



21st Century Community Learning Centers Program

2010-2011 Competitive NGO - Technical Assistance

March 22, 2010

New Jersey Department of Education
Office of Educational Support Services



ALL APPLICANTS SHOULD

- READ THE NOTICE OF GRANT OPPORTUNITY (NGO)
- PROVIDE CONCISE AND COMPLETE INFORMATION
- SUBMIT ALL REQUESTED DOCUMENTATION



NGO Section 1: Grant Program Information

- Eligibility Requirements [NGO, page 2]
 - Title I Schoolwide or
 - Low-Income



Conditions of Award

- See page 3 of NGO
- School Collaboration
- Child Care Licensing
- Nonpublic Participation

Federal Compliance Requirements

- DUNS, CCR [NGO, page 6]
 - Visit <http://fedgov.dnb.com/webform> to obtain a DUNS number.
 - Visit <http://www.ccr.gov> to register with the CCR database.
 - Submit the **Documentation of Federal Compliance** form (Appendix 6).

Statutory/ Regulatory Source and Funding

- Maximum Award Amounts [NGO, page 7]

Level of Service	Max. Eligible Amount
30-74	\$300,000
75-100	\$350,000
101-150	\$425,000
151-200	\$500,000
201 +	\$535,000



Statutory/ Regulatory Source and Funding

- See page 7 of NGO
 - Cost Justification
 - Supplemental Funds
 - Matching (Optional)

Program Assessment [NGO, Pg 11]

- Statewide Evaluation
- Local Evaluation – General Expectations
- Local Evaluation – Use of Action Research
- Local Evaluation – Planning Proposal



NGO Section 2: Project Guidelines

- Section 2 is designed to provide a framework within which to plan, design, and develop a 21st CCLC Program, adhering to the requirements.



Priority Consideration [NGO, pg 15]

- Applicants are **NOT** required to apply for any priority.
- 2 types of Priority
 - Partnership (Appendix 10)
 - Match (Appendix 7)



Program Requirements

- Refer to section 2.2, pages 16-27
- The requirements are broken into three categories:
 - Programmatic
 - Operational
 - Stakeholders



Programmatic and Stakeholder Requirements

- Theme-based Programs [pg 16]
- Inquiry-based Learning [pg 18]
- Intentional Planning, Coordination, and Communication with School Day [pg 20]
- Partnerships [pg 27]

Standard Competitive Application (SCA)

- Application Instructions
- SCA Components
- SCA Program Requirements Checklist
- Appendices

Application Components

- Statement of Need [NGO, pg SCA-2]
- Project Description [NGO, pg SCA-3]
- Goals, Objectives and Indicators [NGO, pg SCA-5]
- Project Activity Plan [NGO, pg SCA-8]
- Organizational Commitment and Capacity [NGO, pg SCA-19]
- Budget [NGO, pg SCA-40]



Components most applicants fail to sufficiently detail in application:

- Goals, Objectives and Indicators
- Missing Documentation
- Project Activity Plan
- Budget

GOALS, OBJECTIVES, AND INDICATORS

- You will need to evaluate your project's success in achieving its goals and objectives, which are provided for you in the SCA.
- You will accomplish this by establishing indicators of success for each project goal and corresponding objective.
- Performance indicators will be the guideposts used to evaluate your program.



Performance Indicators

- **Definition:** Performance indicators are quantifiable performance measurements used to define success factors and measures progress toward the achievement of your program's goal.



Performance Indicators

- Each indicator must:
 - Specify a time frame when that objective will be achieved;
 - Identify the participants and needs served;
 - Specify what will be achieved; and
 - Identify the expected level of performance.

Performance Indicators

- Additionally, indicators must be:
 - **Relevant**
 - **Specific**
 - **Measurable**
 - **Time frame**
 - **Concise**



Performance Indicators

- Poor Indicator: Program will utilize Computer Explorers as a means to infuse computer and technology, impacting 100% of students. Computer Explorers was founded on the premise that all children should have access to quality technology education.



Performance Indicators

- Better Indicator: Program will utilize Computer Explorers for 12 weeks, increasing at least 75% of students' skills in math, science, reasoning, language arts, and critical thinking, as measured by completion of technology projects.



Project Activity Plan

The project activity plan activities represent a well defined and logically sequenced series of steps that will be implemented to achieve each mandated goal and objective and result in the attainment of the performance indicators. Activities must be specific and measurable and in complete action-oriented sentences.

Why?

- Track progress
- Accountability
- Link to budget

Points to Remember...

- The Project Activity Plan pages have been pre-slugged with the state-mandated goals and objectives.
- Avoid excessive wordiness.
- Use action-oriented sentences.
- List only the major activities that relate to the overall goals & objectives.
- Identify the persons directly responsible for the implementation of the activity.
- List relevant & appropriate documentation.



Project Activity Plan Format

- Goals and objectives have been numbered.
- Corresponding implementation activities must be numbered 1.1.1, 1.1.2, 1.1.3, etc.
- Insert the program-specific performance indicators with the corresponding goals and objectives.
- Each objective specifies a particular objective.



