



ESSER II SEA Reserve After-School Program Grant Application Guidance

This grant opportunity is designed by the Wyoming Department of Education (WDE) to help school districts deliver high quality after-school enrichment programs to Wyoming's students. We encourage districts to partner with local community organizations, building on their after-school programs, to leverage the state's investment to mitigate the effects of the pandemic on student learning and to serve as many students as possible.

Applications for ESSER II SEA reserve grants from the WDE must be submitted using the template provided. Each section is to be completed with a font of not less than 12 points.

Applications must include the following:

Contact

Includes a contact person and a superintendent/agency head.

Includes the name and of the person authorizing the application.

Abstract

Provides a specific project description of the after-school program and, if relevant, the community organization partner.

Conveys scope and essence of project in a clear, concise manner.

Target population which will be served in the project is identified.

Objectives are identified.

Connections to COVID-19 are clearly identified.

Statement of Need

Addresses how the project is responding to needs created by the pandemic.

Indicates a compelling project.

Project Goals

Goals are clear, concise and concrete.

Goals are reasonable and appropriate.

Goals concretely respond to needs created by the Covid-19 Pandemic.

Measurable Objectives

Objectives must relate to project goals.

Objectives must be measurable.

Activities

Activities must be instrumental in meeting objectives.

Activities show how the project is aligned with the intent of the grant by addressing one or more of the following areas:

- Learning loss.
- Summer and Extended Learning Opportunities.
- Community partnerships.

Activities must be evidence-based and the application should include documentation of such.

Timelines

Timelines must be realistic to achieve goals within grant period.

Timelines should be written for objectives and specific activities to achieve goal(s).

Evaluation

Evaluations must be included for each objective.

Evaluations must be comprehensive.

Evaluations must indicate expected results.

Evaluations must show how assessment data will be used.

Budget Narrative/Summary

Budget summary supports goals, objectives and activities.

Budget summary indicates purpose and destination of travel.

Budget summary identifies equipment, if appropriate.

Budget summary provides explanation for each budget line item.

Budget Accounting Structure

Budget accounting structure is distributed categorically in appropriate expenditure/accounting codes.

Budget accounting structure must equal overall budget totals.

Budget accounting structure is allowable by law.

If no budget is submitted, the grant application will not be considered.

Applicant:

Must comply with font, space and length requirements stated above.

Should not submit unspecified attachments.

Should spell check.

Should grammar check.

Should use consistent verb tense and active voice.

Must submit ONE copy of the application.

Must send completed application to danielle.netzer@wyo.gov