



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

21st Century Community Learning Centers Request for Proposal (RFP) Template: Cohort 13

Overview

Program Name	21st Century Community Learning Centers
Pass-Through Entity	Indiana Department of Education
Office	Title Grants and Supports
Federal Agency	U.S. Department of Education
Federal Award ID	S287C240014
Fiscal Year of Award	2026
Catalog of Federal Domestic Assistance (CFDA)	84.287

Application Release Date	Friday, February 28, 2025
Application Due Date	Friday, August 15, 2025
Link to Solicitation	eCvis Grant Solicitation Page
Electronic Submission Process	eCivis Application Portal
Approximate Amount to Award	\$8,531,369.01
Eligibility* *Programming offered by FBOs must be secular in nature.	• School corporations and charter schools through a local educational agency (LEA) or community-based organization • Educational consortia (of charter schools or LEAs) • Non-profit agencies • City or county government agencies • Education service centers • Faith-based organizations* • Institutions of higher education
Award* *Funding may be adjusted based on the number of applicants, quality, and remaining funds.	Funding supports \$3,100 per youth, and grant recipients must plan to serve 40 youth annually. The minimum allocation is \$124,000. The maximum allocation is \$372,000, with the opportunity to request additional funding.

Note: Awards are subject to the availability of federal funds.

Grant Timeline

Date	Action
Friday, February 28, 2025	The 21st Century Community Learning Centers (21st CCLC) Cohort 13 RFP Template (this resource) is published on IDOE's Out-of-School Time Programs webpage . Cohort 13 RFP Webinar .pptx
Friday, Apr 4, 2025	The Intent to Apply form is due.
April - July 2025	IDOE staff will host the Grantee Readiness Series for interested Cohort 13 21st CCLC participants. Register for the series here .
Friday, August 15, 2025	Final Cohort 13 RFP applications are due within eCivics.
August - October 2025	IDOE reviews applications and notifies organizations of their RFP status.
October - January 2026	The budget review and contracts period occurs.
June 2026	The 21st CCLC Cohort 13 grantee orientation is held.
July 1, 2026	Cohort 13 grant implementation begins.

*Funding may be adjusted based on number of applicants, quality of application, and remaining funds.

Year 1: July 1, 2026 - July 31, 2027

Year 2: July 1, 2027 - July 31, 2028

Year 3: July 1, 2028 - July 31, 2029

Year 4: July 1, 2029 - July 31, 2030

Program Years: Cohort 13

The additional funding request must include significant data citations that demonstrate a needs assessment was conducted to identify the need for additional funds. Data citations could also include previous 21st CCLC grantee data when applicable to support the request.

Note: IDOE will distribute funds equitably among geographic areas within Indiana, including urban, suburban, and rural communities to the extent possible. Please note, submitting a funding waiver request does not guarantee the additional funding. IDOE's ability to award funding waivers is dependent upon several factors, including the amount of funding available and the amount of applications that score high enough to award.

Note: Awards are subject to the availability of federal funds.

Application: 21st Century Community Learning Centers

Directions: Applicants may use this template to plan their responses. Final applications will be completed and submitted in [eCivis](#). All required forms that must be submitted with the application can be found on the [eCivis solicitation](#) under files. *Applications may only be submitted once and cannot be edited once submitted. "Per IC 5-14-3, all applications may be subject to disclosure under the Access to Public Records Act ("APRA")"*

Grantee Information: Cover Page

Grantee Information	
Programmatic Contact for Grant:	Title:
Grantee Address:	
Programmatic Contact Telephone:	Programmatic Contact Email:
Fiscal Contact	
Fiscal Manager:	Title:
Telephone:	Email:
Superintendent/Executive Director Information	
Supt./Ex. Director:	Email:
Telephone:	
_____ Superintendent/Executive Director Printed Name _____ Signature _____ Title _____ Date	

School/Site Information Form (Required)

Name of School to be Served <i>Include Corporation Number</i>	Free and Reduced Lunch Rate	School Rating	Number of Youth to be Served	Grade Level(s) to be Served
Example: MainStreet Elementary School (School Corp #0000)	78%	C	80	K-5

Name of Site	Street Address	Number of Regularly Attending Youth to be Served at this Site	Grade Level(s) to be Served	City /County

List Grade Levels Planning to Serve	
Focus Area <i>(STEM or STEAM, Literacy, College & Career Readiness, or Student Health and Wellbeing)</i> <i>Applicants may pick one focus area.</i>	
Operating Hours <i>(After-School, Before-School, Summer, and/or Intersession)</i> <i>Applicants should list all applicable operating hours. This must include operating days and times.</i>	
Program Income <i>Does your program plan to generate program income? Yes or No</i>	
Request for Additional Funding <i>Is your program requesting additional funding? Yes or No</i> <i>Refer to the 21st CCLC Policy Manual for more information.</i>	

Assurances

*This portion of the application is **required and must be signed and dated**.*

The Indiana Department of Education (IDOE) requires that the following assurances remain in effect for the duration of the subgrant. IDOE will require assurances with subsequent amendments to this application if required by changes in federal or state law. The applicant assures that:

1. It has the necessary legal authority to apply for and receive the proposed subgrant;
2. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this proposal for and on behalf of the said applicant, and otherwise to act as the authorized representative of the applicant in regard to this application;
3. The activities/services for which the assistance is sought under this subgrant will be administered by or under the supervision and control of the applicant;
4. The subgrant program will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of IDOE;
5. The subgrant program will take place in a safe and easily accessible facility;
6. The subgrant program will be carried out as proposed in the application;
7. The subgrant program was developed and will be carried out in collaboration with schools the youth attend;
8. The subgrant program will utilize an evidence based curriculum that includes professional development;
9. The subgrant program will align out-of-school time efforts within school priorities, including Indiana Academic Standards;
10. The subgrant program will primarily target youth who attend schools who received a D or F school rating for state accountability or "Does Not Meet" or "Approaches Expectations" for federal accountability; or youth who attend schools with a 40 percent or higher free and reduced lunch rate;
11. The funds under the subgrant program will be used to increase the level of state, local, and other non-federal funds that would, in the absence of federal funds, be made available for authorized programs and activities;
12. Subgrant funds will supplement and not supplant other federal, state, local, and non-public funds to provide allowable programs and activities pursuant to §4203(a)(9) and §4204(b)(2)(G);
13. The required information and reports will be submitted timely as requested by IDOE;
14. The subgrant program will comply with the U.S. Education Department General Administrative Regulations (EDGAR) and [uniform guidance for federal awards](#);
15. The subgrant program agrees to keep records and provide information to IDOE as may be required for fiscal audit and program evaluation for a minimum of seven (7) years from the date of the last activity;
16. The subgrant program agrees to complete the Indiana Quality Program Self-Assessment (IN-QPSA) annually and use the program action plan to guide program improvement and strengthening;

17. The subgrant program will ensure that each staff member participating in this grant knows how to access student data including grade and/or state assessment data;
18. The community was given notice of the applicant's intent to submit, and after the submission, the applicant will provide for public availability and review of the application and any waiver request;
19. The applicant certifies through submission that neither the entity, its principals, nor any of its subcontractors are presently suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal agency or by any department, agency or political subdivision of the State of Indiana. Verification is made via sam.gov. The term principal for purposes of this application means an officer, director, owner, partner, key employee or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the applicant;
20. The applicant certifies that it has verified the state and federal suspension and debarment status for all subcontractors receiving funds under the fund associated with this application and shall be solely responsible for any recoupment, penalties or costs that might arise from use of a suspended or debarred subcontractor. The applicant shall immediately notify the State if any subcontractor becomes debarred or suspended, and shall, at the State's request, take all steps required by the State to terminate its contractual relationship with the subcontractor for work to be performed and supported by funding from the application;
21. The LEA certifies that it is in compliance with Title IX, Section 8524, and that it has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in elementary and secondary public schools as set forth in the guidance from the U.S. Department of Education and [constitutionally protected prayer in public elementary and secondary schools](#), dated February 7, 2003;
22. The subgrant program certifies that if it has expended \$750,000 or more in federal funds in the preceding year, it will receive a single audit or program specific audit (2 CFR 200.501); and
23. All partners will review and comply with the above assurances.

Applicant Name (LEA or Organization)

Authorized Signature and Date

Abstract

Please provide a brief summary (**maximum of 500 words**) of the project, including participants to be served, youth's needs, the activities proposed, intended outcomes, goals of the program, and key people that will be involved in the project. An opportunity to fully describe items is provided in later sections of the application. Note: If this application is for expansion of existing 21st CCLC programs, applicants **MUST** describe how additional funds will be used for enhanced and/or expanded programming and will not replace current or past 21st CCLC funding. This portion of the application is worth **4 points**.

Needs and Services Assessment

Please provide a thorough, yet brief response that addresses each of the following questions. This portion of the application is worth **20 points**. The spaces below will expand as you begin to type.

Describe the need for the project and provide supporting data as evidence. Describe the need for the project and provide supporting data as evidence. Data must demonstrate high need in both poverty level and academic achievement. Data analyzed must include include: Student achievement data (e.g., state assessment scores, number of youth below grade level) Student demographic data (e.g., measures of poverty, ethnicity) Student behavioral data (e.g., attendance rates, dropout rates, discipline data) as applicable for each school to be served. **(1000 word maximum)**

Community Data: Provide relevant community data demonstrating the need for out-of-school programming. This can include poverty rates, drop-out rates, literacy rates, etc. **(1000 word maximum)**

Current Programming: Describe the currently-available out-of-school time programming for youth and their families in the targeted school areas and summarize service gaps to be addressed by the project. **(500 word maximum)**

Enhance or Expand: Describe how this grant will enhance or expand current out-of-school time programs available for youth at the schools being served. Include name, service and availability (schedule, number of youth served), and whether the proposed program will expand or enhance the current programming. **(500 word maximum).**

Program Involvement: To what extent were stakeholders involved in the conversations around the specific needs of the community and youth to be served? What local partners and opportunities will the grantee use to help bridge the gap between current programming and desired outcomes? Detail how parents and youth were involved in the needs and services assessment. **(500 word maximum)**

Partnerships

Please respond to the following statements to ensure ongoing and relevant community partnerships with programming. Make sure that you complete a Non-Public Schools (NPS) Consultation Form for each non-public school within a five-mile radius of the sites you're proposing to serve. *Completion of the NPS Consultation Form is required for the application.* This part of the application is worth **16 points**.

