



**REQUEST FOR PROPOSALS
FY2027**

**MARYLAND HIGHER EDUCATION
OUTREACH AND COLLEGE ACCESS
PROGRAM**

Proposals Due

**Monday, October 26, 2026
5:00 p.m. ET**

**Maryland Higher Education Commission
Office of Grants and Strategic Initiatives
217 E. Redwood St., Suite 2100
Baltimore, MD 21202**

TABLE OF CONTENTS

OVERVIEW	3
PROGRAM SUMMARY	4
PROGRAM AUTHORIZATION	4
PROGRAM PURPOSE	4
STATE PLAN ALIGNMENT	4
ELIGIBILITY	5
PRIORITIZED POPULATION	5
APPLICATION LIMIT	5
MAXIMUM AWARD AMOUNT	5
USE OF FUNDS.....	6
REQUIRED MATCH	6
PROPOSAL FORMAT & REQUIREMENTS	7
GENERAL FORMAT REQUIREMENTS	7
PROPOSAL COMPONENTS AND ORDER	7
PROPOSAL NARRATIVE.....	8
NEEDS ASSESSMENT	8
PROJECT GOALS, OBJECTIVES, AND OUTCOMES	8
PLAN OF OPERATION.....	9
ORGANIZATIONAL CAPACITY AND MANAGEMENT PLAN.....	10
PROJECT EVALUATION	11
ENOUGH ALIGNMENT (Optional Bonus)	11
BUDGET AND COST-EFFECTIVENESS	12
REVIEW AND SELECTION CRITERIA	16
POST-AWARD GRANT MANAGEMENT PROCEDURES	17
FISCAL PROCEDURES	17
POST-AWARD CHANGES	17
PROJECT CLOSEOUT, SUSPENSION, TERMINATION	18
RECORDS	18
REPORTING	19
ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER	19
APPENDICES	20
APPENDIX A	21
COVER SHEET.....	22
ABSTRACT	23
BUDGET SUMMARY.....	24
STATEMENT OF ASSURANCES	25
APPENDIX B	26
ENOUGH Alignment (Optional Bonus) Form.....	27

OVERVIEW

Program Timeline

Request for Proposals Issued	September 28, 2026
Support Requests Deadline	October 16, 2026
Proposal Due	5:00 p.m. ET October 26, 2026
Anticipated Award Notification	December 7, 2026
Grant Project Start Date	December 8, 2026
Interim Report Due	April 13, 2027
Grant Project End Date	July 31, 2027
Final Report Due	September 30, 2027

Program Contact

Any questions regarding the RFP or the application process should be submitted no later than October 16, 2026, to:

Reshma Roy
Postsecondary Access Programs Coordinator
Office of Grants and Strategic Initiatives
Maryland Higher Education Commission
reshma.roy@maryland.gov

To help identify and address support requests in a timely manner, please use the following Email Subject Line:

Support Request – Grant Application – MDHEOCAP FY2027

Submission Instructions

Completed proposals must be submitted as a single PDF attachment via email to reshma.roy@maryland.gov no later than 5:00 p.m. ET October 26, 2026.

- Email Subject Line:

Grant Application – [Organization] – MDHEOCAP FY2027

- File Naming Convention:

Grant Application – [Organization] – MDHEOCAP FY2027

PROGRAM SUMMARY

PROGRAM AUTHORIZATION

Annotated Code of Maryland, Education Article, Subtitle 11. Maryland Higher Education Outreach and College Access Program, §§ 11-1101 through 11-1107.

PROGRAM PURPOSE

The purpose of the Maryland Higher Education Outreach and College Access Program is to:

- Encourage low-income Maryland high school students to attend and complete college;
- Connect potential college and university students with nonprofit organizations that have a history of successful higher education outcomes for targeted youth;
- Create an equal matching fund for nonprofit organizations to access in order to increase college outreach services to low-income students;
- Provide funding for nonprofit organizations that are already established in communities to provide targeted outreach to encourage low-income students to enroll in college; and
- Increase the number of low-income students attending and succeeding in college.

