

*CONNECTICUT STATE DEPARTMENT
OF EDUCATION*

**Nita M. Lowey 21ST Century Community Learning Center
Bidders Conference
June 5, 2026**

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Application & Funding Timeline

RFP Due Date: July 8, 2026

The online application must be in “LEA Superintendent Approved” status by 4:00 p.m. on July 8, 2026.

For non-LEA organizations, “LEA Superintendent” refers to the individual with authority to approve and submit an application to the Connecticut State Department of Education.

Nita M. Lowey 21st CCLC
Request for Proposals (RFP)
Guidance
2026-27

Purpose of 21st CCLC Funding

The purpose of the grant is to fund community-learning centers that provide students with academic, enrichment, recreational, and social and emotional support opportunities outside of regular school hours. And to consistently serve the same students over a prolonged period.

Purpose cont.

This funding must support Community Learning Centers, which can be in elementary or secondary schools or other similarly accessible facilities, provide a range of high-quality services to support student learning and development.

Centers should be designed to support families by offering them educational development opportunities and providing a safe environment for students when school is not in session.

Purpose cont.

Support Academic Achievement

Applicants must design programs that provide opportunities for academic support, including homework help and tutorial services to students, for students who attend schools with a demonstrated need for services, to meet state and local student performance standards in core academic subjects, such as reading, mathematics and science.

Purpose cont.

Enrichment

The applicant must provide detailed information about the enrichment offerings, such as:

- Nutrition
- Recreation
- Arts & Music
- Project Learning
- Social Emotional Development
- College Preparation, and
- Career Development

Purpose cont.

Family Engagement

Applicants must design programs that offers families of students served opportunities for literacy and related educational development, such as:

- **Adult Development Activities**
- **Family Activities**
- **Opportunities for Governance and Leadership**
- **Participation in School and Program Events**

Eligible Applicants

Eligible applicants must serve schools where **at least 40 percent of students are eligible to receive free or reduced-price meals.** If a school's data have changed due to school closings and/or redistricting, the Connecticut State Department of Education (CSDE) reserves the right to award or deny eligibility.

Eligible Applicants cont.

The following entities are eligible to apply as a lead applicant:

- All local educational agencies (LEAs), endowed academies, charter and magnet schools;
- Regional Educational Service Centers (RESCs) applying on behalf of LEAs; and
- Community-based organizations (CBOs), including faith-based organizations (FBOs) and other public or private organizations in partnership with a local school or school district.

Eligible Applicants cont.

- LEAs must apply with at least one eligible partner applicant, with either entity acting as the lead partner/fiduciary.
- Priority Points will be given to applicants who jointly submit by not less than one local educational agency receiving Title I, Part A funds, and another eligible entity.
- Applicants may submit more than one proposal.

Priority Points

1. **Five (5) Priority Points** will be awarded to applicants who:
 - a) Target students (and their families) who attend schools identified by the CSDE as in need of intervention and support to improve student academic achievement and other outcomes (see Eligibility school list), and
 - b) target students who may be at risk for academic failure, dropping out of school, and the families of such students.

2. **Five (5) Priority Points** will be awarded to applicants who jointly submit by not less than one local educational agency receiving Title I, Part A funds, and another eligible entity.

Priority Points cont.

- 3. Four (4) Priority Points** may be awarded to programs that enhance their proposed 21st CCLC program(s) by incorporating the LEA's existing Multi-tiered Systems of Support, aiming to enhance the social, emotional, and academic growth of each student.

Note: To earn priority points for MTSS, applicants must successfully complete an additional section of the RFP.

Lead Applicant Requirements

LEAs or RESCs as Lead Applicant

Fiscal health and financial policies should be documented in a letter of commitment from the superintendent that includes investing the time and resources to support program start-up and implementation, notwithstanding a delay in funding.

Lead Applicant Requirements

CBOs or FBOs as Lead Applicant

For CBOs and FBOs applying as lead applicant, fiscal health and financial policies must be documented by providing all of the following information as attachments on the Related Documents page:

- Copy of IRS determination letter;
- Organization chart;
- List of board of directors with names and affiliations;
- Organization's most recent financial statements (audited, if available) and management letter (if available); and
- Organization's annual operating budget and actual income and expenses for the current fiscal year.