Project Collaboration: Describe how the project will collaborate with other organizations and summarize the type of contributions (e.g., in-kind support, staff development, transportation, facilities, equipment, cash) made by each of the local partners, regardless of the contribution amount. Describe how 21st CCLC funds will be used with other federal or state funds to achieve program goals (e.g., Title I, Child Nutrition). **(500 word maximum)**

Partnership with the School: Please describe how the applicant will work with the served school(s) to ensure the following: programming aligns with and/or supplements what is learned during the school day and required student data is acquired and submitted in a timely manner. A data-sharing agreement must be included in the Memorandum of Understanding (MOU) with the school(s) if applicant is not an LEA. **(500 word maximum)**

Identifying Partners: Describe the process used to identify partners and collaborators, how they were involved in the development of the application, and how each partner's contribution(s) will help meet the program's needs and goals. The completed application must include a completed MOU (Appendix 1) for each partner and LEA listed in the application. Programs and partners must revisit the MOU annually before the next program year of the grant starts to ensure that needs and goals are still the same or must be changed. The applicant may use a locally-designed MOU template as part of the application if desired. Note: The MOU must be developed by the applicant and partner and detailed commitments to be performed. **(500 word maximum)**

Volunteers: Describe how the program will recruit volunteers that demonstrate relevant out-of-school time knowledge and experience and how volunteers will directly impact the program's needs and goals. As a reminder, volunteers should receive a background check prior to beginning volunteer service. **(250 word maximum)**

Equitable Participation of Non-Public Schools (Appendix III): The equitable participation requirements in Title VIII, Part F, Subpart 1, Uniform Provisions Subpart 1-- Private Schools of ESEA apply to the Title IV, Part B, 21st CCLC program. A non-public school's participation requirements cannot be satisfied simply by inviting them to participate in programs and/or activities designed for public school youth, teachers, or other educational personnel. Consultation must occur before the state educational agency (SEA) or grantee makes any decision that affects the opportunities of eligible non-public school children, families, teachers, and other educational personnel. Further, each grantee must provide the SEA with a written affirmation signed by officials of each participating non-public school that a consultation has occurred. School districts and eligible local entities must engage in timely and meaningful consultation with appropriate non-public school officials during the design and development of programs and continue the consultation throughout the implementation of these programs.

School districts and local entities must provide, on an equitable basis, special educational services or other

benefits that address the needs under the program of children, teachers, and other educational personnel in public schools in areas served by the districts and local entities. Expenditures for educational services and other benefits for non-public school children, families, and teachers must be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children. The law requires the consultation to address:

- How children's needs will be identified;
- What services will be provided;
- How, where, and by whom services will be offered;
- How services will be assessed and how results of the assessment will be used to improve those services;
- The size and scope of the equitable services to be provided to the eligible non-public school children, families, and teachers and the amount of funds available for those services;
- How and when the grantee will make decisions about the delivery of services, including a thorough consideration and analysis of views of non- public school officials on the provision of contract services through potential third-party providers.

As a reminder, IDOE requires applicants to provide a list of non-public schools within a five mile radius of the program, meeting minutes (including a list of attendees), titles and contact information, and a signed consultation form by any private school officials offered the opportunity to participate.

If there are not any non-public schools within a five mile radius of your program site(s), please state this on the form listed in Appendix IV. **Please note:** a non-public school consultation form must be submitted even if there are no non-public schools within a five mile radius of your sites. There is a space to note this on the non-public school consultation form.

Program Implementation

Please respond to the following statements regarding program implementation. This section is worth **10 points**.

Evidence Based Programming: Describe how the program model will incorporate and implement evidence-based programming through the use of a singular and/or collaborative curriculum. **(1500 Word Maximum)**

Performance Measures: In the provided template, list the objectives, activities, performance measures and assessment strategies for each proposed 21st CCLC program goal. Note, all goals should be written for Regularly Attending Participant (RAPs), which are students who attend programming for 45 days or more.

- a. Objectives, performance measures, and activities may differ for elementary, middle, and high schools, if all are served under the same grant.
- b. Programs are required to develop separate tables for specific program sites if they serve youth in different types of schools (e.g., elementary and middle/high schools).
- c. The table must list the following three goals for programs that serve school-age youth:
 - I. Improve Academic Achievement
 - II. Improve Social and Behavioral Outcomes
 - III. Increase Family Involvement

Ensure the following exist when reviewing performance measures:

- Each goal should have at least two objectives.
- Performance measures that fall under each objective must be measurable, specific, timely, challenging, and achievable.
- Applicants must utilize evidence-based curriculum to guide their program content and activities.
- A combination of other measures of continuous academic progress such as report card grades, teacher surveys, local assessments, etc. should be utilized.

