



CONNECTICUT STATE DEPARTMENT OF EDUCATION

**After School Grant**

**PROGRAM FUNDING OPPORTUNITIES  
Information Session**

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After School Program Manager**

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**The purpose is...**

- to create programs that provide students with academic, enrichment and recreational opportunities designed to complement their regular school day.
- to provide opportunities for the families of these students to participate in educational programs.



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## Organizations eligible to apply for after school state funds

- Local education agencies (LEA's).
- Community-based organizations (CBO's).
- Faith-based organizations.
- Other public and private entities.
- A consortium of two or more agencies/ organizations, or entities.
- **Partnerships required** - one or more.
- **Signatures are required and very important.**



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## After School Funding Allocation

- Awaiting state budget – \$5.5 million for **each** of the two years but will not be awarded until state budget is finalized.
- Grants range from **\$25,000 to a maximum of \$200,000** each year.
- Parent fees are allowed using a sliding fee scale.



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## Two Options

- A: Elementary Schools
- B: Middle and High Schools



## Hours of Operation- Minimums

- Elementary School: 9 hours per week, 4 days a week.
- Middle School: 8 hours per week, 4 days a week, can be two two-day sessions (e.g. M/W & T/Th), 45 days attendance.
- High School: 5 hours per week, at least 2 days per week, 30 days attendance.
- No “**drop in**” programs.
- Must explain how the hours and schedule will meet the needs of your students and families.



## Weeks of Operation

- **Minimum of 25 weeks**
- **25-29 weeks**, +5 points  
Max. funding: \$2,200 per student
- **30-34 weeks** +10 points  
Max. funding \$2,800.00 per student
- **35-38 weeks** +15 points  
Max. funding: \$3,500.00 per student



## Attendance requirements

- Two measures required in the proposal and are tracked monthly:
  - Measure #1: Total number of students served
  - Measure #2: Number of students reaching minimum dosage by end of June
- Actual attendance must be at least 80% for each measure.



## Measure #1: Number of students

- Total number of students to be served annually. This may include before school, after school, school vacations and summer, from July 1 to June 30.
- Programs must show that 80% of target was maintained in order to receive full bonus points for future funding.
- *Example:* Expect to enroll 200 students for after school, at least 160 students must have attendance.



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## Measure #2: Minimum Dosage

- Elementary School: 60% of days the site is open
- Middle School: 45 days
- High School: 30 days
- Programs must show that 80% of students meet the standard in order to receive full bonus points for future funding.
- *Example:* Elementary site serving 200 students is open 4 days per week for 30 weeks = 120 days (60% of 120 is 72 days). Minimum number of students that attended at least 72 days of programming in order to get year 2 funding? Answer: 160



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## Supplement not Supplant

- Grantees must use program funds to supplement and not supplant other Federal (21<sup>st</sup> CCLC), State, and local funds.



## Checklist for Success

- Targeted vision, clear goals and measurable objectives—realistic/practical.
- Identify the services to be provided, the days/hours of operation and who will participate (parents).
- Identify partners—roles/responsibilities/timelines.
- Link program to a community need — students – measurable terms.



## Budgeting

- The average program ranges from \$150,000 to \$200,000 per year, serving two sites with a total of 150 students. Smallest grant size is \$25,000 per year.
- Transportation cannot exceed 20% of total budget.
- Budget form shows both grant budget and other funding sources/in-kind.
- Budgets must align with described scope and services.



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## Fiscal Health of Organization

- Schools and LEAs: letter of support from superintendent attesting to program capacity to start on-time.
- Others: Provide evidence that the organization has adequate fiscal health to sustain at least three months of after-school programming, and has adequate financial controls and policies.



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## Nonprofits -- Evidence of Fiscal Health

- Copy of IRS determination letter.
- Organization chart.
- List of Board of Directors with names and affiliations.
- Organization's most recent financial statements and management letter (audited, if available).
- Organization's annual operating budget and actual income and expenses for the current fiscal year.



## Requirements:

- **5%** of annual budget for family engagement.
- **5%** of annual budget for statewide evaluation & data collection (you will be invoiced each year).
- **Grantee meetings:** virtual, in-person & conference calls and **Quality Improvement:** continuous quality improvement process participation.
- **Professional Learning:** on-site, in-state trainings, and out-of-state conferences are allowable expenses.
- **Data entry staff** to enter student attendance.
- **Evaluation:** End of year survey & other as needed.
- Assurance that **Safety Plan in place for each Site.**



## Grant Details and Deadline

- Grant deadline: **July 10, 2023 11:59 p.m.**
- <https://connecticut.egrantsmanagement.com/>
- After School Grant (New)
- Contact April Swain at [April.swain@ct.gov](mailto:April.swain@ct.gov) if you do not have a vendor code
- Contact Millie Crawford at [mcrawford@ling.com](mailto:mcrawford@ling.com) if you don't have eGMS credentials
- **Must move grant through to LEA Superintendent/ Authorized Rep Approved Step by the deadline. NO EXTENSIONS**



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## Existing Grantee Outcomes

- Met program requirements: number of weeks, days and hours, total # students targets, target # students attending 60% of program activities & per student costs, from on-line data collection system.
- Parent Engagement Reporting Form.
- Quality Improvement Reporting Form.
- Up to 30 points awarded total.