Sample Activity Description

Specific and measurable

Unacceptable: Meetings with community partners, community entities, collaborators.

Acceptable: Relevant program staff will meet with community entities, partners and collaborators on a quarterly basis.

Report Period Column

- In the Report Period Column, open triangles (Δ) indicate activities which will occur in the corresponding reporting period/quarter.
- If the activity is ongoing or recurring, place an open triangle under the appropriate period(s) in which the activity will take place.
- If the activity is not occurring in a particular reporting period(s), do not add a triangle.

Sample Project Activity Plan Page

Applicant Agency: _____ Page ____ of ____ Date _____

**21st CENTURY COMMUNITY LEARNING CENTERS PROGRAM
Standard Competitive Application (SCA)**

**PROJECT ACTIVITY PLAN (20 POINTS)
2010-2011**

Instructions: The project activity plan should describe proposed activities that will be implemented to achieve each mandated goal and objective and result in the attainment of the performance indicators. Applicants must create implementation activities that directly relate to the state-mandated goals, objectives and indicators. They must be specific and measurable and in complete action-oriented sentences (see page 20 for more details). Include the project specific indicators, with the appropriate numbering from pages vi and vii.

Goal 1: To provide high-quality educational and enrichment programs that will enable students to improve academic achievement, and promote positive behavior and appropriate social interaction with peers and adults.

Objective 1.1: The agency will establish and maintain partnerships and collaborative relationships within the community to enhance students' access to a variety of opportunities.

Indicator# 1.1a: Program administrators will meet with partners, collaborators and the advisory board at least on a quarterly basis.

Implementation Activity	Person(s) Responsible for Conducting Activity	Documentation	Report Period (Δ) *			
			#1	#2	#3	#4
Follow this numbering example for the input of implementation activities (use for each goal/objective): 1.1.1: Participants will be provided with academic enrichment in the areas of math, reading and science using the E.D.C curriculum, 5 times/week for 1 hour/day. 1.1.2: The program is partnering with the Kids R' Us Community Center to provide health and wellness activities for participants, 3 times per week. 1.1.3: The advisory board will meet quarterly to discuss effective program management and implementation.	Certified Instructors Project Director Project Director, Site Coordinator	Curriculum, lesson plans Partnership agreement Board meeting agenda and minutes	Δ	Δ	Δ	Δ



Documenting Required Program Components

- The following required program components must be included in the project activity plan:
 - Academic Remediation
 - Academic Enrichment
 - Cultural and Artistic activities
 - Positive youth development activities
 - Health, nutrition, fitness and physical activities
 - Parent/family involvement activities
 - Summer programming

Documenting Required Program Components (Cont'd)

- Additional required program components:
 - Daily Snack
 - Evaluation activities
 - Stakeholder Advisory Board meetings
 - Student Council meetings
 - Partner/collaborator meetings
 - Off-site educational activities (field trips)
 - Required trainings/professional development
 - Any activities related to the chosen theme



Linking Activities to Goals and Objectives

○ Goal 1

- Partner/Collaborator and Stakeholder Advisory Board and Student Council Meetings (Objective 1.1)
- Positive Youth Development (Objective 1.3)
- Academic, Recreational, Cultural Enrichment, and Youth Development Activities (Objective 1.3)
- Field Trips (Objective 1.4)
- Daily Snack (Objective 1.4)



Linking Activities to Goals and Objectives

- Goal 2
 - Family Involvement Activities (Objective 2.1-2.3)
- Goal 3
 - Professional Development/Trainings (Objective 3.1)
 - Evaluation (Objectives 3.2-3.4)



Identifying Program Components

- When identifying the name of a particular program, put the type of activity being conducted in parentheses:

Community Service (youth development)

Yoga (physical activity)

ESL classes (parental involvement)

NASA Program (STEM)



NGO Section 3:

- Your application is evaluated by a reader panel on the basis of
 - Quality
 - Comprehensiveness
 - Completeness
 - Accuracy and appropriateness of response to the guidelines and requirements of the governing NGO



Selection Criteria

- Grant application readers will use the six standard selection criteria and the application construction guidelines contained in Parts II and III of the DGA as the basis for their evaluations.

Scoring Criteria

Application Component <i>The attached Standard Competitive Application (SCA) contains each of the referenced sections below:</i>	Point Value	Extra Point Value
STATEMENT OF ED	5	
PROJECT DESCRIPTION Two additional points for Priority Consideration A [see page 15 of this NGO]	25	2
GOALS, OBJECTIVES, INDICATORS and EVALUATION	20	
PROJECT ACTIVITY PLAN (year one)	25	
ORGANIZATIONAL COMMITMENT AND CAPACITY	10	
BUDGET (2010-2011 budget) Three additional points for Priority Consideration B [see page 15 of this NGO]	15	3
TOTAL	100	5

Program Questions?





Constructing the Budget

Dave Carbone, Grant Specialist
Office of Grants Management