STATE PLAN ALIGNMENT

MDHEOCAP supports the following strategies that contribute to Goal 1, Increase Postsecondary Attainment for Lifelong Success, and Goal 2, Advance Social and Economic Mobility through Postsecondary Education, of the **2026–2030 Maryland State Plan for Higher Education**:

- **Streamline Transitions Across the Secondary to Postsecondary Continuum:** MDHEOCAP provides college exposure, advising, application assistance, and other supports for low-income Maryland students to help them access and complete postsecondary education. Its partnership model also advances the State Plan’s catalytic action to strengthen and expand partnerships with organizations whose mission it is to assist economically marginalized students in achieving postsecondary success.
- **Advance Affordability:** MDHEOCAP supports outreach and services that help students and families understand postsecondary costs and navigate financial aid options, including FAFSA and Maryland state financial aid programs. These services support the State Plan’s catalytic action to strengthen communication about financial offerings and ensure that students and families receive timely and accurate information.

ELIGIBILITY

501(c)(3) nonprofit organizations that have been in existence for five (5) or more consecutive years that meet the following minimum criteria, based on § 11-1105 of the Education Article, Annotated Code of Maryland:

- Are located in Maryland;
- Have an established partnership(s) with a local school system and/or institution of higher education;
- Demonstrate an equal match for funds requested;
- Provide college access activities, communication, and services with a proven track record of success;
- Provide services to enhance and increase college access and completion for low-income Maryland high school students; and
- Have the organizational capacity to comply with all program reporting requirements, including the ability to track student progress through the higher education system.

PRIORITIZED POPULATION

MDHEOCAP is intended to increase college access and completion for low-income Maryland high school students. Proposed projects must be designed to reach and meaningfully serve this population.

The State of Maryland is taking an all-of-government approach to addressing child poverty and promoting economic mobility in the areas of greatest need across the state. As such, applicants are encouraged to target eligible communities under the Governor’s Office for Children’s Engaging Neighborhoods, Organizations, Unions, Governments and Households (ENOUGH) Grant Program. These eligible communities, which have high levels of concentrated child poverty, can be found [here](#) under “Eligible Communities.”

APPLICATION LIMIT

Each organization may submit only one application for the FY2027 MDHEOCAP grant cycle. The application may propose to serve multiple schools, project sites, or service locations.

MAXIMUM AWARD AMOUNT

A total of \$700,000 has been appropriated for MDHEOCAP for FY2027. Applicants may request up to \$100,000. Grant awards will be made to eligible nonprofit organizations on a competitive basis, and are subject to the availability of State funds.

USE OF FUNDS

Grant funds may only be used for costs directly related to project activities and services. Detailed requirements regarding allowable costs and budget preparation are provided in the Budget and Cost-Effectiveness section.

REQUIRED MATCH

Nonprofit organizations are required to provide one-to-one matching funds equal to the total grant funds requested. For example, if the total grant funds requested is \$20,000, organizations are required to provide a \$20,000 match. Details of the required match must be included in the proposal budget, and if selected for funding, in the interim and final budget reports.

PROPOSAL FORMAT & REQUIREMENTS

GENERAL FORMAT REQUIREMENTS

- Typed in 12-point Arial or Times New Roman, single-spaced, with one-inch margins
- Proposal narrative must not exceed fifteen (15) pages, which must be numbered. The page limit excludes all other proposal components.
- Use the FY2027 forms provided with this RFP. Do not reuse forms from previous cycles or your grant materials may be returned to you.
- All parts of the proposal must be submitted together as a single PDF attachment via email to reshma.roy@maryland.gov no later than 5:00 p.m. ET October 26, 2026.
 - Email Subject Line:
Grant Application – [Organization] – MDHEOCAP FY2027
 - File Naming Convention:
Grant Application – [Organization] – MDHEOCAP FY2027

PROPOSAL COMPONENTS AND ORDER

- Cover Sheet (required): Must use form provided in Appendix A
- Abstract (required): Must use format provided in Appendix A
- Table of Contents (required)
- Proposal Narrative (required): Instructions provided under “Proposal Narrative”
- Budget Summary (required): Must use form provided in Appendix A
- Budget Narrative (required): Instructions provided under “Budget Narrative”
- Statement of Assurances (required): Must use form provided in Appendix A
- Resumes/CVs of key personnel (required)
- Letter(s) of support from partnering local school system(s) or institution(s) of higher education (required)
 - For FY2027, letter(s) of support from individual school(s) with which the applicant plans to work will also be accepted.
- ENOUGH Alignment (optional bonus): Use form provided in Appendix B, followed by letter(s) of support from ENOUGH Quarterback

PROPOSAL NARRATIVE

The proposal narrative (not to exceed 15, single-spaced pages) should include the following sections. Label the sections with the headings as indicated.

