



EVEN START CONTINUATION GRANT APPLICATION

DEPARTMENT OF PUBLIC INSTRUCTION

TITLE I

SFN 53416 (rev. 4/05)

Even Start Application – Part I – General Information

Title of Even Start Project		Date	
Legal Name of Applying Agency/School			
Name of Authorized Representative		Telephone	Fax
Mailing Address	City	State	Zip Code
Authorized Representative E-Mail Address			
Even Start Contact Person (Other than Authorized Representative)		Telephone	Fax
Mailing Address	City	State	Zip Code
Even Start Contact Person E-Mail Address			
Legal Name of Primary Co-Applicant Agency/School			
Co-Applicant Contact Person		Telephone	Fax
Mailing Address	City	State	Zip Code
Co-Applicant Contact Person E-Mail Address			
Applicant Year for New Grant:		Project Duration (Up through four years considered)	
<input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		to	
Federal Funds Requested \$	Non-Federal (In-kind) Funds \$	Total Project Budget \$	

To the best of my knowledge, the information in this application is accurate and complete, and the board of the appropriate agency has approved this application and authorized me as its representative to file this application.

Signature of Authorized Representative	Signature of Co-Applicant Contact Person
Typed Name and Title of Authorized Representative	Typed Name and Title of Co-Applicant Contact Person
Date	Date
<input type="checkbox"/> Check if Fiscal Agent	<input type="checkbox"/> Check if Fiscal Agent

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<input type="checkbox"/> Rural	<input type="checkbox"/> Urban	<input type="checkbox"/> Empowerment Zone	<input type="checkbox"/> Enterprise Zone	Application Received:
Approved Federal Funding \$	Approved In-kind Match \$	Approved Total \$		
Signature of Title I Even Start Coordinator	Date	Signature of Title I Director	Date	

Even Start Application – Part II – Fifteen Required Components

Each local Even Start program is a complex project comprised of many different elements that when added, equal more than the sum of each element individually. The fifteen required program elements for Even Start projects, primarily grounded in research and national evaluation data, ensure that projects offer high-quality services so that all participating families can achieve their literacy goals. Attach additional sheets if needed.

Please provide a description of project accomplishments for each of the following fifteen (15) required Even Start program elements.

1. Identification and Recruitment of Families Most In Need of Even Start Services

2. Screening and Preparation of Participants

3. Flexible Scheduling and Support Services

Even Start Application – Part II – Fifteen Required Components – Continued

4. High-Quality, Intensive Instructional Programs

A. Early Childhood Education Program

B. Adult Literacy Program

C. Parenting Education Program

D. Parent and Child Interactive Literacy Program

Even Start Application – Part II – Fifteen Required Components – Continued

5. Staff Qualifications

Complete the chart below identifying all teachers and staff members (staff paid fully or partially with Even Start funds) who provide instruction in any of the four core Even Start components or provide instructional services to families and students. (Make additional copies as needed.)

Please attach a job description for each position listed. ***Label this "Attachment 1".*

Please note:

***Teachers and staff members hired **after** December 21, 2001 must meet one of the two criteria listed below. Those hired before December 21, 2001 must fulfill the listed requirements by December 21, 2004.

- Must have obtained an associate's, bachelors, or graduate degree in a field related to early childhood education, elementary or secondary school education, or adult education; and
- Must meet qualifications established by the State of North Dakota for early childhood education, elementary or secondary education, or adult education.

***Paraprofessionals who provide support for academic instruction hired **after** December 21, 2001 must have a high school diploma or GED. Those hired before December 21, 2001 must fulfill this requirement by December 21, 2004.

Name of Staff Member	Title/Position	Highest Degree, Diploma	Certification and/or License Information	Total compensation (\$) for Even Start duties paid for by Even Start funds	Full time or Part Time Position
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

A. Provide documentation that the Even Start Project Director has been (or will be) trained in the operation of a family literacy program. This person is the individual who is responsible for the administration of family literacy services.

Note: Project Directors must have received or will be receiving this training **before December 21, 2004.

Even Start Application – Part IV – Fifteen Required Components – Continued

6. Staff Training

7. Home-Based Instructional Services

8. Year-Round Services

9. Coordination with Other Programs

Even Start Application – Part II – Fifteen Required Components – Continued

10. Instructional Programs Based on Scientifically-Based Reading Research

11. Attendance and Retention

12. Reading Readiness Activities Based on Scientifically-Based Reading Research

13. Continuity of Services

14. Providing Services to Families Most in Need

15. Local Independent Evaluation

Please refer to Part III – Local Program Evaluation Plan (page 15 in the Even Start Application Guidance).

Even Start Application – Part III – Local Program Evaluation Plan

A copy of both your Even Start Project External Evaluation Report and the Even Start Performance Report is Due to the Department of Public Instruction by June 1, 2005. The grant award for continuation projects, if funded, will not be mailed until the reports are received.