Access the required 21st CCLC Performance Measure Framework from the eCivis solicitation.

Performance Measure Rationale: Give a rationale that details the process used to determine the program performance measures. Responses should cite relevant data sources that were used. In addition, please explain how the selected performance measures are challenging yet achievable to the program applicant. **(1000 word maximum)**

Evaluation and Sustainability

Respond to the following statements to ensure ongoing and relevant evaluation and sustainability of programming. This part of the application is worth **12 points**.

Evaluation Plan: Applicants must include a strong evaluation plan that will shape the development of the program from the beginning of the grant period. Please detail your evaluation plan below. The evaluation plan must include: the type of data to be collected; a timeline for when the data will be collected; what instruments will be used for data collection; and what steps will be taken to utilize evaluation data to drive program improvement. **(1500 word maximum)**

Identify Evaluator: Describe your local evaluator's qualifications. This must include relevant experience in data and evaluation. **(500 word maximum)**

Note: IDOE does not provide local evaluator recommendations to grantees. Evaluators are selected by the grantee. Other local agencies may make recommendations, especially agencies implementing similar programs or doing similar work to a 21st CCLC program. Many public agencies employ evaluators, and may also be able to make a recommendation. The American Evaluation Association and the Indiana Evaluation Association are resources to locate a qualified evaluator.

Continuous Improvement: Describe how you will incorporate continuous feedback for ongoing growth and improvements into your evaluation plan using the Indiana Afterschool Network's IN-QPSA tool. **(500 word maximum)**

Program Sustainability: Describe a program sustainability plan detailing how proposed 21st CCLC grant programming will be sustained in the absence of 21st CCLC funds. This description must include efforts to: 1) increase local capacity 2) specify funding sources to be used/sought out to ensure the continuation of funds 3) establish a goal for the first year of programming that focuses on increasing capacity, sustainability, and/or available resources. The response must include specific actions that will be taken to achieve the goal. **(1000 word maximum)**

Program Design

Responses must detail the applicant's efforts to ensure there is a plan for recruiting families and students most in need of services that the 21st CCLC grant is able to provide. This section is worth **22 points**.

Recruitment Criteria: Describe the criteria and targeted processes the applicant will take to recruit educationally disadvantaged youth and their families to be served from the selected school(s). **(500 word maximum)**

Retention: Provide a detailed plan for how the applicant will work to retain students on a year-to-year basis. **(500 word maximum)**

Parental Involvement: Grantees are required to serve adult family members of those youth who are actively participating in and affiliated with the regular 21st CCLC program. Describe how the program will promote parental involvement, family literacy, and related educational activities for families. **(1000 word maximum)**

Snack and/or Meals: Applicants are required to provide snacks and/or meals to all participating youth. Meals and/or snacks must be approved by the U.S. Department of Agriculture (USDA) and IDOE's Office of School and Community Nutrition. 21st CCLC funding cannot be used to purchase food. Applicants must clearly indicate how snacks or meals will be acquired through non-21st CCLC funding and distributed to sites daily.

- Click [here](#) for more info on meals and snacks approved by USDA.
- Click [here](#) for IDOE's Office of School and Community Nutrition guidelines.

Describe how snacks/meals will be obtained using non- 21st CCLC funds. (250 word maximum)

Describe how snacks/meals will be distributed to sites on a daily basis. (250 word maximum)

Weekly Schedule: A weekly schedule must be provided for each site in the grant application, even if the schedule is the same for all sites. Provide a detailed, weekly schedule of activities proposed for all program aspects. The schedule must include each day of programming, the total number of hours, the activity name, and programming specifics. **(1000 word maximum)**

Summer and/or Intersession: Provide a schedule for summer or intersession (e.g., spring break, fall break, winter break). If you are not proposing to run programming during the summer and/or intersessions, please type N/A. **(500 word maximum)**

Alignment to Standards: Describe how the program activities will align to both the Indiana Afterschool Standards and Indiana Academic Standards. **(500 word maximum)**

Advisory Council: Provide a detailed plan for your advisory council that includes the following: 1) Stakeholders that will be engaged 2) An annual timeline of meeting structure 3) The planned role of the advisory council in the 21st CCLC program. **(500 word maximum)**

Advisory Council: Describe how the advisory council will engage youth in the council's process. **(250 word maximum)**

Staff Recruitment and Retention: Please describe, in detail, your plan to recruit high quality 21st CCLC staff. The plan must include how the applicant will: 1) Ensure fair hiring practices are being followed 2) Recruit staff that are knowledgeable of the youth population to be served by the program. **(500 word maximum).**

- [Catalyzing Growth: Using Data to Change Child Care 2022](#)
- [Central Indiana Nonprofit Salary Survey \(2023\)](#) | Charitable Advisors
- [How much does After School Enrichment Program \(ASEP\) pay? | Indeed.com](#)

Professional Development

21st CCLC programs must have quality and relevant professional development plans for 21st CCLC staff. Please respond to the following statements that address staff professional development. This section is worth **12 points**.

