



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
 State Superintendent of Education

September 25, 2024

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
 State Superintendent of Education

RE: Alabama Summer- and After-School Program (ASAP) Grant

The Alabama Summer- and After-School Program (ASAP) grant is funded through the Alabama State Department of Education (ALSDE) to implement or enhance existing after-school and/or summer-learning programs that provide student learning and academic enrichment activities. These programs must include students in any grade configuration of Pre-K-12.

Funds must be used to accelerate student learning in the areas of Science, Technology, Engineering, Math (STEM) and/or reading. Grant funds may be used to promote academic enrichment, such as activities that support foundational learning, knowledge-building, application of learning in novel ways, homework assistance, tutoring activities, financial literacy, arts education, etc.

If a local education agency (LEA), municipality, or not-for-profit organization wishes to apply, the application opens on Monday, September 30, 2024, at 8 a.m. (CST) and closes on Thursday, October 31, 2024, at 5 p.m. (CST). The applications will be submitted using this [PowerForm](#) in DocuSign.

At least 45 grants will be awarded in the amount of up to \$50,000 per LEA, municipality, or not-for-profit organization. The fund source is 1134. These grants will be available for implementation upon program notification of award status. Funds will be distributed in February 2025 (1/2 total), April 2025 (1/4 total), and June 2025 (1/4 total). The program can begin as early as Thursday, January 2, 2025, and funds must be expended by Friday, September 12, 2025. Program evaluations will be due to the ALSDE no later than Wednesday, September 24, 2025.

If you require assistance, please contact Mr. Jeff Norris, Education Specialist, Office of Extended Learning, by telephone at (334) 694-4927 or by email at oxl@alsde.edu.

EGM/MS/JN

Attachments

cc: Mrs. Angela Martin
 Dr. Melissa Shields
 Dr. Brandon T. Payne
 Mrs. Bonnie Short
 Mr. Jeff Norris

FY24-2088

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APPENDIX A

EXPLICIT INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION

Before initiating the PowerForm, a best practice is to create a free DocuSign account (<https://www.docusign.com>). The account creation **must** occur prior to starting the PowerForm for the Fiscal Year 2025 Alabama Summer- and After-School Program (ASAP) Grant. Creating an account allows the originator to track the envelope as it progresses through each assigned recipient. After creating the account, please follow these steps:

1. Enter the name and email address of each person who will be assigned to one of the signing roles.
2. Once all names and emails are entered, click the “Begin Signing” icon. A new window will populate, and the application will show.
3. Complete all required fields and then “Finish.”
4. Upon clicking the “Finish” button, the envelope will automatically be sent to the next signee until all signatures have been collected.

Please note that during the electronic signing process, all signers will receive an email invitation to sign the document. The application will not be considered complete until *all* parties have added signatures. To check the status of signatures, log in to the created DocuSign account. Access the “Manage” tab to track the envelope. It will show the status of the envelope, such as whose signature has been collected and whose signature is still needed.

For questions regarding the DocuSign process, please contact Mrs. Meagen Anthony-Rush at meagen.anthony@alsde.edu. For questions regarding the content of the grant application, please contact Mr. Jeff Norris at jeff.norris@alsde.edu.

**ALABAMA SUMMER- AND AFTER-SCHOOL PROGRAM (ASAP)
GRANT INFORMATION**

ANNOUNCEMENT OF FUNDING OPPORTUNITY

Grant funds are currently available through the Alabama State Department of Education (ALSDE) to implement or enhance existing after-school and/or summer-learning programs that provide student learning and academic enrichment activities. Funds must be used to accelerate student learning in the areas of Science, Technology, Engineering, and Math (STEM) and/or reading. Grant funds may be used to promote academic enrichment, such as activities that support foundational learning, knowledge-building, application of learning in novel ways, homework assistance, tutoring activities, financial literacy, arts education, etc.

PURPOSE

The purpose of this grant funding is to establish or enhance existing after-school/ summer-learning programs that provide students with opportunities for academic acceleration and enrichment, character enrichment, and other activities designed to complement the student's regular academic program. Applicants must be willing to utilize the Alabama Afterschool Quality Standards when planning and implementing after-school/summer-learning programs. Click [here](#) to view the Alabama Afterschool Quality Standards.

WHO IS ELIGIBLE TO APPLY?

Local education agencies (LEAs), city or county government agencies, and not-for-profit organizations are eligible to apply. Grant priority will be given to programs that serve target populations with a poverty percentage of 65% or higher.