Lead Applicant Requirements

Lead applicants must upload the following related documents:

- Letters of commitment from the Superintendent and each site principal, and
- Mandatory Superintendent, CBO and Principal Signature Document.

Lead Applicant Requirements

Lead applicants must require the lead partner to comply with all 21st CCLC funding requirements:

- Appropriate progress reports and financial reports to the CSDE.
- Accountability to the CSDE for how it uses 21st CCLC funds provided under the subcontract.
- Applicable state and federal rules regarding financial management, internal controls, cost principles, and audit requirements.
- Collect and provide performance data, and
- Letter of commitment.

Mandatory Superintendent, CBO and Principal Signature Document

For lead applicants that are CBOs at least **three** signatures are required which are the CBO Authorized Official, Superintendent and Principal(s)*.

For lead applicants that are LEA or Charter School Director or RESC Director at least **two signatures** are required which are the Superintendent, Charter School Director, or RESC Director and the principal (s)*.

**A principal signature is required for each school site in the grant.*

By means of the signature, the Superintendent of Schools is agreeing to provide the Lead Applicant access to participants' Student Assigned State Identifier (SASID) numbers for reporting purposes.

Note: Applications will not be reviewed without all required signatures.

Mandatory In-kind Contribution Documentation

Applications requesting more than \$250,000 without the required in-kind contribution documentation included on the Cover Page will be deemed ineligible and will not be reviewed.

Subcontractor/Vendor Guidelines

If the Lead Applicant provides 21st CCLC funds to a partner applicant the CSDE will consider the agreement between the recipient and the outside entity a "subcontract."

All subcontracts are subject to the terms of the 21st CCL grant, and the Lead Applicant/grantee is held solely responsible for the performance of the subcontractor.

Additionally, a copy of the 21st CCLC application must be provided to the subcontractor by attachment to the subcontract.

The CSDE reserves the right to communicate directly with the subcontractor about the terms and conditions of the funding and details of the subcontract.

Prior Experience

Applicants must have prior experience or potential for success in providing educational activities and be able to demonstrate this throughout application.

Applicants must have a program implementation plan in place (this is not a planning grant) and ready to start upon notification of award.

Minimum Dosage Requirements

The 21st CCLC grant application is highly competitive, and applications that exceed minimum requirements may receive higher scores. Grant funds cannot be used for drop-in programs; programs must consistently serve the same group of students. For example, if the target is 50 students, the program should aim to serve these same 50 students each day it operates.

Minimum Dosage Requirements continued

Weeks of programming: At least 25 weeks per school year

Days and hours of operation:

- Elementary School: 4 days/week, 2.5 hours/day (minimum 100 days open)
- Middle/High School: 3 days/week, 2 hours/day (minimum 75 days open)
- Staff-to-student ratio: 1:15 (1:10 for Kindergarten and Pre-K)

Optional programs:

- Summer program (minimum 20 days)
- Before-school, Saturday, or non-summer, vacation programming

High School Applicants

High School applications have a maximum target of 50 students per site.

21st CCLC Grant Awards

Awards under the 21st CCLC program will range from \$50,000 to \$250,000 per year for a period of up to three (3) years.

Transportation

Programs proposing to provide student transportation must include the estimated cost per bus in the total funding request. The total request, inclusive of transportation costs, may not exceed the \$250,000 maximum annual award. A formal cost estimate from the transportation provider must be uploaded with the application.

21st CCLC Grant Award Calculation Chart

\$18 per student per day of operation.

Calculation: \$18 per target number of students x days of program operation = 21st CCLC Grant Award

After School Program Example:

50 students for 120 days during school year

$\$18 \times 50 \text{ students} = \$900 \times 120 \text{ Days} = \$108,000$

30 students for 20 days during summer

$\$18 \times 30 \text{ students} = \$540 \times 20 \text{ Days} = \$10,800$

Total Year One 21st CCLC Grant Award Calculation: \$118,800

Transportation:

50 students use 2 busses home for 120 days

2 busses = \$90/day

$\$90/\text{day for } 120 \text{ days} = \$10,800$

Total Year One 21st CCLC Grant Award with Transportation = \$128,800

Grant Award Period

The 21st CCLC grant award period is three years.

