

Appendix H – Application Components

Provided below is the full list of questions applicants will be asked to answer in the GMS application. Please note, this information is provided as a resource only. All applications must be submitted electronically through the GMS system. No applications will be accepted in any other format.

Overview Tab

1. Will this proposal utilize a partnership model between a school, community organization, and/or municipality?
2. Will this proposal serve a currently underserved geographic area?
3. Will this proposal improve access and/or remove barriers to participation for students from Historically Marginalized Groups?
4. Enter the name(s) and free/reduced rates for schools who's students will be served
5. Grades served
6. How many youth will be served annually
7. Total days of proposed service
8. Program Schedule Summary: Each schedule component must have the time block and a short description of what takes place during each block of time at a minimum
9. What is the amount of grant funding you are seeking in each year?
10. What is the total, five-year grant amount requested?
11. Provide a brief summary of the proposal. You will have an opportunity to provide significantly greater detail later in the application.
12. Will your program require fees for participation?
13. Is your proposal intended to address physical access barriers to student participation (e.g., transportation or additional use of existing facility)?
14. Is your proposal intended to address pedagogical supports to student participation (e.g., hiring additional 1-to-1 aides or EL tutors)?
15. Does your proposal include programs that build student knowledge in fields where they might otherwise be underrepresented or where there is an identified need. (e.g., girls in STEM or secondary students in Trades)?
16. List names of other afterschool programs in your service area, if any, that are currently providing afterschool or summer programming for the students being served by this grant.

17. Is your organization also submitting a 21C application this year?

18. Did you or someone from your organization attend the pre-application training?

Best Practice/Evidence Tab

Guided by best practice, research, and evidence-based programming, which are embedded in the application design, one of the three sections below must be answered in the affirmative:

1. Is the applicant a current 21C grantee and is this proposal part of that initiative?
2. If not a 21C site, do you affirm that you currently meet these baseline afterschool standards to support best practice, research, and evidence-based practices:
 - a. Vetted and appropriate leadership structure is applied to the program
 - b. High quality staffing is evident (school-based staff and/or licensed staff or equivalents)
 - c. Continuous improvement systems used (data and school-based processes)
 - d. Oversight team and accountability systems are in place
 - e. Full or substantial use of school or organization facilities
 - f. School/district/organization resources are applied
 - g. School and 21C afterschool [safety standards](#) will be met and maintained afterschool
 - h. Programming includes learning, movement and food options daily
 - i. Comprehensive centers with 100 days duration minimum is assured

Continuous use of data in system using metrics (see [site collection](#) sample).

Full participation in technical assistance and professional development activities for leaders, generally not to exceed 5 days per year if available.

3. If you are not currently able to affirm the above, what steps are you taking to meet those baselines.

1. Capacity tab

Core Team Capacity and Commitments (10 points)

Who are the key team member(s), staff, or partners that will support this project and ensure its success? List the leaders in the organization and community that are committed to the project success and what their specific role and commitments will be. List the associated systems and initiatives in place in the school, district, or organization

that will support this initiative. List other resources or funds that are available support the goals of the project.

2. Program Need Tab

Program Need (15 Points)

To supplement the information provided on the Overview Tab, input up to five categories of need articulating the specific needs of students and their families in your area (e.g., limited transportation or high poverty.) In the Explanation field, explain how your proposal will mitigate the impact of that data point.

Provide data demonstrating the community(ies) needs of students and their families. Consider how the program is aligned to students' academic, social, and emotional needs. Consider the specific needs of students representing historically marginalized groups.

3. Program Description Tab

Program Description (40 Points)

A. Program Detail (20 points)

Building off the schedule summary provided on the Overview Tab, please provide a detailed schedule for each program and site covered by this proposal. Detailed schedules should include the time blocks for each component as well as a thorough description of what will be done during that time. As part of that description, include the types of programming that will be offered for each age level and the strategies that will be used to ensure that programming is student-centered and that every participant has a high level of engagement. Be sure your answer references all schedule components, days, offerings, sites, ratios, curriculum, and reasoning. Information provided in this field should be thorough enough to explain the design of your proposed program and highlight its connection to your project's stated outcomes and goals.

B. Program Components (20 points)

In the spaces provided, please answer each of the following questions to the best of your ability, if you have insufficient space to answer any question, use the additional space provided at the bottom of the page.

1. Access and Equity:
 - a. How will the program serve all youth including youth from Historically Marginalized Groups who may need additional supports or accommodations?

- b. If any sliding scale rates for service exists; provide a description of the sliding scales, and the steps your program will take to ensure that no student will be turned away for inability to pay. Note differences between sites if any.
2. Transportation: Describe the need for transportation to and from the afterschool program, if applicable. If there is not a need for transportation support, indicate why.
3. Space and Resources: Describe any available spaces and associated resources used to support the program. Detail any commitments and explanations of space or resources provided by partner organizations.
4. Leadership: Describe the leadership structure(s) of the project including the role, qualifications, and hours they will devote to the project for all members of that structure.
5. Staffing: List the staff types, qualifications, and their roles in implementing the project.

4. Partnerships Tab

Partnerships(10 Points)

List partners or other related “mixed delivery” systems (e.g., other program collaborators) you intend to have involved in your project. In the indicated spaces below, write the partner's name and a brief description of how the partnership will support progress towards the goals of your project. Please indicate for each partner if it is an existing partnership or if this will be a new partnership for this project. You may add additional spaces as needed.

5. Outcomes and Goals Tab

Annual Outcomes (5 Points)

In the space below, list up to five outcomes you will measure annually. Outcomes should be specific measures that will help you demonstrate progress towards your larger goals. (e.g., Number of unique students participating in programs, as measured at the end of each year)

Three-Year Goals (5 Points)

In the space below, list three goals you will achieve by the end of year three. These should be the strategic goals your project intends to accomplish and should be SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) goals. (e.g., By Sept. 30, 2026, 80% of the students in our district will have attended at least one afterschool activity.)

6. Braided Budget and Budget Narrative Tab

Budget and Budget Description (15 Points)

The budget and budget narrative must demonstrate a detailed and logical connection to the goals of the project and should be specific enough to give reviewers a clear idea of project priorities and the focus for funding. The information provided for this budget should reflect the expected expenses in the **First Year (July 1, 2026 to June 30, 2027) of operation.**

Note: the purpose of this tab is to demonstrate the connection of your budget proposal to your project objectives and to speak to any outside funding that might also be used in that effort. If your project is using no outside funding, the numbers provided here and on the Detailed Budget tab will be identical.

A. Braided Budget

Complete the chart below, providing a thumbnail budget broken out by general category. If your organization will be braiding other funding sources into your project (e.g., 21C or local funds) please include them in the indicated column. While additional outside funds are not required, including them will give readers a better sense of project feasibility.

At a minimum, this annual budget must consider the following:

General Category	Annual Grand Total (All funds)	Annual Total Grant Request	Annual Total (Other funds)
Project Director			
Site Coordinator			
Instruction			
Benefits			
Retirement Contributions			
Contracted Services			
Professional Development			
Supplies			

General Category	Annual Grand Total (All funds)	Annual Total Grant Request	Annual Total (Other funds)
Equipment			
Transportation			
Travel/Mileage			
Purchased Services			
Professional Services			
Food			
Other			
Total			

B. Budget Narrative

Provide a detailed narrative describing how each budget line item was calculated and for what purpose. The budget descriptions must include sufficient detail and should include sub-categories (e.g., *Instructors*: include tiers, rates, hours; *Benefits*: include types, amount, rationale).