NEEDS ASSESSMENT

- Describe the need for the proposed project using relevant data about the communities, schools, and students to be served.
- Identify the target population, including grade levels and relevant demographics, and discuss barriers to college access and completion.
- Clearly indicate the proposed number of students to be served.
- Indicate whether the organization is proposing to serve an ENOUGH eligible community (see “Prioritized Population” section on page 5) and identify the relevant community.
- Explain how the proposed project will address the needs of the target population.
- Briefly discuss how the proposed project aligns with the 2026–2030 Maryland State Plan for Higher Education (see “State Plan Alignment” section on page 4).

PROJECT GOALS, OBJECTIVES, AND OUTCOMES

- All applications must demonstrate their organization’s contribution to the overarching goal to encourage low-income Maryland high school students to attend and complete college. The proposal must include the following goals:
 - Goal 1: Students will demonstrate a greater awareness of postsecondary opportunities and college admission requirements.
 - Goal 2: Students will demonstrate a greater awareness of FAFSA, Maryland State financial aid programs, and other financial aid opportunities.
- Provide at least one objective for each required goal above and for any additional goals proposed.
- For each objective, provide at least one projected outcome statement. Outcome statements should follow S.M.A.R.T criteria:
 - Specific: Outcomes must target a specific area for improvement, identify the target population to be served, and be narrow, unambiguous, and well-defined.

- Measurable: Outcomes must identify how achievement will be measured. A good outcome statement will reference quantifiable indicators such as changes in pre- and post-assessment results, financial aid application completion, college application completion, or postsecondary enrollment.
- Achievable: Outcomes must be attainable, possible, and plausible.
- Realistic: Outcomes must be within reach and not impossible to achieve.
- Time-bound: Outcome statements must have deadlines indicating when they are to be achieved.

PLAN OF OPERATION

- The plan of operation should be presented as a narrative. A table may be added to support, not replace, the narrative.
- Describe how the proposed project will be implemented
- Discuss the activities and services that will be used to achieve project goals, objectives and outcomes. For each major activity or service:
 - Describe the activity and what will be provided.
 - Explain why the activity is appropriate to the needs of the intended recipients and how it supports the applicable project goals, objectives, and outcomes.
 - Identify the personnel responsible for the activity.
 - Identify the location, anticipated timing, frequency, and duration of the activity.
 - Indicate the proposed number of participants for the activity, and discuss the expected level of participation or contact hours as applicable.
- Explain how participants will be recruited and engaged.
- Provide a timeline for implementation of all project activities.

ORGANIZATIONAL CAPACITY AND MANAGEMENT PLAN

Organizational Capacity

- Describe the organization's mission, projects, and service area(s).
- Demonstrate capacity to implement the proposed project by summarizing the organization's relevant experience, including prior work with college access and completion for low-income Maryland high school students.
- Briefly discuss the organization's ability to maintain relevant participant records and track student progress through the higher education system.
- Include an overview of the organization's current and planned partnerships with local school systems and/or institutions of higher education. Append at least one letter of support from a partnering school system or institution of higher education.
 - For FY2027, MHEC will also accept a letter of support from the individual school(s) with which the applicant plans to work.

Management Plan

- The management plan should be presented as a narrative. A table may be added to support, not replace, the narrative.
- Describe the management plan for implementation of the project; direct service activities are part of the plan of operation, not the management plan.
- Present a clear organizational structure and detail the roles, responsibilities, and background of key personnel.
 - Demonstrate that key personnel have sufficient time to carry out their responsibilities according to the established timeline.
 - Include resumes/CVs for all key personnel in the appendix.
- Provide a timeline for management activities and milestones, including project start-up, staff and partner coordination, monitoring of project progress, evaluation, fiscal oversight, and required reporting.