- Programs where the target population has a poverty percentage of 65% or higher based upon free and reduced lunch numbers.
or
- Areas with a lack of access to high-quality afterschool/summer programming as deemed by waitlist or other indicators.

PROJECT PERIOD

January 2, 2025-September 12, 2025 (including summer 2025).

APPLICATION PROCESS AND TIMELINE

The ALSDE will award grants to eligible entities on a competitive basis. **The grant application process will open on Monday, September 30, 2024, at 8 a.m. (CST) and close on Thursday, October 31, 2024, at 5 p.m. (CST).** Applications will be submitted via DocuSign.

Only applications received by the deadline will be reviewed by a panel of peer reviewers. The peer reviewers (grant readers) will read and score applications according to the selection criteria.

Applications will be ranked from highest to lowest according to scores. The ALSDE will grant awards until there are no allocated funds remaining.

ALSDE CONTACTS

For questions concerning the application process, eligibility, or requirements, please contact:

Jeff Norris
Email: jeff.norris@alsde.edu
Telephone: (334) 694-4927

FUNDING AMOUNTS

Up to \$50,000 per program will be awarded. At least 45 grants will be awarded and are subject to the availability of state funds. Grant awards are not final until approved by the ALSDE and a Statement of Assurances has been signed by the grantee.

NOTIFICATION OF AWARDS

Applicants that have been selected for funding will receive a grant award notification via DocuSign. Grantees will be notified no later than November 22, 2025. Grantees must attend a required virtual information session regarding the usage of award funding and program requirements.

PROGRAM REQUIREMENTS

The program must serve students in any grades, pre-kindergarten through twelfth, during after-school/summer-learning hours and during other timeframes in which the regular school day is not in session. Examples include before- and after-school programs, Saturday learning academies, spring break educational camps, etc.

Summer- and/or after-school programs can begin as early as Thursday, January 2, 2025, and must conclude by Friday, September 12, 2025. Program beginning and ending dates must be included within the grant narrative description.

HOURS AND DAYS OF OPERATION

Sites are required to provide services according to the local school calendar. The number of days the program will operate is contingent upon the funding amounts requested and awarded. At a minimum, afterschool programs should be in operation three days per week.

- Before school (at least one hour per day, ends just before school begins).
- After school (at least two hours per day, begins when school dismisses).
- Both before and after school (at least one hour before and two hours after).
- During school breaks (intercession, spring break, etc.) at least two days per week and/or at least four hours per day.

ALLOWABLE COSTS

All costs must be reasonable and directly support the achievement of the program's goals and expected outcomes. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance. Allowable expenses include staff salaries and fringe benefits, transportation costs for students being served, educational activities, enrichment activities, instructional equipment, travel for educational field trips, online, local, or in-state professional learning, professional services, space rental, materials, and supplies.

UNALLOWABLE COSTS

Unallowable costs include pre-award costs, preparation for the initial application, capital improvements, permanent renovations, facility or vehicle purchases, food, including snacks and refreshments, non-academic field trips, out-of-state or overnight field trips, direct charges for items or services that the indirect rate covers, land acquisition, or decorative items. If uncertain of an unallowable cost, contact the ALSDE.

DATA REPORTING AND PROGRAM EVALUATION

Grantees will attend a required virtual information session regarding data reporting and program evaluation. Grantees will be required to submit after-school/summer-learning program data and program evaluations for all sites funded by the grant. End-of-year data reporting will include student participation information, student demographic information, program implementation information, student assessment data, and a final budget narrative. Additional requests may occur throughout the program. If data is requested, advance notice will be given. Programs may also be monitored and evaluated by the ALSDE and/or an ALSDE partner during program implementation.

STATEMENT OF ASSURANCES

Upon submission of the application and awarding of the grant, the applicant hereby assures the Alabama State Department of Education (ALSDE) that it will:

1. Establish or help fully develop an after-school/summer-learning program according to grant guidelines.
2. Publish and distribute afterschool/summer family guidelines, resources, and opportunities for active and meaningful engagement for families of participating students.
3. Establish school/site procedures or policies for the program.
4. Incorporate parent and family engagement activities during the after-school/summer-learning program.
5. Use school or site facilities as needed, including classrooms, computer labs, libraries, etc., to conduct a quality program.
6. Follow all guidelines as indicated in the approved grant.
7. Expend funds only for allowable categories that include staff salaries and fringe benefits, transportation costs for students being served, educational activities, enrichment activities, instructional equipment, travel for educational field trips, online, local, or in-state professional learning, materials, and supplies, and other approved categories.
8. Maintain, at the program site, documentation of expenditures, such as copies of invoices, travel claims, time sheets, etc., with check numbers and dates paid for each.
9. Provide fiscal control and accounting procedures as necessary to ensure proper disbursement of and accounting for state funds.
10. Provide program data information to the ALSDE and/or ALSDE-approved requestors during and upon program completion.
11. Comply fully with the *Alabama Child Protection Act of 1999* (99-361) as applicable.
12. Comply fully with Alabama Act #2000-775 relative to criminal history and background checks, if applicable.