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## A. NEED FOR PROJECT

- Provides a description of the applicant community and the needs of the target population. Include data that describes the need including: % students free or reduced-price lunch, are English learners, etc. (5 pts.)
- Provides a description of how the proposed project will remedy the risk factors for each target population, and how the program will supplement not duplicate existing services (10 pts.)



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## B. PARTNERSHIPS AND COLLABORATION

- Provides a detailed description of the partnership between the LEA(s) or school(s) and community-based organization(s) or other public or private organizations and how identified partners will address the specific needs of the target population. (4 pts.)
- Clearly delineates roles of partners, including:
  - a. specific responsibilities of designated staff (3 pts.);
  - b. supervision, evaluation and supports for staff (3 pts.);
  - c. plans for ongoing communication (3 pts.); and
  - d. allocation of resources (3 pts.).



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## B. PARTNERSHIPS AND COLLABORATION

- Describes how program staff will collaborate with school day teachers and disseminate information about program offerings and goals. (3 pts.)
- Describes how professional learning and training opportunities will be shared between partner organizations. (3 pts.)
- Includes letters of commitment from the **lead applicant** that programs have the capacity to invest time and resources to support program start-up and implementation, as specified in the grant proposal, notwithstanding a delay in funding, and that there is a safety plan for each site. (3 pts.)



## C. QUALITY OF PROJECT DESIGN

- Identifies target population, including number of students to be served and addresses needs of target population. (10 pts.)
- Offers students a broad array of additional services, programs and activities, and complements the regular academic program of participating students. (5 pts.)
- Describe how the program will provide family engagement activities, staff training, and /or creates a welcoming program environment for families. (10 pts.)
- Documents logical and realistic project goals, objectives, activities and timeline. (15 pts.)



## C. QUALITY OF PROJECT DESIGN

- Provides a calendar that identifies the program’s start date, end date, days of operation. (15 pts.)
- Outline plans to incorporate cultural competency practices into activity offerings and overall program environment. Describe how the program will incorporate diversity, equity and inclusion (DEI) policies and practices and provides examples. (5 pts.)
- Describes how children will travel safely to and from the program and home. Clearly indicates whether bus transportation will be provided and how this will be funded. Descriptions must align with budget allocations. (5 pts.)



## C. QUALITY OF PROJECT DESIGN

- Describe strategies for recruiting students to fully participate in the program. (5 pts.)
- **Middle and high school programs (ONLY)** include a peer marketing component. (5 pts.)
- Describe how **snack and/or supper** will be provided for program participants. (5 pts.)



## Program Priorities

- **Options A and B**

- Literacy (15 pts.)

- STEAM: Science, Technology, Engineering, Arts and Math (15 pts.)

- SEL, Wellness and Recreation Component (15 pts.)

- **Option B - Middle and High School ONLY**

- College and Career Readiness (10 pts.)



## D. ADEQUACY OF RESOURCES

- Includes an organizational chart of key staff, outlining identified roles (must designate a program director, program coordinator and data person) and amount of time staff will be dedicated to the project. (5 pts.)
- Provides a description of the adequacy of support, including facilities, equipment, supplies and other resources, from the applicant organization or the lead applicant organization. (5 pts.)
- Provide a description of the adequacy of supervision and training for all staff that have contact with children. (10 pts.)



## D. ADEQUACY OF RESOURCES

- Demonstrates that costs are reasonable in relation to the number of persons to be served and to the anticipated results and benefits. (10 pts.)
- Provide evidence that the organization has adequate fiscal health to sustain at least three months of after-school programming, and has adequate financial controls and policies. (5 pts.)
- Identifies the physical location where all programming will be held and describes how the facility is safe and accessible. (5 pts.)



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## E. QUALITY OF MANAGEMENT PLAN

- Describes how the organization will disseminate information about the programs to the community in a manner that is understandable and accessible and includes translation services as applicable. (5 pts.)
- Provides description of the adequacy of the management plan to achieve the objectives of the proposed project on time, within budget, including clearly defined responsibilities and milestones to accomplish project tasks. (10 pts.)
- Provides a description of the coordination of proposed project, between parents, teachers, the community and students. Includes planning and preparation time for after-school teachers to align the program activities with the daily classroom expectations. (10 pts.)



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## Required Documentation

- Applicants will be asked to identify the physical location where all programming will be held and describe how the facility is safe and accessible. Each site must create and maintain a site safety plan, and the letter of support from the lead applicant, either the School Superintendent, Town Chief Elected Officer, or nonprofit CEO or Executive Director, must include a statement to this effect.
- After School Grant Partner(s) Applicant Commitment Letters - Upload one letter signed by the district superintendent and each school principal. Also upload at least one letter from the primary partner applicant.



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## Required Documentation

- After School Grant Signature Page [Upload at least 1 document(s)]
- Standard Statement of Assurances for Grant Programs, signed and dated
- Affirmative Action Assurance, either:
  - Municipalities or municipal school districts with an Affirmative Action Plan on file must certify by signing and uploading the “Affirmative Action Certificate” under the Related Documents section above.
  - Applicants that are not Municipalities or Municipal School Districts must complete the Bidder Contract Compliance Monitoring Report under the Related Documents section above and email it to Attorney Louis Todisco, Connecticut State Department of Education, at [louis.todisco@ct.gov](mailto:louis.todisco@ct.gov).



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## CONTACT INFORMATION

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