PROJECT EVALUATION

- Describe the evaluation plan and how the overall effectiveness of the project will be assessed. The evaluation plan must align with the project goals, objectives, and outcomes.
- Discuss what data will be collected and analyzed, when and by whom, and the data sources or evaluation instruments that will be used.
 - Grantees are required to report 1) the number of students served, 2) the number of students who graduate from high school, 3) the number of students who applied to college, 4) the number of students who matriculated at an institution of higher education, and 5) the number of students who remained continuously enrolled, as applicable to the students served. Describe how the organization will track this information.
- Explain how evaluation results will be used to monitor project progress and make adjustments, as needed, during the grant period.
- Evaluation results must be included in the interim and final project reports.

ENOUGH ALIGNMENT (Optional Bonus)

- Applicants partnering with organizations in the Governor’s Office for Children’s Engaging Neighborhoods, Organizations, Unions, Governments and Households [\(ENOUGH\) Grant Program](#) initiative will receive bonus points. The 28 ENOUGH communities and corresponding Census Tracts, which have high levels of concentrated child poverty, can be found [here](#) under “ENOUGH Act Grantees.”
- In order to receive bonus points for this funding opportunity, summarize your collaboration with the initiative using the form in Appendix B and include a letter of support from at least one project partner (ENOUGH Quarterback) in the designated community. A list of ENOUGH Quarterback organizations and contact information can be found [here](#).

BUDGET AND COST-EFFECTIVENESS

The budget should be justifiable in terms of the scope of the proposed project. Costs should be reasonable, allowable, allocable, and necessary. There should be a clear link between all costs and the project activities detailed in the “Plan of Operation” section.

Organizations are required to provide one-to-one matching funds equal to the total grant funds requested. For example, if the total grant funds requested is \$20,000, organizations are required to provide a \$20,000 match. Details of the required match must be included in both the Budget Summary and Budget Narrative. Providing only a total matching amount is not sufficient.

BUDGET SUMMARY

- Complete the Budget Summary using the form provided in Appendix A. The Budget Summary must show all project costs along with the source of funds, by budget category and, where applicable, by individual line items.
- The specific budget categories and line items to which matching funds will apply must be shown in this Budget Summary.

BUDGET NARRATIVE

- Provide a Budget Narrative to support all costs included in the Budget Summary. The narrative must be organized by budget category using the same category labels provided in the Budget Summary.
- Identify the individual costs included within each budget category, including costs not separately itemized on the Budget Summary. Explain the rationale for each cost, both for grant expenditures and for organizational and other contributions.
- The narrative must show how all costs were calculated.
- An explanation of budget categories and proposal expectations follows.

A. SALARIES & WAGES

Professional Personnel

- List each key person individually. Identify the position, salary or rate of pay, percentage of effort or anticipated hours that will be committed to the project, and the amount included in the project budget.

Other Personnel

- List all support personnel by position or support category. Identify the number of personnel and requested rate of pay. Support personnel must be clearly justified.

B. FRINGE BENEFITS

- Fringe benefits must be calculated at the rates normally paid by the organization for the salaried members of its staff who will be involved in the project. The amount of fringe requested in the proposal should represent the percentage of effort on the project.
- Identify the applicable fringe benefit rate and the salary or wage base to which the rate is applied.

C. TRAVEL

- Enter travel costs for essential personnel to conduct project activities.
- Mileage allowances may not exceed the state's approved rate for mileage reimbursement at the time of travel. Currently, this rate is 76 cents per mile.
- All travel funding must be specifically designated by place, for whom, approximate date, distance, and method of travel.

D. EQUIPMENT

- Equipment means an article of non-expendable tangible property having a useful life of more than one year and an acquisition cost per unit that is consistent with organizational policy.
- Equipment expenses must be documented with written estimates, invoices, etc. and be purchased in compliance with organizational procurement procedures.
- Discuss the expected useful life of any grant purchased equipment, role of the equipment in the project, any maintenance plans if applicable, and how equipment will be used after the grant period has ended.

E. MATERIALS AND SUPPLIES

- Expendable and non-expendable materials and supplies, including but not limited to books, computer software, operating supplies, and other items necessary for the effective implementation of the project.
- Describe the items to be purchased and their purpose in the project.