The applicant further assures the ALSDE that the following compliances will be met:

- *Individuals with Disabilities Education Act* - PL 108-446
- Civil Rights - PL 88-352
- Protection of Human Subjects - HEW Policy
- Freedom of Information - PL 93-502
- Sex Discrimination, Title IX, *Education Act 1972*
- Privacy Act of 1974 - PL 93-579

SELECTION CRITERIA

Within the application, please provide a narrative addressing the established categories in the order listed. The proposals will be read and scored by impartial readers.

CATEGORIES	NARRATIVE DESCRIPTION	POSSIBLE POINTS
A. Evidence of Need	Provide specific evidence showing community/school needs being addressed including poverty percentage data.	15
B. Objectives of the Program	Include a description of the program, including the program's main focus, and objectives for all aspects of the program that will lead to the highest quality afterschool/summer learning program possible. If the program includes students in Grades K-5, objectives must connect to the <i>Alabama Literacy Act</i> and/or the <i>Alabama Numeracy Act</i> .	10
C. Program Operations	List the anticipated start and end date of the program. Programs can begin by Thursday, January 2, 2025, and must conclude by Friday, September 12, 2025. List the days of the week and the hours the program will operate. Include the total number of weeks and hours of the program. Describe how student and staff program attendance will be documented. Describe plans for recruiting staff and inviting students if attendance is an anticipated area of concern.	5
D. Personnel/ Training	List anticipated personnel needed to operate the program. Include title, salary, and benefits for all personnel. Include the anticipated student-staff ratio. Provide details of all staff training that will occur to help staff implement the program. Provide details of each staff member's responsibilities during the program, by grade level and subject area(s), if applicable.	5
E. Space	Describe the program's location (building name, physical address, etc.) and the use of the space.	5
F. Activities/ Scheduling	List scheduled activities that will take place during the program, including student educational field trips. Include a sample daily schedule. In addition, list the partner agencies/organizations that will provide services, the service, and the frequency, as applicable.	15
G. Staff Child-Parent/ Family Engagement	Describe how parents will be involved with the staff and students in the program. Include details about activities and events that aim to enhance family responsibility (involvement and support) for education. For example, discuss required parent meetings (virtual or in-person), family goal setting, and communication with parents.	7.5

H. Communication	Please provide details regarding a communication plan between the program staff and the regular school-day teacher(s), parents, and program coordinator. Specifically, describe how the program will determine the instructional areas of focus, inform parents/families, and communicate with teachers regarding students' progress in the program.	7.5
I. Safety and Health	Describe precautions and procedures to ensure the safety of children. Describe how the afterschool/summer learning program will contribute to student health, specifically student obesity. Describe if and how nutritious, well-balanced snacks and/or meals will be provided to students. If applicable, describe the plan to fund the meals and snacks. Reminder, afterschool/summer learning funds from this grant cannot be used to provide meals or snacks.	5
J. Program Evaluation	Describe how the program's effectiveness will be measured, particularly in terms of improved student academic achievement (numbers, percentages, anecdotal notes, etc.), student motivation, and family engagement. Describe how assessments, including pre- and post-tests and monitoring tools will be used to measure student growth. Include details of specific instruments or tools that will be utilized to assess program effectiveness. Include how staff, students, and parent/family feedback will be collected when evaluating the program. Programs may also be monitored and evaluated by the ALSDE and/or an ALSDE partner during program implementation. The ALSDE requires a copy of the program evaluation at the end of the grant period. Evaluations are due to the ALSDE no later than Wednesday, September 24, 2025.	15
K. Budget	Provide a complete and detailed line-item budget for program components, including staff salaries and fringe benefits, transportation costs for students, educational activities, enrichment activities, equipment, travel for educational field trips, online, local, or in-state professional learning, materials, and supplies. Include other funds that will support the program and program income (if applicable). All costs must be reasonable and necessary. Food is not an allowable cost. Please refer to the allowable and unallowable costs section of the ASAP grant guidelines.	10
TOTAL POINTS		100