Following the year one initial award, subsequent award years will be contingent upon:

1. Availability of funding from the specific funding authority;
2. Satisfactory performance by the grantee as evaluated by CSDE, and
3. Compliance with all grant requirements and meeting all conditions set forth within the 21st CCLC RFP.

Renewability

Successful grantees will have a one-time opportunity to apply for Renewability for a period not to exceed the duration of the original grant award period of three years.

Renewability will be based upon continued availability of funds from the United States Department of Education and satisfactory performance of the grantee in the previous years.

If the 21st CCLC grant is renewed for another three years, grantees must allocate 2 percent each year to cover the statewide evaluation, professional learning, database management, technical assistance, and quality advising services for the remainder of the grant cycle.

Field Trips

Educational field trips are an allowable use of 21st CCLC funds. Field trips are defined as any activity in which students leave the program site, whether by provided transportation or by walking. Field trips must be connected to academic or enrichment programming and provide an educational experience that supports students' academic growth. Field trips must be designed specifically for students enrolled in the 21st CCLC program and, when relevant, their families.

Beginning March 1, 2026, all subgrantees must obtain prior approval for any 21st CCLC funded field trips. Approval must be obtained before the trip is scheduled, advertised, or implemented. Costs incurred without approval may be disallowed. See [21st CCLC Field Trip Guidance](#) for more information.

Students Experiencing Disabilities

All 21st CCLC programs must meet the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Individuals with Disabilities Education Act of 2004.

Inclusive Practices: Eligible students with disabilities must be able to participate in 21st CCLC programming, and programs must work to ensure that barriers to participation are addressed. Programs must make reasonable modifications to policies, practices, and procedures to support participation of qualified students with disabilities.

Students Experiencing Disabilities

Federal law is designed to protect the rights of individuals with disabilities in programs and activities that receive any federal assistance. Entities that operate a 21st CCLC program must:

- Provide reasonable accommodations as required by law and regulations to enable a child with a disability to participate in programming.
- Provide instances where a student's individualized education program (IEP) requires participation in the 21st CCLC program, provide supplementary aids, modifications, and support determined appropriate and necessary (by the IEP team) to afford the child an equal opportunity to participate in the program.
- The supplementary aids, modifications, and support must be provided at no cost to the child's family, and the entities that operate a 21st CCLC program and the LEA must collaborate to support implementation.

More information, refer to Children with Disabilities and Participation in 21st Century Community Learning Center Funded Programs document.

Funding History

This section is for applicants who have a funding history with the 21st CCLC Grant. Programs can lose up to 6 points in this section based on past performance.

The CSDE program manager will assess the most recent year's performance data for any applicant who has received or is receiving 21st CCLC funding since 2021.

Data Entry, Attendance and Staff Requirements

All funded applicants must commit to the submission of program and student data for monthly attendance reports. The data to be collected will include program and student data, including SASIDs.

Programs must designate a staff member for data entry. Identified staff must attend database training and address data issues by required deadlines.

Programs that do not meet attendance requirements are subject to a decrease in funding or termination of funding.

Program Evaluation

Grantees must meet the following requirements by the close of the grant year annually on June 30:

- All required **attendance data** is entered and certified in the TransACT AS21 System.
- **Federal Teacher Surveys** must be completed and entered in the TransACT AS21 System (elementary Schools only).
- The **End-of-Year Survey**.
- The **End of Year Assurance Form** is signed and submitted.

Program Evaluation cont.

- **APT Self-Assessment Reports** (which are completed annually by January 31st).
- **Evidence Binder Review** - All 21st CCLC programs are required to compile and maintain digital evidence binders for each site location.
- **Strengths and Difficulties Questionnaire Survey (SDQ)** is administered bi-annually.
- **SMART Goal Annual Assessment** to measure progress toward program goals and set new goals based on findings.

Components of a High-Quality Program

Eight characteristics exemplified by quality programs:

- Prepared and experienced staff
- Intentional programming
- Alignment with the school day
- Promotion of varied youth engagement
- Strong community partners
- Safety, health and wellness
- Sustained student participation and access
- Ongoing assessment and improvement

Quality Improvement & Monitoring

Programs must participate in a designated quality improvement process with the CSDE and subcontracted providers. Each 21st CCLC program will be monitored annually using a risk assessment tool that aligns with Federal and State guidelines.

