



**REQUEST FOR APPLICATIONS
FY 2024**

**TEACHER QUALITY AND DIVERSITY
MATCHING GRANT PROGRAM**

**APPLICATIONS DEADLINE
June 24, 2024**

**Maryland Higher Education Commission
Office of Outreach and Grants Management
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201**

TEACHER QUALITY AND DIVERSITY MATCHING GRANT PROGRAM

| | |
|---|----|
| PROGRAM INFORMATION..... | 3 |
| ELIGIBILITY | 3 |
| FUNDING..... | 3 |
| ALLOWABLE EXPENDITURES..... | 3 |
| TECHNICAL ASSISTANCE..... | 3 |
| APPLICATION SUBMISSION | 3 |
| APPLICATION PROCESS..... | 4 |
| REVIEW PROCESS..... | 4 |
| FISCAL PROCEDURES..... | 4 |
| RECORDS | 4 |
| REPORTING | 4 |
| ACKNOWLEDGMENT OF SUPPORT AND DISCLAIMER..... | 4 |
| CONTACT INFORMATION..... | 6 |
| COVER SHEET..... | 6 |
| APPLICATION | 7 |
| Section A: Applicant Information..... | 7 |
| Section B: Funding Opportunity Information..... | 7 |
| Section C: Project/Program Information | 7 |
| Section D: Match Information | 8 |
| BUDGET SUMMARY..... | 9 |
| ASSURANCES..... | 10 |

TEACHER QUALITY AND DIVERSITY MATCHING GRANT PROGRAM

PROGRAM INFORMATION

The Maryland Teacher Quality and Diversity Program assists Maryland institutions of Higher Education in (1) taking advantage of national foundation efforts to develop highly qualified teachers and leaders from diverse backgrounds and (2) aiding students from groups historically underrepresented in the teaching profession in achieving teacher preparation and certification requirements. The Maryland Teacher Quality and Diversity Matching Grant Program provides matching funds to Maryland institutions of higher education who have received grant funding from a non-state source to increase the quality and diversity of applicants for the institution's teacher preparation program. Institutions may receive matching funds, as needed, in an amount equal to or less than the non-state grant funding received by the institution.

AUTHORIZATION

Annotated Code of Maryland, Education Article, Subtitle 4. Teacher Quality and Diversity Program, §§ 17-404

ELIGIBILITY

Accredited institutions of higher education in Maryland that have received grant funding from a non-state source to increase the quality and diversity of applicants for the institution's teacher preparation program are eligible to apply. Priority is given to historically black colleges and universities and Hispanic-serving institutions with a track record of preparing diverse and high-quality teachers.

FUNDING

Annual funding for the Teacher Quality and Diversity Matching Grant Program is \$500,000. Final awards are subject to the availability of state funds. Applicants may apply for one (1) award.

ALLOWABLE EXPENDITURES

Teacher Quality and Diversity Matching Grant funds may be used for expenses including, but not limited to, salaries of staff directly involved in the project, equipment, material, and supplies. All indirect costs are limited to a maximum of 8%.

TECHNICAL ASSISTANCE

Technical assistance for the Teacher Quality and Diversity Matching Grant Program will be provided on an as needed basis. Please contact Anthony Reiner at Anthony.Reiner@Maryland.gov for more information.

APPLICATION SUBMISSION

Applications to the Teacher Quality and Diversity Matching Grant Program should be emailed to Anthony.Reiner@maryland.gov. Applications must be received by June 24, 2024 to be considered for funding under this program. Award notifications will be made no later than June 30, 2024.

APPLICATION PROCESS

For MHEC to consider a request for a Teacher Quality and Diversity Matching Grant Program, institutions are required to submit the following:

1. Cover Page
2. Application
3. Budget
4. Funding Opportunity Award Letter
5. Assurances

REVIEW PROCESS

Upon receipt of the required information, MHEC will review the application to determine if all matching fund requirements have been met. MHEC has the authority to approve less than the full amount the applicant is seeking. Funding is subject to the availability of state funds. Priority is given to historically black colleges and universities and Hispanic-serving institutions with a track record of preparing diverse and high-quality teachers.

FISCAL PROCEDURES

All state funds under this program must be assigned to a specific account. For this grant cycle, 50% of the total grant award will be disbursed upon award, and the remaining 50% will be disbursed upon receipt and processing of the bi-annual report.