F. CONSULTANT AND CONTRACTUAL SERVICES

- Use of consultants or other contractual services must be justified and reasonable.
- Consultant pay must be a reflection of time spent delivering direct services. Travel and per diem expenses for consultants should not exceed the organizational or state rate, or that allowed by OMB Uniform Guidance, whichever is least. Preparation time for consultants will not be paid by the grant.
- Properly documented contractual agreements for expenditures to consultants or outside agencies for fees, travel, and routine supplies must be filed per organizational policy; and contractual payments cannot exceed organizational salary levels for similar work.
- All contractual services must be procured in accordance with organizational procurement requirements and procedures.

G. OTHER (SPECIFY)

- All expenditures that do not fall into any of the above budget categories should be detailed in this category.
- List each expenditure separately. Explain why these costs are necessary for the implementation of the project.

H. TOTAL DIRECT COSTS

- Enter the sum of Items A, B, C, D, E, F, and G.

I. TOTAL INDIRECT COSTS

- Indirect costs must be calculated using one of the following options:
 - If the organization has an applicable negotiated indirect cost rate under § 2-208(c)(1) of the State Finance and Procurement Article, indirect costs may be charged to the grant at this rate. Applicants using a negotiated indirect cost rate must identify the applicable rate and the entity with which the rate was negotiated. MHEC may request documentation of the negotiated rate.
 - If the organization does not have an applicable negotiated indirect cost rate under § 2-208(c)(1) of the State Finance and Procurement Article, it may charge indirect costs at a rate of up to 15% of modified total direct costs (MTDC) under OMB Uniform Guidance
 - Organizations using this rate are responsible for properly calculating the MTDC base and maintaining records that support this calculation.

J. TOTAL

- Enter the sum of Items H and I.
- Be sure to reconcile the total in each line and each column.

REVIEW AND SELECTION CRITERIA

The review process consists of the following phases:

1. Initial Review: Proposals will be reviewed for formatting and completeness. Any proposal determined to be incorrectly formatted or incomplete may be rejected.
2. Independent Review: Review panel members will individually evaluate and score each proposal that passes initial review. Points will be awarded according to the criteria outlined in this RFP, using the rubric below.

Category	Maximum Points
Needs Assessment	10
Project Goals, Objectives, and Outcomes	15
Plan of Operation	20
Organizational Capacity and Management Plan	20
Project Evaluation	15
Budget and Cost Effectiveness	<u>20</u>
Base Score	100
ENOUGH Alignment Bonus	<u>5</u>
Maximum Possible Score	105

3. Panel Review: The review panel will meet to collectively review proposals and discuss any requests for additional information, revisions, and funding recommendations.
4. Final Funding Decision: The review panel's funding recommendations are submitted to the Secretary of Higher Education (or designee) for final funding decisions.

POST-AWARD GRANT MANAGEMENT PROCEDURES

FISCAL PROCEDURES

If MHEC awards an amount different from the amount requested, the organization will be required to submit a revised budget reflecting the award amount, subject to MHEC's review and approval. An approved budget must be in place before the initial disbursement.

All state funds under this program must be assigned to a specific account. If an organization receives awards for more than one MHEC grant program, separate accounts must be established for each.

Grant awards will be disbursed in two payments. The first payment, 50% of the grant award, will be disbursed at the beginning of the project period, and the remaining 50% will be disbursed upon receipt and approval of the interim report.

Expenditures exceeding the approved budget are the responsibility of the grantee.

POST-AWARD CHANGES

The grant recipient shall obtain prior written approval for any change to the scope of the approved project. The request must include an explanation of the specific programmatic changes and a revised budget, if applicable. **If project activity dates have changed significantly since the proposal submission, you must submit a revised calendar of activity dates.**

The grant recipient shall also obtain **prior written approval** from the Office of Grants and Strategic Initiatives, using the then-current Budget and Project Amendment Request Form to:

1. Continue the project during any continuous period of more than three (3) months without the active direction of an approved project director;
2. Replace the project director (or any other persons named and expressly identified as key personnel in the proposal) **or** to permit any such person to devote substantially less effort to the project than was anticipated when the grant was awarded;
3. Make changes resulting in the addition or deletion of staff and consultants related to or resulting in a need for budget reallocation; and
4. Make budget changes exceeding the lesser of \$1,000 or 10%, in any of the originally approved line items.