21st CCLC Funding Restrictions

21st CCLC Funding Cannot Support:

- Expanded Learning Time (ELT) Activities
- Programming During School Hours
- Drop in Programs

Professional Development

21st CCLC required trainings and professional development include:

New Grantee Orientation for an overview of 21st CCLC policies and procedures (year 1 of grant funding cycle, minimum of two staff and fiscal officer);

Directors Meeting at the beginning of each year to review any updates to 21st CCLC policies and procedures;

21st CCLC Networking Meetings for relevant professional development and networking opportunities (three annually, minimum of two staff);

Assessment of Program Practices Tool (APT) for expectations of program quality and assessment (two trainings offered annually, new directors and coordinators must complete training);

TransACT AS21 User Training for entering program and attendance information for State and Federal reporting (training offered annually, recording and timed agenda will be made available, two staff complete training).

Licensing Requirement

Please note that programs that plan to serve school-age students through this funding opportunity are obligated to meet child day care licensing requirements, as defined under Connecticut General Statutes, Section 19a-77. Programs that are operated by public schools may be exempt from this requirement.

All applicants must provide the requested assurance or a copy of their current license.

For licensing information, please see:

<https://www.ctoec.org/licensing/> or contact the Connecticut Office of Early Childhood at (860) 500-4450 for more information.

Review Process & Criteria

Review Process

The CSDE will convene a panel to review all completed applications received by the due date. Grant awards will be negotiated and accepted, with modifications if necessary, in time for final award. The Connecticut State Department of Education will notify all applicants in writing by providing a list of successful applicants.

Criteria

Each application will be rated according to the criteria provided within the 21st CCLC Scoring rubric.

Grant Award Decisions

The CSDE reserves the right to award in part, to reject a proposal, in its entirety or in part, and to waive technical defects, irregularities or omissions if, in its judgment, the best interest of the state would be served.

After receiving the grant application, the CSDE reserves the right not to award all grants, to negotiate specific grant amounts, and to select certain grantees, regardless of points awarded, as part of the evaluation process to meet federal requirements or the State Board of Education's priorities.

Grant Award Decisions cont.

The CSDE reserves the right to change the dollar amount of grant awards to meet federal guidelines for grant awards.

The level of funding and effective dates of the projects will be set forth in the notification of the grant award.

All awards are subject to availability of federal funds. Grants are not final until award letters are executed.

The CSDE will retain all proposals submitted and such proposals will become part of the public domain.

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Section A: Need for Project

Applicants must conduct a needs assessment for each program site to ascertain the need for the 21st CCLC funds. A needs assessment is a process for determining the needs, otherwise known as "gaps," between current conditions and desired outcomes.

Section A: Need for Project cont.

- Need must be demonstrated for each target school site that includes who, what and how the need for the project was determined. There must be data and survey results to back up the information presented.
- The applicant must identify four (4) SMART (Specific, Measurable, Achievable, Realistic, and Timely) goals that are directly aligned with the results of the needs assessment. A minimum of one goal must clearly address each of the following components: academic improvement, academic enrichment, social and emotional learning, and family engagement.

Section A: Need for Project cont.

General Guidance for All SMART Goals

- Goals must be clearly defined and measurable.
- Goals must be attainable within one school year.
- Goals should align with the objectives of the 21st CCLC program.

Each goal must include:

- Clear strategies to achieve the goal.
- Measurable outcomes.
- A method for assessing progress throughout the program year.

Programs can create SMART goals tailored to their unique needs, or refer to our [2026–2027 Connecticut SMART Goal Suggestions for 21st Century Community Learning Centers](#) as a helpful starting point.

Section B: Partnerships and Collaboration

Applicants are required to identify an external strategic partner (Lead Partner) with a mutually established agreement collaboration in creating and executing the after-school program design.

The applicant must provide a clear narrative about the partnership of the lead partner organization and identified partner agency that includes:

- Expertise that aligns with the stated program goals and needs assessment.
- Planning of the project, including the development of goals and activity offerings.

Section B: Partnerships and Collaboration cont.

Additionally, they should show that each party has significant responsibilities in providing services, utilizing grant funds, and engaging in the management and supervision of the program.

Lead Partners are defined as invested stakeholders who share funding, staffing, curricula development, services, professional development, and expertise for the common goals of the program. Applicants who are not LEAs must identify the partner school(s) to be served.