RECORDS

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

- Programmatic records of project impact and evaluation results.
- Fiscal records that fully show amount of funds under the grant, how the funds were expended, total cost of project, all costs and contributions provided from other sources, and other records to facilitate an effective audit.

REPORTING

To ensure accountability and sound fiscal management, the Office of Outreach and Grants Management serves as the state monitor of grant activities funder under this program. In addition to requiring bi-annual reports, MHEC staff may conduct site visits or request writing materials for this purpose. Each institution receiving a Teacher Quality and Diversity Matching Grant will be required to complete and file financial and progress reports to MHEC bi-annually. Impacts and metrics are expected to be captured and reported. Upon execution of a notice of grant award, MHEC will provide reporting guidelines and forms to the institution.

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 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, two reprints of the publication should be sent to the Maryland Higher Education Commission Office of Outreach and Grants Management, and clearly labeled with appropriate identifying information.

PROGRAM CONTACT

Anthony Reiner

Anthony.Reiner@maryland.gov

(410) 767-3087

**TEACHER QUALITY AND DIVERSITY MATCHING GRANT PROGRAM
COVER SHEET**

Higher Education Institution:

DUNS or UEI Number:

Program Contact Name and Title:

Campus Telephone:

FAX Number:

Email Address:

Campus Mailing Address:

Grants Office Post-Award Officer Name and Title:

Email Address:

Phone Number:

Campus Mailing Address:

Finance or Business Office Contact Name and Title:

Email Address:

Phone Number:

Campus Mailing Address:

Certification by authorizing official Name and Title (V.P. level or above):

Signature: _____

TEACHER QUALITY AND DIVERSITY MATCHING GRANT PROGRAM APPLICATION

Section A: Applicant Information

1. Institution:
2. Address:
City: State: MD Zip Code: County:
3. DUNS or UEI Number:
4. Program Contact Name and Title:
Email Address: Phone Number:

Section B: Funding Opportunity Information

1. Funding Opportunity Number:
2. Funding Opportunity Title:
3. Funding Organization:
4. CFDA Number:
5. Funding Type:
6. Funding Opportunity Purpose:

Section C: Project/Program Information

1. Project Title:
2. Award Date:
3. Project/Grant Period:
4. Provide a brief summary of the project.
3. Provide the goals, objectives, and measurable outcomes for the project.
4. Detail the funded project activities.
5. Detail the impact the project will have on teacher quality and diversity.
6. Detail the institutional capacity for implementing, monitoring, and managing the project.

Section D: Match Information

1. Funding Opportunity Award Amount:
2. Funding Opportunity Match Percentage Required:
3. Teacher Quality and Diversity Match Percentage Requested:
4. Teacher Quality and Diversity Match Grant Amount Requested:
5. Detail the institutional need for matching funds and identify any other sources of matching funds for this project.

TEACHER QUALITY AND DIVERSITY MATCHING GRANT PROGRAM BUDGET SUMMARY

Institution: _____

| SOURCE OF FUNDS | | | | | |
|--|-----------------------|---------------------------|---------------------|-----------------------------|----------|
| | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 |
| | Grant Funds Requested | Institution Contributions | Other Contributions | Federal or Foundation Grant | Totals |
| A. Salaries & Wages | | | | | |
| Professional Personnel [List each by name followed by title in brackets] | | | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| Other Personnel (list categories & # of each in brackets) | | | | | |
| 5. [] | | | | | |
| 6. [] | | | | | |
| 7. [] | | | | | |
| 8. [] | | | | | |
| Total Salaries and Wages | 0 | | 0 | | |
| 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) | 0 | | 0 | | |
| I. Total Indirect Costs (max. 8% of H) | 0 | | 0 | | |
| J. Total (H and I) | 0 | | 0 | | |

TEACHER QUALITY AND DIVERSITY MATCHING GRANT PROGRAM 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 Teacher Quality and Diversity Matching Grant Program funds. Also, 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 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.
5. It will participate in any statewide assessment program or other evaluation program as required by the MHEC.
6. It will give the 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 years.
7. It will comply with all requirements imposed by the MHEC concerning special requirements of law and other administrative requirements.

Organization: _____

Signature of Authorized Official (President, VP level, or above) Date

Name and Title, Printed