Professional Development Plan: Using this [template](#), complete an annual 21st CCLC Professional Development Plan. Make a copy of this template and attach it to the eCivis application.

Staff Involvement: Provide a rationale of how staff will be involved in the selection of professional development opportunities on an ongoing basis. **(500 word maximum)**

Staff Professional Development Needs Assessment: Include a description of how the professional development needs of various staff members will be assessed and addressed on an annual basis. **(500 word maximum)**

Enhancing Quality: Explain how the selected professional development activities in your attached PD plan will serve to enhance program quality and help the program reach its goals and objectives. **(1000 word maximum)**

Program Communication

Communication Plan: Describe the plan of communication between the 21st CCLC program and the stakeholders listed below. Each response must detail what will be communicated, the frequency it will be communicated, and the methods of communication used. This section is worth **4 points**.

School Leadership: (principal, school board, etc.) **(300 word maximum)**

School Day Staff: (teachers, counselors, etc.) **(300 word maximum)**

Families of Program Participants: **(300 word maximum)**

Community Stakeholders: In addition to what will be communicated and the frequency it will be communicated, please include how information about the program will be disseminated to the community in a manner that is understandable and accessible. **(500 word maximum)**

Safety and Transportation

Use this section to describe your program's plan for safety and transportation for attendees. All applicants must assure that eligible youth are able to attend and participate. Transportation and access to the building site cannot be a barrier for youth participating in the 21st CCLC program. Grantees must provide youth access to transportation as needed; transportation options can include school buses (e.g., working with the sports program's buses), carpools, parent pick-up agreements, public transportation) This section is worth **4 points**.

Note: Requiring parents to provide transportation as a condition of student participation is not allowed.

Transportation: Describe the location(s) of the 21st CCLC program and how youth in the program will travel safely to the program and home. **(750 word maximum)**

- Programs located in facilities other than school buildings must demonstrate that the program will be at least as available and accessible as if the program were located in a school building. Programs must include a Memorandum of Understanding (MOU) related to the facility including classrooms, cafeteria, gymnasium, computer labs and audio-visual equipment, etc.

Needs of Working Families: Describe how the program assessed the schedule and transportation needs of families of students targeted by the program. **(1000 word maximum)**

On-Site Safety: Describe how the safety of youth will be maintained on-site (e.g., requiring parent sign-out, checking identification) and if applicable, during off-site activities. This must include plans and drills for manmade and natural events. **(1000 word maximum)**

Background Checks: Background checks are required for 21st CCLC staff and volunteers. Describe how the results of background checks are kept on file and how personal information is kept confidential. **(500 word maximum)**

Evidence of Previous Success

The applicant must provide evidence of previous success in operating out-of-school programs targeting the youth populations to be served by the proposed grant **or** must provide a thorough plan that addresses how they will recruit and retain youth, encourage high rates of regular attendance, and ensure youth receive the needed academic support to demonstrate growth. This section is worth **4 points**.

If the applicant has provided previous 21st CCLC programming, the application must include the following evidence of success.

- Explain how your program has been successful in the following: 1) Achieving your RAP goal 2) Improving academic and social outcomes for students. Responses must include data from your 21st CCLC Local Evaluation Reports and Executive Summaries. **(1000 word maximum)**

If the applicant has not provided previous 21st CCLC programming, application must describe specific strategies that will be used to:

- Explain the strategies you will use to 1) Encourage high levels of regular program attendance. 2) Ensure youth receive the academic support needed. Responses must include relevant research or data/citations as applicable. **(1000 words maximum)**

Priority Points

Please indicate on the following grid what priority points apply to your organization. All priority points applied for will be confirmed by IDOE. Each priority area is worth 1 point for a total of 6 points.	
Application was jointly submitted by at least one LEA and one Community Based Organization. * This means that both the LEA and CBO have equal say in the program and decisions about the program are made with equal input from the LEA and the CBO.	Yes/No
Applicant will use 21st CCLC funds to provide summer programming. *Applicants must have one year of programming completed before starting a summer program.	Yes/No
Applicant has not received 21st CCLC funding before.	Yes/No
The proposed programming will dedicate 30% or more of total programming time to provide specific support for students with disabilities, ELs, youth experiencing homelessness, youth engaged in the foster care system, and/or migrant youth.	Yes/No
The proposed program serves high school youth and is capable of providing credit recovery and certification in alignment with Career and Technical Education (CTE) Pathways and/or provides programming that aligns to the new Indiana high school diploma requirements.	Yes/No
The proposed program implements out-of-school time programs for Title I-A preschools inside schools that are being served with this grant. Although “students” are designated in statute as the intended beneficiaries of the program, IDOE believes that younger children who will become students in the schools being served can also participate in program activities designed to prepare them for elementary school. Learn more here .	Yes/No
The applicant must provide an explanation and provide evidence of how they meet the priority point(s) selected. This section is worth 2 points (1000 words maximum) .	