Section B: Partnerships and Collaboration cont.

1. Upload letters of commitment from the Superintendent and Principal(s).
2. Upload a letter of commitment from the lead partner,
3. Upload letter of commitments, or Memoranda of Agreement (MOA), from subcontractor/vendor organizations receiving more than \$15,000 from the 21st CCLC grant.
4. All letters of commitment use school/community-based organization letterhead stationery,
5. All letters of commitment should include language that the program staff and partner agencies commit to participate in all state activities.

Section C: Program Elements

The applicant describes how homework help will be provided; this includes:

- Who will be assisting,
- Staff credentials,
- Staff ratios,
- Time allocated, and
- Alternative educational activities during this time.

Section C: Program Elements

The applicant must clearly describe their **family engagement plan** that include:

- Events focused on literacy, collaborating with teachers and other school staff for educational purposes, or college and career awareness.
- Strategies that align with the needs of students and families that are offered on an ongoing basis and sustained over time.

Section C: Program Elements cont.

Meals

Describe how snacks and/or supper will be provided for program participants. Applicants writing to serve schools where at least 50 percent of the student population receives free or reduced-price meals, are eligible to participate in the Child and Adult Care Food Program (CACFP) to offer reimbursable snacks and/or supper options after-school.

Programs must use this reimbursement process, if eligible, instead of using grant funds. Programs that will offer supper, or, supper and snack, will receive maximum points for this section.

Section C: Program Elements cont.

Transportation

Applicants must address how children will travel safely to and from the program. Clearly indicate whether bus transportation will be provided and how this will be funded. Descriptions must align with budget allocations (Transportation < 25 percent).

If transportation is not being provided, please provide **evidence** that transportation does not pose a barrier for the target students to attend. Must include results from a school wide survey.

Section C: Program Elements cont.

The applicant must clearly describe the plan to meet the **individual and specific needs of students**, including students with IEPs, EL students, and those at risk of academic failure.

The applicant must describe explicit strategies and coordination efforts between LEA/CBO and the partnering organization to provide inclusive and meaningful opportunities for **students experiencing disabilities** that will help ensure access and equity.

Section C: Program Elements

Program Income cont.

It is anticipated that 21st CCLC grant funding will encompass the entire expenditure of operating a program with the suggested allocation, without imposing a program fee to generate revenue.

Applicants who do not seek to generate program income by charging program fees will receive the highest score in this category.

Successful applicants that did not apply to generate program income are not permitted to seek program income generation during their funding cycle.

Section C - Program Elements

Program Income cont.

OVERVIEW AND GUIDANCE

Program Income may be generated in two ways: through fundraising activities or by charging a participation fee. Both approaches require prior approval from CSDE, and all income generated must comply with the United States Department of Education (USDE) and the Connecticut State Department of Education (CSDE) guidelines and be used exclusively for approved 21st CCLC program expenses.

Section C - Program Elements

Program Income cont.

Instructions for Program Income Requests

- Grantees may request to generate program income through fundraising activities (e.g., car washes, merchandise sales)
- Beginning with the U.S. Department of Education's September 2024 issuance of the updated 21st CCLC Non-Regulatory Guidance, requests to charge participant fees are no longer allowable unless the fees are required by another coordinated federal grant program, such as the Child Care and Development Fund (CCDF).

Section C - Program Elements

Program Income cont.

Fundraising

All programs are eligible to generate program income through fundraising activities, which may include events such as car washes, merchandise sales, or other initiatives designed to raise funds in support of your program. Requests for fundraising income are generally approved, provided they meet federal and state requirements.

Section C - Program Elements

Program Income cont.

Participation Fees

Programs approved to charge participant fees prior to September 2024 may apply under their previously approved terms through the end of their current grant period; however, if a renewability award is granted, it will not include approval to charge participant fees. All requests to charge participant fees submitted after September 2024 require the CSDE to submit the request to the U.S. Department of Education (USDE) for review, and fees may not be charged unless the applicant receives prior written approval from the USDE.

Student Internship Program

This optional application aims to provide high school students with the opportunity to earn **at least minimum wage** and to gain a better understanding of and interest in career pathways within the field of education.

It also aims to foster connections between students and professionals in the education sector, while equipping them with the necessary skills and knowledge to pursue further education and training in teaching or other related professions.

