | **200** | **300** | **400** | **500** |  |
| **5000 - Instructional Services** |  |  |  |  | **Not Allowed for 21st CCLC** | **0** |
| **6000 - System-Wide****Support Services** |  |  |  |  | **0** |
| **7000 - Ancillary****Services** |  |  |  |  | **0** |
| **8000 - Non-****Programmed Charges** |  |  |  |  |  | **0** |
| **Total** | **0** | **0** | **0** | **0** | **0** | **0** |
|  |  |  |  |  | **Adjusted****Allocation** |  |
|  |  |  |  |  | **Remaining** | **0** |

**GRANT DETAILS**

**NOTE: An entry of ‘N/A’ in a narrative box will yield a score of zero (0) points for that item.**

**Total Amount Requested:** Total amount requested may not be less than $50,000 and may not exceed $400,000 per year. To determine the level of funding eligibility, organizations will utilize the Wallace Foundation Out-of-School Time Cost Calculator and the NC Department of Commerce's County Distress Rankings (Tier Designations) (links available below).

<http://www.wallacefoundation.org/cost-of-quality/Pages/default.aspx>

<http://www.nccommerce.com/research-publications/incentive-reports/county-tier-designations>

Insert Text Here

**Proposed Number of Afterschool Programming Slots:**

Insert Text Here

*NOTE: Must attach a copy of the Wallace Foundation Out-of-School Time Cost Calculator results in the Required Documents section of the Funding Application in the CCIP Grants management system.*

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| 1. **Absolute Priority:** Legislation requires that the State award grants only to applicants that will primarily serve students who attend public schools with high concentrations of low-income students defined as those schools with a minimum forty percent (40%) poverty rate. List below, only the names of participating feeder schools for the proposed 21st CCLC program. A “feeder school” is the school that participating students attend during the school day. The poverty percentages for all public schools is listed at: [NC Public School Poverty Percentage List](https://ccip.schools.nc.gov/DocumentLibrary/ViewDocument.aspx?DocumentKey=115595.0&inline=true)

*NOTE: In the Required Documents section, in the 21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status template applicants must: 1) list the public schools and 2) indicate the average percentage of low-income children attending the public (feeder) schools that will participate in the 21st CCLC program.* |
| INSERT TEXT HERE |
| 1. **Competitive Priorities:** Indicate which of the competitive priorities will be met through the proposed 21st CCLC program. Check all that apply, if any. The list of Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) schools can be downloaded from: <https://files.nc.gov/dpi/documents/accountability/reporting/csi-tsi-list-report2019_october.xlsx>.
 |
| [ ]  Jointly submitted by at least one local education agency (LEA) and one other eligible  entity; or [ ]  LEA unable to partner with a public or private community organization (If checked, please complete narrative box 1 below)If unable to participate in joint-partner submission, explain in detail why there is no joint partner available.Insert Text for Narrative Box 1 Here[ ]  Offering program in an underserved geographic area of the stateList county/counties to be served.Insert Text for Narrative Box 2 Here[ ]  Propose that all (100%) schools to be served are identified as Comprehensive Support and  Improvement (CSI) Schools and/or Targeted Support and Improvement (TSI) Schools.[ ]  Summer programming offered |
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| 1. **Program Abstract:** Provide a concise description of the proposed 21st CCLC program that communicates the program goals and intended impact, clearly frames the intent of the proposed project, and describes how the proposed project will meet the needs of the target population.

If applicant is currently operating a 21st CCLC program, also describe specifically how the new proposal will expand or enhance the current program.Insert Text Here |

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| 1. **Organization Type:** Indicate the *primary* organization type that is submitting the application as the Fiscal Agent Organization. Check one box only.

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| [ ]  | Local Education Agency (LEA)/Charter/ISD/Lab School |
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|  | **Other Public/Private Organizations:** |
| [ ]  | For Profit  |
| [ ]  | Non-Profit |
| [ ]  | Institution of Higher Education  |
| [ ]  | Faith-Based Organization (FBO) |
| [ ]  | City or County Government Agency |
| [ ]  | Community-Based Organization (CBO) |

**Other Public/Private Organizations:** If the organization type is a public or private organization (i.e., NOT an LEA), describe how the program was developed and will be carried out in active collaboration with the school(s) the students attend, including: the primary point of contact at the feeder school(s); the process and frequency for ongoing and regular communications with the feeder school(s); and the specific procedures that will be used to coordinate learning activities with the classroom teacher or other school staff. Insert Text Here |

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| 1. **Program Structure:** Describe the following program characteristics to demonstrate that theprogram is of sufficient scope to have a measurable impact on student achievement or other student outcomes.

