

School Age Child Care Program

Successful proposal shared with SchoolGrants by Gary Frye

[This proposal has been retyped for the SchoolGrants Community. Some forms, which were submitted with the application – for instance, the Title Page - have not been included in this sample proposal.]

PROGRAM NARRATIVE

The Program Narrative should answer these questions: 1) What do you plan to do; 2) How are you going to do the work; 3) Who is going to do the work; 4) How will you know if the project is successful; and 5) Where will the project be performed?

Organize the narrative into sections entitled: Specific Aims; Key Personnel; Other Support; Service Area; and Evaluation. You should complete this page and the following page, and make copies of the following page as needed.

Needs Assessment: When we learned of this grant I, Gary Frye, met with the effected campus administrators, staff, and parents to determined the type, focus, and activities that they felt would extend the summer enrichment program that we created with another TWC grant. From these discussions we determined that a program that met 3 days a week after school to focus on reading skills along with other academic skills in a mentoring program would benefit the greatest number of students. Also, we determined that a six-weeks awards night would help us get more parents to the school. Further, we thought that having the students go to Texas Tech University (TTU) once a semester for a cultural program would increase these students' awareness of the world around them. Lastly, we wanted to have an intensive training program for the younger students because we have found the greatest increase of skills in the TWC summer in this younger group. We will be able, with mirror modifications in routes, to have late bus routes that target lower socio-economical groups by having the late buses go to these historically low SES areas so transportation will not be an issue. This will also allow us to leverage the district's funds, because these routes are funded, so that more TWC funds can be used for direct services.

Specific Aims: The specific aims of this program are as follows: 1) to provide a reading mentoring program to increase the abilities of lower SES students along with other academic activities, 2) to provide methods to increase parental participation with their child(ren) and the school, (3) to provide cultural enrichment activities, and 4) to provide an intense intervention program for LCISD's younger at risk students.

The Plan for the Program: *What do we plan to do:* We plan to take what we have learned from the TWC Summer program and extend it into the regular school year program by establishing an after school reading

leveling program along with extra help in academic areas that individual students are behind and creating an intensive early childhood intervention program. The reading leveling program will be an after school program that help students reach their grade level for reading abilities. The additional academic help will be in areas that students are not making successful progress in their classes. We will use TTU students as mentors to these students. We will purchase books that are designed to increase the students reading abilities. LCISD will provide the additional supplies needed for academic activities at no cost to the grant. We will have a night awards assembly once each six-weeks to give the parents an opportunity to meet with the TTU students and staff. We will do this so that the school can make a connection to the parents, thereby increasing the likelihood that a climate for learning is created. Further, once a semester we will go to TTU for a cultural activity so that these students are exposed to the world around them. Lastly, we will use this program to extend these students creative abilities by having them create activities, with the help of the TTU mentors and LCISD staff, that they feel will improve their education. We have learned in the summer TWC program that parents sometimes do not bring their children to the program even after they have committed to be in the program. Therefore, we were looking for a program that could be integrated with the after school program but could be taken into the home. We found the Lightspan Partnership program that can be done in the home and will achieve the three curriculum goals of TWC. We needed to focus this program on a grade range because of the cost. From the TWC summer program we determined that earlier grade students tend to show more of an effect from intervention. The younger students have not just maintained academic and social skills, but have seemed to be learning more new skills when compared to the older students. Therefore, will use the Lightspan K-2 program. This program will allow us to work more closely with parents of younger students on academic as well as social skills. While the initial cost of this program is high, the students and teachers can be cycled through the program so that its effects are increased. Also, all up-dates to the program and training how to use the program are included. Further, the parents are an activity participants in their child's education in this program. All of these items should help in the education of these students and make them more likely to attend the other activities of this program. We will also leverage TWC's funds by pairing this Lightspan program with another grant that we have gotten to develop a home liaison program. This pairing will allow us to have the staff go into the homes to assist with the program.