High-Dose Tutoring (HDT)

High-Dose Tutoring (HDT)

This optional application serves to implement HDT to support English Language Arts (ELA) in grades K-5 and Math in grades 6-9. HDT is a research-based, effective strategy to accelerate learning and provide equity in accessing tutoring for all students.

Section D: Staffing Structure

Each applicant must provide a comprehensive staffing plan identifying all administrative and direct service positions supported, in whole or in part, by grant funds. For each position, the applicant must specify the hours, schedule, rate of compensation, and duties associated with the role. Staffing levels and assigned hours must align with the proposed program schedule, dosage and staff to student ratios.

Compensation rates shall be comparable to those paid for similar work in the local labor market and shall reflect the qualifications and experience required for each position.

Section D: Staffing Structure cont.

The applicant must complete a month-by-month timeline outlining both the administrative and programmatic tasks to be completed during the grant year AND indicate the staff who will be responsible for each task.

Timelines must include the following:

- Planning meetings (advisory, school-day staff, 21CCLC staff).
- Hiring of staff (if applicable, volunteers and/or student interns).
- Professional Learning (New Grantee Orientation, Directors Meeting, 21st CCLC Networking Meetings, Assessment of Program Practices Tool (APT) training, TransACT AS21 User Training, staff certifications (CPR)).
- Recruitment of students.
- Start and end date of 21CCLC program.
- Family engagement activities.
- Data collection (attendance, surveys). and evaluation (APT, Evidence binder), and
- If applicable, summer program.

Section E: Budget & Budget Narrative Guidance

Applicants must submit a clear, accurate budget aligned with 21st CCLC guidelines and [Allowable Cost Guidelines](#). All expenses must be reasonable, necessary, and directly support program implementation. The budget narrative must justify each cost and demonstrate alignment with the proposed program design.

A minimum of 5% of the total budget must be allocated to family engagement activities.

Section E: Budget: Allowable Costs Guidance

Budget Narrative Guidelines

- All program costs must be clearly labeled as administrative or direct service, and the budget narrative must include detailed calculations to explain each expense and support proper classification.
- Applicants must list all administrative and direct service staff, explain their responsibilities, and show how many hours per day, per week, and weeks per year each position supports the 21st CCLC program. If a staff position includes both administrative and direct service duties, the percentage of time and related costs for each must be clearly documented.
- Only expenses that directly support the 21st CCLC grant program are allowed.
- Applications in which administrative costs exceed 25 percent of the total requested amount will be considered non-compliant and will not be eligible for funding.
- Applications in which direct service costs are less than 75 percent of the total requested amount will be considered non-compliant and will not be eligible for funding.

Section E: Budget Guidance cont.

Use of Grant Funds for Staff

Grant-funded staffing must align with the program schedule for both direct service and administrative staff. For example, if a program operates two hours per day, three days per week, for thirty-two weeks, the grant may not be charged for staff working eight hours per day, five days per week, for fifty- two weeks.

Administrative staff may perform grant-related duties outside of program hours; however, staffing levels and total hours should reasonably reflect the program's operating period, including reasonable time for preparation, required reporting, and mandatory meetings with the CSDE.

This funding is intended to support the direct implementation of program activities and is not a planning grant. All proposed expenses must directly support the implementation and operation of the funded program.

Section E: Budget Guidance cont.

Administrative staff

If an existing LEA or CBO staff member assumes additional duties for the 21st CCLC program, a proportional share of their salary may be charged to the grant, provided the time and responsibilities dedicated is clearly documented.

Salaries for top-level administrators (e.g., superintendent, CFO, CEO) may not be charged to the grant and are considered in-kind.

Charging these positions to 21st CCLC funds constitutes supplanting and is not permitted.

Section E: Budget Guidance cont.

Indirect Costs

21st CCLC grant funds may not be used to cover general administrative expenses, overhead, or any costs that are not a direct result of operating the program. All expenses must directly support the program design. Using grant funds for indirect costs reduces the amount of funding available for directly serving students and carrying out program activities.

Section E: Budget Guidance cont.

Subcontracted Partners

Applicants must provide a copy of the approved funding application to each subcontracted partner, submit copies of all executed subcontracts to the 21st CCLC grant contact at CSDE, detail all subcontracted costs in the Budget and Budget narrative under Other Purchased Services, and itemize and label each expense as either Administrative or Direct Service.