Grantees must also request written approval to extend the expiration date of the grant if additional time beyond the established grant end date is required to ensure adequate completion of project activities with the funds already made available. A single extension request may be made **no less than 30 days prior** to the originally established expiration date. The request must explain the need for the extension and include an estimate of the unobligated funds remaining and a plan for their use. Unobligated funds remaining at the expiration of the grant or delays due to insufficient planning is not sufficient justification for an extension. The extension plan must

adhere to the previously approved goals and objectives of the project. An extension of up to 60 days may be requested.

Extensions are not guaranteed. MHEC will review extension requests on a case-by-case basis and reserves the right to approve, deny, or modify a request based on the justification provided, reporting deadlines, internal timelines, and grantee's compliance with grant requirements.

PROJECT CLOSEOUT, SUSPENSION, TERMINATION

CLOSEOUT: Each grant shall be closed out as promptly as feasible after expiration or termination. In closing out the grant, the following shall be observed:

- The grant recipient shall immediately refund, in accordance with instructions from MHEC, any unobligated balance of cash advanced to the grant recipient.
- The grant recipient shall submit all financial, performance, evaluation, and other reports required by MHEC within 60 days of the date of expiration or termination.
- The closeout of a grant does not affect the retention period for state and/or federal rights of access to grant records.

SUSPENSION: When a grant recipient has materially failed to comply with the terms of a grant, MHEC may, upon reasonable notice to the grant recipient, suspend the grant in whole or in part. The notice of suspension will state the reasons for the suspension, any corrective action required of the grant recipient, and the effective date. Suspensions shall remain in effect until the grant recipient has taken action satisfactory to MHEC, or given evidence satisfactory to MHEC that such corrective action will be taken, or until MHEC terminates the grant.

TERMINATION: MHEC may terminate any grant in whole or in part at any time before the date of expiration, whenever MHEC determines that the grant recipient has materially failed to comply with the terms of the grant. MHEC shall promptly notify the grant recipient in writing of the termination and the reasons for the termination, together with the effective date.

Closeout of a grant does not affect the right of MHEC to disallow costs and recover funds on the basis of a later audit or review, nor does closeout affect the grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions.

RECORDS

A grant recipient shall retain the following records for a period of five (5) years after completion of the grant project:

- Records of significant project activities, results, and participant data;
- Records that fully show amount of funds under the grant, how the funds were used, total cost of projects, all costs and contributions provided from other sources, and other records to facilitate an effective audit;
- Records to show the grant recipient's compliance with program requirements.

REPORTING

To ensure accountability and sound fiscal management, the Office of Grants and Strategic Initiatives serves as the state monitor of grant activities funded under this program. In addition to interim and final reports, MHEC staff may require additional reports, conduct site visits, or request other materials for this purpose. **Contact MHEC immediately if you anticipate any difficulties completing all activities on schedule and according to the proposed budget.**

Interim and final reports are required from all grantees. Grantees must use forms and/or templates required by MHEC for reporting. The interim report includes both a financial and programmatic report. The interim report should provide evidence that the project is progressing with sufficient effectiveness to continue grant activities. At the end of the grant, both a final financial and programmatic report will be due to the Office of Grants and Strategic Initiatives. Grantees who do not comply with MHEC's reporting requirements may be ineligible to apply for future grants.

ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER

An acknowledgment of the Maryland Higher Education Commission must appear in any publication of materials based on or developed under this program.

Materials except those published in academic journals must also contain the following disclaimer:

“Opinions, findings, and conclusions expressed herein do not necessarily reflect the position or policy of the Maryland Higher Education Commission, and no official endorsement should be inferred.”

All media announcements and public information pertaining to activities funded by this grant program should acknowledge support of the Maryland Higher Education Commission.

At such time as any article resulting from work under this grant is published in a professional journal or publication, a link to the published material should be sent to the Maryland Higher Education Commission's Office of Grants and Strategic Initiatives at ogsi.mhec@maryland.gov. If the publication is not publicly accessible, an electronic copy of the article must be provided.

