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**Division of Learning Services**

**FY20 Comprehensive Literacy State Development Grant**

**Guidelines and Objectives**

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| **Local Education Agency:** |  |
| **Form Completed by:** |  |
| **Email Address:** |  |
| **Phone Number:** |  |

The Arkansas Department of Education may require revisions or additional information to an application and/or decline to award funds to an applicant.

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| **School District or School Specific Grant:** |  |
| **Name of District or School:** |  |
| **K-5 or 6-12** (Please see the Budget section of the RFA for guidance)**:** |  |

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| **PROGRAM DESCRIPTION** |

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| **A. Executive Summary** |
| Provide a summary that briefly describes the proposed project. Program descriptions must address the three CLSD Grant Objectives outlined in the section **Objectives**.  Give the reader a vision of the project and the alignment to the applicant’s local literacy plan. Summarize the amount of funding requested, introduce the grant project goals and activities, and begin to explain how those activities will support advancing the language and literacy development of the children served and developing a model literacy site(s).  Should be no longer than approximately 2 pages double spaced in 10-12 point font (Arial, Tahoma, Times New Roman). |
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| **B. Needs Assessment** |
| Describe the needs assessment data that was conducted to identify how funds will be used to inform and improve comprehensive literacy instruction, aligned to the science of reading, at the proposed model literacy site(s), (e.g., ACT Aspire data, benchmark data, school and community surveys).  Should be no longer than approximately 1 page double spaced in 10-12 point font (Arial, Tahoma, Times New Roman). |
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| **C. Level of Current Implementation** |
| Describe the current level of implementation (exploration, initial implementation, full implementation) of literacy support within the LEA. Discuss the school and/or district’s level of implementation of the Arkansas Right to Read legislation.  Should be no longer than approximately 1 page double spaced in 10-12 point font (Arial, Tahoma, Times New Roman). |
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| **D. Integration** |
| K-12 applicants describe how the identified school(s) and/or district will integrate comprehensive language and literacy instruction into a well-rounded education through both existing resources and support from the CLSD grant.  Should be no longer than approximately 1 page double spaced in 10-12 point font (Arial, Tahoma, Times New Roman). |
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| **E. Proposed Implementation** |
| Describe the implementation of the proposed project to develop a model literacy site or sites by Spring 2022.  This includes:   1. Key activities; 2. Lead person(s); 3. Specifics of implementation; 4. Resources needed; 5. Performance measure(s); 6. Timeline; and 7. District support plan.   Should be no longer than approximately 2 pages double spaced in 10-12 point font (Arial, Tahoma, Times New Roman). |
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| **F. Monitoring** |
| Describe how the project will be monitored through data-driven decision-making, including a plan for revising and using ongoing data-driven decision-making; and describe the child/student performance assessments used to monitor progress toward meeting performance goals.  Should be no longer than approximately 1 page double spaced in 10-12 point font (Arial, Tahoma, Times New Roman). |
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| **G. Capacity Building and Sustainability** |
| 1. Describe how the proposed project will increase the capacity of the applicant to provide high-quality literacy improvement programming beyond the end of the federal financial participation; 2. Describe how educators throughout the LEA and/or early childhood program were involved in the development of the plan and how the LEA has gathered support for the proposal among educators and stakeholders; and 3. Describe how the LEA will sustain the project initiative programming beyond the federal funding provided by the Comprehensive Literacy State Development grant.   Should be no longer than approximately 2 pages double spaced in 10-12 point font (Arial, Tahoma, Times New Roman). |
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| **BUDGET** |

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| 1. **Budget Worksheet** |
| Applicants must complete and upload the Budget Worksheet (Excel file titled **FY20 Grants Budget and Narrative**). The Budget Worksheet details the proposed budget needs for the two years of the Comprehensive Literacy State Development grant. |

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| **B. Budget Narrative** |
| Provide an itemized **budget breakdown and justification by project year for each budget category** listed in the Budget Worksheet.  Please be sure to identify what percentage of funds will be allocated for Kindergarten to Grade 5 and/or Grade 6 to Grade 12. For schools that include grades from both the K-5 and 6-12 grade bands, the school will be categorized as a K-5 school if a majority of the grade levels are within the K-5 grade band, and the school will be categorized as a 6-12 school if a majority of the grade levels are within the 6-12 grade band. For schools that have an equal number of grades within each grade band, this will be identified in the application.  Budget includes only allowable use of funds as described in the section Allowable Costs.  Should be no longer than approximately 2 pages double spaced in 10-12 point font (Arial, Tahoma, Times New Roman). |
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| **OBJECTIVES** |

**Complete the following tables to include three or four performance objectives that support the goals of the grant and explain what the funding will accomplish.**

Objectives should lend themselves to either quantitative or qualitative measurement.

**At least one objective must be quantitative.**

**NOTE: Grantees will be required to report on the objectives and performance measures in each performance report. There will be a minimum of two performance reports due each year. Additional metrics may be required if awarded a grant.**

All grant applications must provide a description of how the program will be evaluated for effectiveness. Establish one or two performance measures for each objective that demonstrates whether the recipient is making progress towards each objective. For each performance measure, a target level of performance must be established to compare to actual performance data to demonstrate the recipient's progress towards meeting or exceeding the target level of performance.

Complete the tables to include the literacy performance objectives. Each objective must have performance measures that demonstrate achievement or progress toward achievement of the objective, the target level of performance for each measure, and the projected date for the achievement of each target level of performance.

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| 1. **Program Performance Required Objective:** |
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| **Year 1** | | | |
| **1a. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| **1b. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| **Year 2** | | | |
| **1a. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
|  | **NA** |  |  |
| **1b. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
|  | **NA** |  |  |

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| 1. **Provide brief overview (Justification of alignment to Arkansas CLSD Goals.)** |
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| 1. **Program Performance Required Objective:** |
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| **Year 1** | | | |
| **2a. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| **2b. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| **Year 2** | | | |
| **2a. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
|  | **NA** |  |  |
| **2b. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
|  | **NA** |  |  |

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| 1. **Provide brief overview (Justification of alignment to Arkansas CLSD Goals.)** |
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| 1. **Program Performance Required Objective:** |
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| **Year 1** | | | |
| **3a. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| **3b. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| **Year 2** | | | |
| **3a. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
|  | **NA** |  |  |
| **3b. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
|  | **NA** |  |  |

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| 1. **Provide brief overview (Justification of alignment to Arkansas CLSD Goals.)** |
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| 1. **Program Performance Required Objective:** |
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| **Year 1** | | | |
| **4a. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| **4b. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| **Year 2** | | | |
| **4a. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| **4b. Performance Metric** | **Baseline** | **Target Level of Performance** | **Date for Achievement** |
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| 1. **Provide brief overview (Justification of alignment to Arkansas CLSD Goals.)** |
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