When calculating the total Administrative and Direct Service costs for the grant, include all subcontracted amounts and ensure that no more than 25 percent of the total award is allocated to administrative costs and at least 75 percent is allocated to Direct Service costs.

Administrative costs must be directly related to the funded services and may not supplant or replace existing costs of the subcontracted partner. CSDE may communicate directly with subcontracted partners regarding the terms, conditions, and implementation of the grant.

Section E: Budget Guidance cont.

No less than 75 percent of the overall budget can be allocated to direct services, contracted supports, transportation, and supplies.

No more than 25 percent of the overall budget can be allocated to administrative services; this is inclusive of any administrative activities (salaries, benefits, supplies, equipment, mileage, etc.).

No more than 25 percent of the overall budget can be allocated to transportation

There is no specific cap on program supply expenses; however, all supply costs must be necessary, reasonable, and directly aligned with the scope of the program described in the application. As a general guideline, many applicants allocate approximately 10 percent of the grant to program supplies. Supplies of significant value (e.g., laptops, iPads, or other durable equipment) must be purchased in the first year of the grant and used to support the program for the duration of the three-year funding period.

Section E: Budget Guidance cont.

Applicants must allocate 2 percent of grant funds to Capitol Region Education Council (CREC) annually to cover the statewide evaluation, professional learning, database management, technical assistance, and quality advising services for the grant cycle. CREC supports a contract with the University of Connecticut to meet the evaluation requirements associated with this funding. This is considered an administrative cost.

An independent program evaluation is not required. Applicants who choose to include the cost of an independent evaluation must provide justification demonstrating that the expense is necessary and reasonable.

21st CCLC funds cannot be used to supplant or replace existing funding for staff, programs, or services.

Section E: Budget Guidance cont.

Applicants writing to serve schools where at least 50 percent of the student population receives free or reduced-price meals, are eligible to participate in the Child and Adult Care Food Program (CACFP) to offer reimbursable snacks and/or supper options after-school. Programs must use this reimbursement process, if eligible, instead of using grant funds.

This is not a planning grant. Some administrative planning is necessary to properly staff the program, train staff, and align curriculum and activities to student needs. Most grant funds should support staff providing direct academic and enrichment opportunities, as well as program supplies and educational experiences during program hours.

Section F: Sustainability

The applicant must clearly describe:

- A partnership plan that brings together local educational agency, external partners, community-based organizations, and other public or private entities.
- A comprehensive plan on sharing outcomes to stakeholders, partners, potential partners, and district and school leadership.
- Strategies for securing partnerships and other sources of funding or in-kind resources to maintain 21st CCLC programing beyond the grant period, and
- The role of the site principal to increase capacity and support for staff involvement, family engagement, and student achievement to meet program goals.

Grant Management System (eGMS)

Link to access the eGMS: [CT Electronic Grant Management System \(eGMS\)](#)

How to be added to the system and edit user information

[User Access/Login/Adding phone numbers, editing name and emails](#)

[Modifying user email, name or phone](#)

[User Access Administrator Manual](#) (for users with User Access Administrator role)

How to use the eGMS system

[Navigation in eGMS-](#)

[Printing in eGMS](#)

[Instructions for Public Access to eGMS](#)

[Uploading Related Documents](#)

Grant Management System (eGMS)

The grant proposal must be submitted, in total, in the [CT Electronic Grant Management System \(eGMS\)](#) **on or before the due date**. Instructions for using eGMS can be found on the eGMS home page in the section entitled “Training and Video Links.”

Establishing A New eGMS Account

Applicants that do not have an eGMS account should contact April Swain at April.Swain@ct.gov for assistance with obtaining an account. New users are advised to allow sufficient time to establish a new account in eGMS prior to the due date for proposals.

Grant Management System (eGMS) cont.

Technical Help

- Submit Help Request Use this link to create an email message to the eGMS Help Desk. You will be contacted within four business hours.
- The Help Desk hours are from 8 a.m. to 5 p.m. during business days.
- You can also contact the eGMS Help Desk at (631) 440-8094 during business hours.

For questions regarding the application please contact:

Shelby R. Pons, Program Manager

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