APPENDICES

APPENDIX A

Proposal Forms

COVER SHEET
Maryland Higher Education Outreach and College Access Program – FY2027

Organization Name: _____

Project Title: _____

Organization Address: _____

Head of Nonprofit Organization

Name: _____ Title: _____

Phone: _____ Email Address: _____

Project Director

Name: _____ Title: _____

Phone: _____ Email Address: _____

Grants Post-Award Contact

Name: _____ Title: _____

Phone: _____ Email Address: _____

Address (if different from Organization Address): _____

Finance Official

Name: _____ Title: _____

Phone: _____ Email Address: _____

Address (if different from Organization Address): _____

Certification by Authorized Official (V.P. level or above)

Signature of Authorized Official

Date

Printed Name of Authorized Official

Title

ABSTRACT
Maryland Higher Education Outreach and College Access Program – FY2027

Organization: _____

Project Title: _____

Provide a summary (250-300 words) of the proposed project's needs, purpose, and projected outcomes.

Please note that this abstract may be reproduced as is or edited by MHEC staff for inclusion in press releases and other publications describing the grant program.

BUDGET SUMMARY

Maryland Higher Education Outreach and College Access Program – FY2027

Organization: _____

Organizations are required to provide one-to-one matching funds equal to the total grant funds requested. The specific budget categories and line items to which matching funds will apply must be shown in this Budget Summary. Reporting only a total matching amount is not sufficient.

Add rows as needed for categories A, D, and G.

SOURCE OF FUNDS				
	*GRANT FUNDS REQUESTED	**ORGANIZATION CONTRIBUTIONS	***OTHER CONTRIBUTIONS	TOTALS
A. Salaries & Wages				
Professional Personnel				
<i>Position title [Name]</i>	e.g., Project Director [Dr. Jill Smith]			
1.				
2.				
3.				
4.				
Other Personnel				
<i>Position title/Category [Number of each]</i>	e.g., Tutors [5]			
5.				
6.				
7.				
Total Salaries and Wages				
B. Fringe Benefits				
C. Travel				
D. Equipment				
1.				
2.				
E. Materials and Supplies				
F. Consultant and Contractual Services				
G. Other (specify)				
1.				
2.				
H. Total Direct Costs (A through G)				
I. Total Indirect Costs				
J. Total (H and I)				

*Include all MDHEOCAP grant-funded costs in this column.

**Include all contributions from the applicant organization in this column.

***Include any contributions from other partners in the grant project in this column.

STATEMENT OF ASSURANCES

The Applicant hereby affirms and certifies that it will comply with all applicable regulations, policies, guidelines, and requirements of the Maryland Higher Education Commission (MHEC) and the State of Maryland as they relate to the application, acceptance, and use of Maryland Higher Education Outreach and College Access Program funds.

The Applicant affirms and certifies that:

1. It possesses legal authority to apply for the grant; e.g., an official act of the applicant's governing body has been duly adopted or passed, authorizing filing of the application, including all understandings and assurances contained therein and directing and authorizing the person identified as the official representative of the application and to provide such additional information as may be required.
2. It will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) prohibiting employment discrimination where discriminatory employment practices will result in unequal treatment of persons who are or should be benefiting from the grant-aided activity.
3. It will comply with the provisions of the Americans with Disabilities Act and any and all amendments to the ADA.
4. It will have, or establish if one does not exist, a contract or memorandum of understanding with a local school system or an institution of higher education, as required by §11-1105 of the Education Article, Annotated Code of Maryland.
5. It will expend funds to supplement new and/or existing programs and not use these funds to supplant non-grant funds or for any purpose other than those specified in this grant.
6. It will participate in any statewide assessment program or other evaluation program as required by MHEC.
7. It will give MHEC and/or a representative from the Office of Legislative Audits, through any authorized representative, the right of access to, and the right to examine all records, books, papers, or documents related to the grant. It will maintain all records pertaining to this grant for a period of five (5) years.
8. It will comply with all requirements imposed by MHEC concerning special requirements of law and other administrative requirements.

Applicant Organization

Signature of Authorized Official (V.P. level or above)

Date

Printed Name of Authorized Official (V.P. level or above)

Title

APPENDIX B

ENOUGH Alignment (Optional Bonus) Form

B1: Summary of ENOUGH Alignment

B2: Letter of Support from ENOUGH Quarterback

ENOUGH Alignment (Optional Bonus) Form

B1: Summary of ENOUGH Alignment

Summarize your collaboration with the ENOUGH initiative.

B2: Letter of Support from ENOUGH Quarterback

Attach a letter of support from at least one project partner (ENOUGH Quarterback) in the designated community. The letter of support should be addressed to the Program Contact.