**Availability:** Indicate when programs will operate during the program year. (Check all that apply.) [ ]  After School [ ]  Before School [ ]  Evenings [ ]  Saturdays[ ]  Summer **Insert Text About Program Structure Here****Students Served:** Indicate the grade level(s) of students to be served in the program. (Check one or more boxes.)[ ]  Grades K-5[ ]  Grades 6-8[ ]  Grades 9-12**Program Centers:** List all sites (i.e., centers) where 21st CCLC programs will be operated throughout the program year. For each site, list the days of operation, number of hours offered each week, and total number of proposed slots that will be available for students. *NOTE: Programs must offer a minimum of fifty (50) slots and each program site must offer a minimum of twelve (12) hours of programming per week.* Insert Text Here |

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| 1. **Program Design:** Describe: a) the overall program design and its alignment with stakeholder needs of targeted low-performing, CSI, and/or TSI schools; b) the proposed academic improvement activities to help students meet State academic standards; c) enrichment and other activities that complement the regular academic program; and d) the rationale for why the proposed program activities (both academic and enrichment) are expected to improve student outcomes.

**Insert Text Here****Program Activities:** Check all activities that will be offered in the 21st CCLC program to improve the academic achievement of students.

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| [ ]  | Academic enrichment learning programs, mentoring programs, remedial education activities, and tutoring services, that are aligned with1. The NC Standard Course of Study and any local academic standards; and
2. Local curricula designed to improve student academic achievement, particularly in English/Language Arts/Reading and Mathematics;
 |
| [ ]  | Well-rounded education activities, including such activities that enable students to be eligible for credit recovery or attainment; |
| [ ]  | Literacy education programs, including financial literacy programs and environmental literacy programs; |
| [ ]  | Programs that support a healthy and active lifestyle, including nutritional education and regular, structured physical activity programs; |
| [ ]  | Tutoring services (including those provided by senior citizen volunteers) and mentoring programs; |
| [ ]  | Services for individuals with disabilities; |
| [ ]  | Programs that provide afterschool activities for students who are English learners that emphasize language skills and academic achievement; |
| [ ]  | Cultural programs; |
| [ ]  | Telecommunications and technology education programs; |
| [ ]  | Expanded library service hours; |
| [ ] [ ]  | Parenting skills programs that promote parental involvement and family literacy;Programs that provide assistance to students who have been truant, suspended, or expelled to allow the students to improve their academic achievement; |
| [ ] [ ] [ ]  | Drug and violence prevention programs and counseling programsPrograms that build skills in science, technology, engineering, and mathematics including computer science, and that foster innovation in learning by supporting nontraditional STEM education teaching methods; Programs that partner with in-demand fields of the local workforce or build career competencies and career readiness ensuring local workforce and career readiness skills are aligned with the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2301 et seq.) and the Workforce Innovation and Opportunity Act (29 U.S.C. 3101 et seq.). |

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| [ ]  | Other (If checked, describe):Insert Text Here |

**Sample Program Schedule:** Provide a sample schedule for one week/month of programming for afterschool programs. If a summer program is offered, provide a sample schedule for one week of the summer program as well. If the program schedule varies between sites, provide a sample schedule for each. See sample template of program schedule or SAMPLE Weekly Schedule in the Application Guidance.**Insert Text Here****Rationale for Key Program Activities or Practices:** Describe the rationale for key program activities, including citing the research or evidence base or best practice literature that supports the impact of the proposed activities or practices on academic performance, achievement, post-secondary and workforce preparation, or positive youth development of the students.**Insert Text Here** |

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| 1. **Family Engagement and Communication**: Describe: a) process for assessing family needs in partnership with targeted low-performing, CSI, and/or TSI school(s); b) specific literacy and educational development activities that will be offered to families in support of students’ academic needs (i.e., literacy and related educational development); and c) a schedule of when family engagement activities will occur.

Insert Text Here |

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| 1. **Project Administration:** Describe the program’s implementation strategies and timeline for the upcoming year for each of the following areas.