Key Personnel: *Who is and how we are going to do the work:* The grant will be administered by central office staff as an addition to their normal duties. Gary Frye will be the overall coordinator of the program. Sara

Solloway and Angie Dunlap will coordinate the TTU students. The campus administrators from Elementary, Intermediate and Junior High will, with the teaching staff from these campuses, assist the TTU student mentors in creating and running the reading leveling program. The home liaison staff will assist with the Lightspan home program. The program will be done after school between 3:40 and 4:40 on Monday, Wednesday, and Thursday. LCISD will provide a late bus to take these students home. We will target areas traditionally are lower economic income levels. We estimate that we will have 50 to 80 students in the targeted areas. The awards program will be held at the LCISD cafetorium once a six-weeks. Once a semester we will take the students to a cultural event at TTU. The Lightspan Partnership will have 2 teachers and 15 students with their parents in the program at any one time. This program will allow us to engage in intensive parental, student, and teacher interactions. This will allow LCISD to meet the three goals for curriculum that TWC has established. Also, when these parents and students have achieved a level of knowledge that allows them to function independently, we will be able to move the program to another 2 teachers and 15 students with their parents.

Other Support: *Where the project will be done:* We will use the Cafetorium as the place for all activities that occur at LCISD. For the TTU field trips, we will be at the building on the TTU campus. The Lightspan program will be done at school and in the homes of the students.

Service Area: This grant will serve students from the LCISD area. This district is in Lubbock county. Please see generalized district map in the appendix for service area.

Evaluation: *How we will know that the project is successful:* We will look at the number of students served and if the activities stated are done. We will determine the increase in parental activity that this program has caused. The next level of evaluation will be to look at the quality of academic performance enhancement that these students achieve as measured by student grades and performance on standardized tests. We will have formative evaluation initially at the end of each week to determine how we can better meet the needs of the students. This time period will be extended as the program is refined. We will have a summative evaluation of the program at the end of the school year to determine the effects on the students academic performance. We will use all of this information to improve the program for the next school year. Since this grant will pay most of the initial cost, we should be able to continue this program in the regular school year with LCISD funds. Information about the program will be published in the campus and district newsletters. We will make information about the program available to other school districts upon request.

Student Demographics: We estimate that we should have between 50 and 80 students in this program. They should be 70% Hispanic and 30% Anglo with 25% being special needs students. The ages will range from 5 to 15 years. Approximately 60% of the students will be from two parent family types, 20% from female head single parent, 10% from male head single parent, and 10% other relatives. There will be 20+ staff members involved in the program directly and indirectly.

PERFORMANCE STATEMENT

Service Area: (list all counties served): Lubbock

Objectives and Related Activities

Objective 1:	To provide a reading mentoring program to increase the abilities of lower SES students along with other academic activities.	<p>Accomplishment date(s):</p> <p>8/20, 24, 26, 27, 31</p> <p>9/2, 3, 9, 10, 14, 17, 21, 23, 24, 28, 30</p> <p>10/1, 5, 7, 8, 12, 14, 15, 19, 21, 22, 28, 29</p> <p>11/2, 4, 5, 9, 11, 12, 16, 18, 19, 23, 30</p> <p>12/2, 3, 7 9, 10</p> <p>1/7, 11, 13, 14, 20, 21, 25, 27, 28</p> <p>2/1, 3, 4, 8, 10, 11, 17, 18, 22, 24, 25</p> <p>3/1, 3, 4, 8, 10, 11, 22, 24, 25, 29, 31</p> <p>4/1, 7, 8, 12, 14, 15, 19, 21, 22, 26, 28, 29</p> <p>5/3, 5, 6, 10, 12, 13, 17, 19, 20</p>
	Activity 1.1 Have the TTU student mentors work with the LCISD students	On all of the above dates.
	Activity 1.2 Have the TTU student mentors work with the LCISD students on their homework and/or other areas of academic concerns	On the above dates as need by the LCISD students.
Objective 2:	To provide methods to increase parental participation with their child(ren) and the school	<p>9/24, 28-30</p> <p>10/5, 5-7, 19-21</p> <p>11/2-4, 5, 16-18</p> <p>12/7-9</p> <p>1/7, 11-14, 25-27</p> <p>2/8-10, 11</p> <p>3/1-3, 22-24</p> <p>4/8, 12-14</p> <p>5/3-5, 17-19, 24</p>
	Activity 2.1 Have Home Liaison staff work with the parents in the home on Lightspan program	<p>9/28-30</p> <p>10/5-7, 19-21</p> <p>11/2-4, 16-18</p> <p>12/7-9</p> <p>1/11-14, 25-27</p> <p>2/8-10</p> <p>3/1-3, 22-24</p> <p>4/12-14</p> <p>5/3-5, 17-19</p>
	Activity 2.2 We will have an awards night for the students in the program	9/24, 10/5, 11/5, 1/7, 2/11, 4/8, 5/25