Budget (10 points)

21st CCLC grants require a detailed budget submission. Applicants must accurately account for expenses that will be direct and indirect costs in relation to this program. This [resource](#) provides an overview of how the budgeting process for 21st CCLC should look. You can find the budget template on the [eCivis solicitation](#) under files. The budget should include only the base amount of funding requested. Additional funding requested should be listed on the appropriate line at the bottom of the budget.

The budget must be submitted in Excel format. To edit access to the budget, click File → Make Copy → Save It With Your Program's Name "Cohort 13" → Download as Microsoft Excel to upload it to eCivis for submission.

21st CCLC Budget Summary	Total Amount Requested
21st CCLC Grant Activities	\$
Indirect Cost Rate (optional):	\$
Total Funding Request:	\$

Submission

The application must be submitted through [eCivis](#), with the school/site information form, budget, professional development plan, non-public school forms, and MOUs being attached as PDFs or excel documents as indicated on the [eCivis application](#). Applications are due at 11:59 p.m. ET on Friday, August 15, for this 2025 grant application. Contact [IDOE's OST Program team](#) with any questions.

Lacey A. Bohlen
Assistant Director of CSSP
Indiana Department of Education

Rheaunna Jones
Out of School Time Specialist
Indiana Department of Education

Katie Lehman
Out of School Time Specialist
Indiana Department of Education

Appendix I: Application Checklist

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Evaluation and Sustainability	12
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Completed Form(s): MOUs, non-public school forms, and School/Site Information Form.	3
Additional Pages: Funding Waiver Request	0
Total	131

Appendix II: Memorandum of Understanding (MOU)

<Name of LEA School Corporation> and <Name of Community-based Partner>

The <Name of LEA>, hereinafter referred to as <LEA's Acronym>, and the <Name of Community-based Partner>, hereinafter referred to as <Partner Acronym>, enter into this Memorandum of Understanding (MOU) for the express purpose of implementing a 21st Century Community Learning Center (CCLC) Out-of-School Time Program. It is understood by and between the parties that the implementation of the MOU is contingent upon continued funding received by <LEA> from the Indiana Department of Education (IDOE).

<LEA> and <Partner> desire to work cooperatively to build an asset-based approach to the delivery of services to youth and families. <LEA> and <Partner> will implement effective strength-focused strategies for positive youth development as part of the Out-of-School Time Program at <Name of Elementary School> and <Name of Middle School>.

PURPOSE

The purpose of this MOU is to establish a formal working relationship between parties based on the intent to meet the service delivery needs of the Out-of-School Time Program as described in the program application and to set forth the operative conditions which will govern this important partnership.

DESCRIPTION OF PROGRAM SERVICES

<LEA> agrees to the following:

- Act as the fiscal agent and ensure IDOE funds are spent appropriately toward implementation of the 21st CCLC Out-of-School Time Program.
- Provide adequate space for services. This will include a minimum of a designated office space, the cafeteria, gymnasium, classroom space and the library media center/computer lab at <Name of Elementary School> and will include a designated office space, the cafeteria, gymnasium, large gathering room, classroom space (as needed) and the library/media center at <Name of Middle School>. Space provided will also include access to needed school facilities, office equipment, telephones, and supplies at both sites.
- Work collaboratively with <Partner Name> to identify high-priority student participants and to meet needs of youth served in the program.
- Develop common confidentiality guidelines to share information between <LEA> and <Partner Name> to the extent permitted by the Indiana Education Code and the Welfare and Institutions Code governing client confidentiality.
- Provide out-of-school time snacks and supper meals through the School Nutrition Program managed by IDOE.
- Maintain coordination of other agencies and service providers with <Partner Name>.
- Provide the needed student assessment, student discipline, and student grade data and evaluation requirements, including the student testing number (STN) of every student served in the agreed upon program
- Assist with coordination of safe transportation of youth home following the 21st CCLC Out-of-School Time Program. This includes providing <Partner Name> with a list of youth who are transported by parents/authorized guardians and those who will board buses for transportation home.

- Provide professional development opportunities to <Partner Name> staff.
- <Partner Name> will:
- Provide a parent sign-up table and <Partner Name> representative at each 21st CCLC program site's school registration days.
- Provide a program director to oversee site directors and to support their collaborative work with school administrators and <Partner Name> partner agencies.
- Provide up to 10 youth development professionals at each site for a minimum of three hours a day x 180 days to provide academic enrichment, healthy lifestyles and character development programs and activities that emphasize positive youth development, academic success, life skills, and positive social behaviors.
- Provide one full-time site director at each Out-of-School Time Program site <Names of sites> for eight hours per day, five days per week, for a minimum of 180 days. The site director will be responsible for coordinating all hiring, training and ongoing professional development, as well as providing leadership for all youth development professionals hired by <Partner Name> and employed in the Out-of-School Time Program, as described in the site director job description.
- Deliver services as an out-of-school time program from 3:30 PM to 6:30 PM at <Name Elementary School> and from 2:50 PM to 5:50 PM at <Name Middle School> on designated days of program's operation.
- Be responsible for maintaining evaluation data, attendance forms, and other relevant program documentation as needed by Name LEA and project evaluators (local and State).
- Designate a <Partner Name> employee to serve on the advisory council (school improvement/schoolwide planning committee) for each designated site.
- Be responsible for general program coordination, including set-ups and clean-up and first aid.