**Community Outreach:** Describe how the program will communicate with the community (e.g., families, local community, schools) to disseminate information about program access and ongoing student progress.Insert Text Here**Staff Recruitment and Retention:** Describe staffing plan to ensure qualified program personnel are hired and retained, including justification for number of staff, job roles and required qualifications (include volunteers, where applicable). **Insert Text Here****Professional Development:** Describe professional development and trainings to be provided to staff, including volunteers, and how offerings are aligned to program goals to ensure students receive quality academic and enrichment learning opportunities.Insert Text Here**Student Transportation:** Describe how students will be safely transported to and from the center and home. *NOTE: Programs must provide transportation for all participants as needed.***Insert Text Here** |

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| 1. **Capacity to Implement, Partner, and Sustain:** Describe the organization’s: a) past experience/success or capacity to provide high-quality academic enrichment services; b) availability of key resources to be used in the program (e.g., facilities, equipment, technology); c) ability to leverage community-based resources (intended collaborations and partnerships with other organizations to enhance proposed services); d) plan to develop and sustain relationships with schools served; and e)approach to funding sustainability after the grant ends.

*NOTE: Vendors are not considered to be collaborative partners, but are paid contractors who provide specific, time-limited services.* Insert Text Here |

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| 1. **Evaluation Plan and Use of Data:** Describe:a) a clear set of program effectiveness/student success measures that are aligned to the program design and that includes at least one attendance measure and one student academic achievement measure; b) a data collection plan describing how the data for the student success/program effectiveness measures outlined will be collected and analyzed; and c) a description of how data will be used for improvement and annual reporting.

*NOTE: If an external evaluator is used, the cost of the external evaluation must not exceed an amount equal to three percent (3%) of the total grant award.***Insert Text Here** |
| 1. **Budget Narrative and Alignment:** Provide a budget and budget narrative that: a) aligns costs with the programming; and b) demonstrates that costs that are reasonable and necessary. Include detailed projected costs for each of the following budgetary areas:
	1. Salaries and benefits
	2. Operational costs (includes transportation, rental/leased space, utilities, etc.)
	3. Purchased services (includes contracts for professional development, contracted educational programs, and field trips, etc.)
	4. Supplies and materials
	5. Equipment and furniture purchases

*NOTE: Grant writer fees and costs associated with entertainment are unallowable under this grant.* Insert Text Here |

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| 1. **Dun and Bradstreet D-U-N-S Number:** Enter the D-U-N-S number for the applicant organization’s fiscal agent.Applicants must obtain a D-U-N-S number prior to submitting the 21st CCLC Application on CCIP. To obtain a D-U-N-S number, go to: <http://fedgov.dnb.com/webform>.

**Insert Text Here** |

**Plan Relationships Page**

This is a READ ONLY, targeted view of data entered into the Planning Tool section of NC CCIP that is linked to this grant.

As long as applicant has entered at least one GOAL, STRATEGY, and one FISCAL RESOURCE, information will appear on this Plan Relationships page.

**Related Documents**

**Required Documents** (see the Documents Library for 21st Century Community Learning Centers)

* 21st CCLC Basic Organization Information form – Organization Information, Fiscal Agent, Program Director (template provided)
* Organizational Chart – illustrates executive and key personnel of fiscal agent and partners (no template)
* Statement of Assurances (template provided)
* Debarment Certification (template provided)
* Criminal Background Check Certification (template provided)
* Organization’s Written Fiscal Procedures (no template)
* Financial Audit/Status Statement (no template)
* Private Schools Consultation (template provided)
* Total Cost Worksheet (Excel template provided)
* Wallace Foundation Out-of-School Time Cost Calculator Outputs (no template provided, use Output form(s))
* 21st CCLC Proposed Feeder School(s) with School Poverty & Performance Status (Excel template provided)
* 21st CCLC Data Integrity and Confidentiality Certification form (template provided)

**Optional Documents**

* Memorandum of Understanding (MOU) (template provided) *(NOTE: The MOU is a Required Document if applicant is filing as a Jointly Submitted application between an LEA and public or private community organization.)*
* Letters of Commitment/Partnership Agreement (Used to support rating for Section 9: Capacity to Implement, Partner, and Sustain)
* Budget Form FPD 208 (after grant is approved for non-LEAs)