Objective 3:	To provide cultural enrichment activities	12/5, 5/7
	Activity 3.1 We will go to TTU for a Spike Lee lecture	12/5
	Activity 3.2 We will go to TTU for a Hispanic Dance troop	5/7
Objective 4:	To provide an intense intervention program for LCISD's younger at-risk students	9/24, 28-30 10/5-7, 19-21 11/2-4, 16-18 12/7-9 1/11-14, 25-27 2/8-10 3/1-3, 22-24 4/12-14 5/3-5, 17-19 Normal school days See attached 1998-99 School Calendar
	Activity 4.1 We will have the staff trained on the Lightspan program	9/24-25
	Activity 4.2 We will have the parents trained on the Lightspan program	9/28
	Activity 4.3 We will have the Home Liaison staff go into the parents' homes to help them with the Lightspan program	9/28-30 10/5-7, 19-21 11/2-4, 16-18 12/7-9 1/11-14, 25-27 2/8-10 3/1-3, 22-24 4/12-14 5/3-5, 17-19
	Activity 4.4 We will have the teachers work with students on the Lightspan program in the student's regular class	Normal school days See attached 1998-99 School Calendar

[Note: Included in the submitted proposal and omitted here:

- 1998-99 School Calendar
- Calendar pages delineating activities shown above

BUDGET NARRATIVE

Describe in detail the accounting system in place, persons responsible for financial oversight and type of costs to be charged to the grant. Any *cost allocations* applied to the project and consulting/contractual charges must be clearly identified. Costs must relate to direct program / project activities only. Administrative costs are limited to 10% of the amount requested. ***Please limit the Budget Narrative to two (2) pages.***

We will use the normal accounting procedures current in place to track and audit the funds from TWC. Betsy Adams, business manager, will be responsible for the final oversight of these funds. Gary Frye, project coordinator, will assist her in this activity.

We will spend the funds for TWC on the following items: Personnel \$3,548; Supplies \$2,002; Equipment \$2,500; Contractual \$15,350; Other \$1,600. This is a total requested amount from TWC of \$25,000. LCISD will provide at least a \$24,201 match coming from an in-kind match of \$23,433 from TTU mentor students' time and \$768 in aides salary in cash. Since this is well over the 20% requirement, we are not including travel, utilities, phone, printing, indirect services, etc. because LCISD will pay for these items as a normal course of increased instruction for these students.

The personnel costs will allow us to have one certified teacher and four teachers aides to help the TTU student mentors who will be doing the direct instruction with the students. This level of staffing, with the assist of the TTU staff, will allow us to organize this portion of the program effectively. The salary for the aides comes from LCISD's current rate of \$8.00 per hour for extra duty pay for an educational paraprofessional – 91 days @ 1 hour @ 4 staff members @ \$8.00 for a total of \$2,912; of which we are asking for TWC to fund \$2,144. The salary for the certified teacher comes from extending the hourly rate of \$15.43 for extra duty pay to the 91 hours that this teacher will work in the program – 91 days @ 1 hour @ 1 teacher for a rounded total of \$1,404. The in-kind match of the TTU student mentors was determined by taking minimum wage value of their time – 91 days @ 1 hour @ 50 TTU mentors @ \$5.15 for a rounded total of \$23,433.

We will obtain approximately 400 AR books that are high interest and low reading ability so that these students can have access with the reading portion of the program. These books cost approximately \$5.00 each. We will purchase \$2,002 worth of books with LCISD paying for any small overage due to shipping. We will supply the additional items that the TTU mentors need to help the students with their homework and other areas of academic problems.

We will obtain 20 Sony Play Stations that are used to run the Lightspan educational CD's. We have gotten Best Buy to reduce the price of these systems \$25 a system, giving LCISD a cost of \$125 per unit. The total cost is \$2,500 for the 20 systems. There will be 15 systems in parents' homes, 2 in the teachers' rooms, and 3 that will be used for extra instruction with the after school program.