TERMS

The term of this MOU shall commence no earlier than <Month Day, Year> and continue through <Month Day, Year>. This MOU may be reviewed by both parties annually. Existing labor contracts will be honored in the execution of services. The intent is not to supplant work that would belong to a bargaining unit member.

This agreement contains all the terms and conditions agreed upon by the parties regarding the subject matter of this agreement and supersedes any prior agreement, oral or written, and all other communication between the parties relating to such subject matter.

TERMINATION CLAUSE

This MOU may be terminated by either party in sixty (60) days of giving written notice of intention to terminate the agreement.

AMENDMENTS

Amendments to this MOU may be made with the mutual written agreement of both parties.

HOLD HARMLESS/INDEMNIFICATION

<LEA> agrees to indemnify, defend and hold harmless <Partner>, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however caused to any person or property, because of, arising out of, or related to the active negligence of <LEA>. It is understood that such indemnity shall survive the termination of this agreement.

<Partner> agrees to indemnify, defend and hold harmless <LEA>, its board of trustees, officers, agents and employees from and against any and all claims, costs, demands, expenses (including attorney's fees), losses, damages injuries and liabilities arising from any accident, death, or injury whatsoever or however

caused to any person or property, because of, arising out of, or related to the active negligence of <Partner Name>. It is understood that such indemnity shall survive the termination of this agreement.

Insurance: As part of, but without limiting the hold harmless covenant, <Partner Name> shall, during the term of this agreement, carry a comprehensive general liability or property damage insurance in the amount of ONE MILLION DOLLARS (\$1,000,000). <LEA Name>, and in their capacity as such, its officers, agent and employees shall be named as additional named insured in said policy. A certificate of said insurance shall be filed with <LEA Name> before commencement by <Partner Name> of performance under this MOU. Said insurance shall contain a clause prohibiting cancellation without ten (10) days advance notice to <LEA Name>. A certificate of insurance showing compliance with these requirements shall be filed with <LEA Name> Chief Financial Officer.

INDEPENDENT CONTRACTOR STATUS

The parties hereto agree that the relationship created by this agreement is that of independent contractors. Each party will be responsible for providing its own salaries, payroll taxes, withholding, insurance, workers compensation coverage and other benefits of any kind, as required by law, for its own employees.

FINGERPRINTING

<Partner Name> shall conduct a criminal background check of its employees and, upon receipt of those checks, certify to <LEA Name> that no employee of the contractor working with youth and parents of <LEA Name> has been convicted of a violent or serious felony as defined by statute. <Partner Name> shall not permit any employee to have any such contact with a student of <LEA Name> until such certification has been received by <LEA Name>. <Partner Name> shall supply <LEA Name> with a list of names of those employees who are cleared to work with youth and parents of the district. <LEA Name> will also conduct criminal background checks on <Partner Name> employees working to support its Out-of-School Time Programs.

WRITTEN NOTICE

Written notices regarding this MOU required to be provided herein shall be sent, first class mail to each of the following signers below:

APPROVALS

LEA Authorized Signature

Date

Partner Organization Authorized Signature

Date

Appendix III: Equitable Participation of Non-Public Schools

The equitable participation requirements in Title VIII, Part F, Subpart 1, Uniform Provisions Subpart 1-- Private Schools of ESEA apply to the Title IV, Part B, 21st CCLC program.

A non-public school's participation requirements cannot be satisfied simply by inviting non-public schools to participate in programs and/or activities designed for public school youth, teachers or other educational personnel. Consultation must occur before the state education agency (SEA) or grantee makes any decision that affects the opportunities of eligible non-public school children, families, teachers, and other educational personnel. Further each grantee must provide the SEA with a written affirmation signed by officials of each participating non-public school that a consultation has occurred.

School districts and eligible local entities must engage in timely and meaningful consultation with appropriate non-public school officials during the design and development of programs and continue the consultation throughout the implementation of these programs. School districts and local entities must provide, on an equitable basis, special educational services or other benefits that address the needs under the program of children, teachers and other educational personnel in public schools in areas served by the districts and local entities. Expenditures for educational services and other benefits for non-public school children, families, and teachers must be equal, taking into account the number and educational needs of the children to be served, to the expenditures for participating public school children.