Complete the Proposed Program Evaluator Information Below

Name of Evaluator(s)		
Address		
City	State	Zip Code
E-mail Address	Telephone	Fax

Even Start Application – Part IV – Additional Funding (optional)

A. Please check all applicable items <input type="checkbox"/> The program has operated and proven successful for at least one program cycle (4 years). <input type="checkbox"/> The program has met and exceeded the North Dakota Even Start Performance Indicators. <input type="checkbox"/> The applicant is adding an additional component to their Even Start program. <input type="checkbox"/> There is a higher demand for Even Start services than the current Even Start can provide. <input type="checkbox"/> Other (please explain).
B. Provide data and evidence to support your request for additional funding. Include the additional amount you are requesting. <i>**Label this "Attachment 3".</i>

Even Start Application – Part V – Budget Plan

Even Start Budget Worksheet

Project Year	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Fiscal Year												
Suggested Funding Ratio: Federal/Local (in percentage)	90/10	80/20	70/30	60/40	50/50	50/50	50/50	50/50	35/65	35/65	35/65	35/65
Even Start Federal Funds												
Local Match (Cash or In-Kind)												
In-kind waiver application (if needed)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Total Budget												
For Office Use Only Final Funding Ratio: Federal/Local												

A. Provide a brief explanation of the plan to obtain matching funds or in-kind services for the Even Start program over the project period.

B. Describe your plan for funding this program if/when federal assistance is no longer available.

Even Start Application – Part V – Budget Plan – Continued

Agency/Program Name (Partner)	County/School District (Partner)
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Budget Summary Form

This form supplements the detailed budget narrative required. Attach additional copies of this page if necessary to reflect contributions of all participating agencies.

Even Start Family Literacy Program		SOURCES				
		State	In-Kind	Even Start Additional Funds (Part IV)	Total	DPI Approved Budget For Office Use Only
	Share (Indicate %)					
Object Code	Administration Budget Items					
100	Salaries					
200	Fringe Benefits					
500	Other Purchases (communications, travel)					
600	Supplies					
	Total Administration					
Object Code	Instruction Budget Items					
100	Salaries					
200	Fringe Benefits					
300	Purchased Professional & Technical Services (contracted services and consultants)					
400	Purchased Services (building and equipment rent & maintenance)					
500	Other Purchases (communications, advertising, & printing)					
580	Travel					
600	Supplies and Educational Materials					
730	Equipment Purchases					
800	Other Objects (Registration fees, dues, & memberships)					
	Total Instruction					
Totals (Administration + Instruction)						

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Signature-Coordinator, Even Start Program	Date
Signature-Director, Title I	Date

Even Start Application – Part V – Budget Plan – Continued

Budget Narrative

Administration Budget Items		Even Start Funds Requested	Local Match	Even Start Additional Funds (Part IV)
100 - Salaries				
	100 Subtotal			
200 - Fringe Benefits				
	200 Subtotal			
500 - Other Purchases (communications, travel)				
	500 Subtotal			
600 - Supplies				
	600 Subtotal			
	Total Administration			
Instruction Budget Items		Even Start Funds Requested	Local Match	Even Start Additional Funds (Part IV)
100 - Salaries				
	100 Subtotal			
200 - Fringe Benefits				
	200 Subtotal			
300 - Purchased Professional & Technical Services (contracted services and consultants)				
	300 Subtotal			

Even Start Application – Part V – Budget Plan – Budget Narrative – Continued

Instruction Budget Items (Continued)	Even Start Funds Requested	Local Match	Even Start Additional Funds (Part IV)
400 - Purchased Services (building and equipment rent & maintenance)			
400 Subtotal			
500 - Other Purchases (communications, advertising, & printing)			
500 Subtotal			
580 - Travel			
580 Subtotal			
600 - Supplies and Educational Materials			
600 Subtotal			
730 - Equipment Purchases			
730 Subtotal			
800 - Other Objects (Itemize)			
800 Subtotal			
Total Instruction			
Total Administration + Total Instruction			

Even Start Application – Part VI – Statement of Assurances

Legal Name of Applying Agency/School	Legal Name of Primary Co-Applicant Agency/School
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(To be signed by *both* the Applying Agency *and* the primary Co-Applying Agency entering into direct *partnership* on the project.)

1. The applicant agrees to use Even Start funds in a manner that will not supplant services currently provided using state or federal funds.
2. The activities described herein will be conducted in accordance with applicable state and federal statutes and regulations, including those concerning non-discrimination, prohibitions against lobbying, suspension, and disbarment, the provision of a drug-free workplace, access for persons with disabilities, and any applicable fire, safety, and health provisions/regulations.
3. The applicant agrees to participate in an external evaluation of the project's effectiveness as determined by the U.S. Department of Education and the North Dakota Department of Public Instruction.
4. The program will comply with all requirements for state and local evaluation.
5. The applicant agrees to use instructional programs based on scientifically-based reading research for children and adults.
6. The program will operate on a year-round basis.
7. Personnel paid, in whole or in part, with Federal Even Start funds will meet the qualifications specified in the Even Start statute [P.L. 106-554 Sec. 1235(5)].
8. The applicant agrees to secure/maintain a license to provide Infant Development Services under the requirements of the Department of Human Services, Developmental Disabilities Division, if such applicant is the direct provider of early care and education programs for children.
9. The applicant agrees to keep such records and provide such information to the North Dakota Department of Public Instruction as reasonably may be required for fiscal audit and program evaluation.
10. The applicant agrees to cooperate in the dissemination of project results through willingness to serve in a consultation/mentoring role with other communities seeking assistance in providing similar services.
11. The recipient of federal funds assures compliance with the North Dakota Department of Public Instruction's "General Requirements for Federal Programs" (May 1995).

Name of Head Administrator	Title	Telephone
Signature (Authorized Representative)		Date
Signature (Co-Applicant Contact Person)		Date