We will contract with the Lightspan Partnership to provide training, updates, and the systems for 2 teachers and 15 students. This will allow us to effectively work with our most at risk students and parents on the three curriculum skills outlined by TWC. We will be able to cycle teachers, parents and students through this program as their skills level increase. The fees to have 2 teachers and 15 students licensed to use this program is \$15,350.00. These fees include training for teachers and parents, student CD's, updates to the program, and teacher manuals. We will be able to have different teachers and students up to these numbers in the program as the license is for a certain number of teachers and students, not specific teachers and students. (Please see information in the appendix for more information about this program)

The fees for the TTU trips will allow us to let everyone go to the culture events. Without these funds some students might not be able to afford the culture programs which would defeat the part of the purpose of this grant. We are estimating that we will have 80 students, parents, and staff going to these events at an approximate cost of \$10.00. We will determine if having a bus come from LCISD or some other means of transportation would be the most effective at getting these people to these activities. If a bus is used, LCISD will pay this cost.

There are several other costs as printing, utilities, cleaning, etc. that are not included in this grant because Mr. Henderson felt like the school could pay all of these costs if the rest of the program was funded. Also, this would allow LCISD to determine that with the initial start-up costs funded by the TWC grant the likelihood that we would be able to continue the program in future years.

[Not included in this sample: Match Identification & Calculation sheet – the match is described in the narrative above. Only those budget summary pages applicable to this program are included in the next section of the proposal.]

BUDGET SUMMARY

PART TWO: DIRECT SERVICES

Budget Categories	Total Amount
1. Personnel (Budget Support Sheet 1-B)	\$ 3,548
2. Fringe Benefits (Budget Support Sheet 1-B)	0
3. Supplies (Budget Support Sheet 2-B)	2,002
4. Travel (Budget Support Sheet 3-B)	0
5. Equipment (Budget Support Sheet 4-B)	2,500
6. Contractual (Budget Support Sheet 5-B)	15,350
7. Other (Budget Support Sheet 6-B)	1,600
SUBTOTAL	\$25,000
	Subtotals:
Administration	0
Direct Service	25,000
GRAND TOTAL	25,000

**Budget Support Sheet 2B
SUPPLIES – DIRECT SERVICE**

DESCRIBE PROJECT EQUIPMENT BELOW			
PURCHASES (INCLUDE BRAND/MODEL)	# OF UNITS	\$ UNIT COST	TOTAL AMOUNT
Reading Leveling Books	400	5.00	2,002
	SUBTOTAL:		2,002
LEASES (INCLUDE BRAND/MODEL)	UNIT COST	TWC GRANT AMOUNT	TOTAL AMOUNT
	SUBTOTAL:		
	TOTAL:		2,002

**Budget Support Sheet 4B
EQUIPMENT – DIRECT SERVICE**

DESCRIBE PROJECT EQUIPMENT BELOW			
PURCHASES (INCLUDE BRAND/MODEL)	# OF UNITS	\$ UNIT COST	TOTAL AMOUNT
Sony Play Station - Basic	20	125	2,500
	SUBTOTAL:		2,500
LEASES (INCLUDE BRAND/MODEL)	# OF UNITS	UNIT COST	TOTAL AMOUNT
	SUBTOTAL:		
	TOTAL:		2,500

Budget Support Sheet 5B
CONSULTANT/CONTRACTUAL – DIRECT SERVICE

CONTRACTUAL BUDGET CATEGORIES (Give detailed descriptions of any consultant/contractual costs, i.e. \$ per hour, \$ per job performed, etc.	TOTAL AMOUNT
Lightspan Partnership – fees for materials, training, updates and license for 2 teachers and 15 students from the K-2 grade range	15,350
TOTAL:	15,350

Budget Support Sheet 6B
OTHER-DIRECT SERVICE

OTHER BUDGET CATEGORIES (Utilities, rent, postage, etc.) Give a detailed description of each cost.	TOTAL AMOUNT
Fees for cultural events at TTU	1,600
TOTAL:	1,600

Attachments sent with this grant included:

- Contractor Certification of Eligibility Form
- Document listing Board of Trustees
- 501(c)(3) Tax exempt status provided by public accountant
- Sales and Use Tax Permit
- Certificate of Liability Insurance
- Designated Grant Signature Authority for LCISD
- Resumes of key project personnel
- Letter of Cooperation/Collaboration from TTU
- District Map
- State Travel Guidelines
- Information about Lightspan School-Home Connection
- Financial statements