The law requires the consultation to address:

- How children's needs will be identified;
- What services will be provided;
- How, where, and by whom services will be offered;
- How services will be assessed and how results of the assessment will be used to improve those services;
- The size and scope of the equitable services to be provided to the eligible non-public school children, families, and teachers and the amount of funds available for those services;
- How and when the grantee will make decisions about the delivery of services, including a thorough consideration and analysis of views of non-public school officials on the provision of contract services through potential third-party providers.

In addition to the above, IDOE's 21st CCLC requires applicants to provide a list of non-public schools within a five mile radius of the program, meeting minutes including a list of attendees, titles, and contact information and a signed consultation form by as many private school officials offered the opportunity to participate.

Title IV-B Equitable Share Services Consultation and Agreement

This document serves as the initial equitable services consultation and agreement between the awarded organization and the non-public school within a five-mile radius of the organization.

This form must be completed annually for each non-public school that wants to participate in Equitable Services, regardless of accreditation status. Note: All services provided with 21st CCLC funds must be secular in nature. The completed form must indicate the assumed size and scope of the equitable services agreed upon between the organization and non-public school. Services should occur in the same grade level(s) and subject area(s) as the public school/ public school served by the grantee. Services must be consistent with what was written in the application.

Upon completion, the organization will maintain a copy, provide the non-public school with a copy, and submit to the OST team via

School Year: _____ Program or Grantee Name: _____

Are there non-public schools within a five-mile radius of your 21st CCLC site(s)?

Yes: _____ No: _____

If you selected No, you make skip to the end of this form's signature line.

Name of Non-Public School(s): _____

Is the non-public school a for-profit organization? *For-profit schools are ineligible for Title funds.¹*

Review business status online: <https://bsd.sos.in.gov/PublicBusinessSearch>

Yes: _____ No: _____

If the non-profit corporation's name differs from the non-public school name above, write the name below: _____

How will non-public students be considered for enrollment? Type your response below.
- Non-public students will be added to the waitlist based on when interest was expressed. - Non-public schools will have a reserved amount of seats. - Other (describe below)
What services does the out-of-school program offer? (Copy from the application section of your most recent 21st CCLC application). This should include programming days, times, and focus area(s).

How will non-public students be considered for enrollment? Type your response below.

Item	Response
Approximate Number of Non-Public School Students to be Served Number of Non-public Students to be Served	
Grade level(s) of Students Served	
Programming Priority Area(as proposed in the 21st CCLC application)	

- The non-public school should be provided with a copy of the 21st CCLC program evaluation plan. Surveys, student grades, and state test performance are required per 21st CCLC data collection guidelines. Please explain any other methods of data collection that will be used to evaluate the 21st CCLC program.

• Surveys	• State Testing Number
• Trackers	• Student Grades
• Computer Programming	• Non-Public School Assessments
• Other (Describe):	

- Information about the out-of-school time equitable services for the non-public school:

Time Services are Offered
• Before School • Breaks • Afterschool • Summer School (Summer only programming is not an option)
Place of Services
• Public School • Non-Public School • Other (Describe):

Service Delivery (Select All That Apply)
• Certified Teacher
• Organization Employee
• Other (Describe):

When and where will services be provided for non-public school students? Include frequency, (days per week), program time, when programming occurs (before school/after school/breaks/summer breaks, and where programming will occur. Type your response below.

--

Provide any additional information about equitable services agreed upon by the organization and non-public school that are relevant but not discussed in any of the items listed in this document. Type your response below.

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Once all of the above fields are completed with proper consultation and markings, the organization ensures the completion of the Affirmation of Consultation with Non-public School Officials below.

Affirmation of Consultation with Non-public School Officials

If the non-public school officials do not agree that the above conditions have been met, they are encouraged to provide a written statement to the organization specifying the reasons for their disagreement. Additionally, if the organization disagrees with the views of the non-public school officials concerning any of the issues described above, the organization will provide the non-public school officials with a written explanation as to the reason for the disagreement.

1. The organization maintains a signed copy of this written affirmation in its files, and
2. The organization provides the non-public school official with a signed copy and
3. The organization uploads a signed copy with their pre-application submission.

Non-Public School Official: *The Non-Public School Official will complete this portion of the form after consultation by checking their opinion for each grant.*

- Timely and meaningful consultation was provided for the grants listed below. During the consultation, an equitable service program was designed for each program.
 - I **accept** Title IV-B out-of-school time services
- Timely and meaningful consultation was **not** provided and did **not** result in an agreed-upon equitable program of services to meet the needs of the non-public school children for Title IV-B - the organization may contact the Equitable Services Ombudsperson regarding the disagreement (ombudsman@doe.in.gov).
 - I **wish to participate**, but **disagree** about the services for Title IV-B.
- If necessary, additional consultation has been scheduled throughout the school year to complete the agreement.
- Timely and meaningful consultation was provided, and I understand the eligibility requirements; however, I **decline** all equitable services for this year.

Signature of Non-public School Designee	Name of Non-public School Designee	NPS Code
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Signature of Organization Representative	Name of Organization Representative	Date
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