OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A+

ESSER ARP Extended Expanded Learning Opportunity (EELO)
Program Abstract Instructions

Program Abstract

The scope document upload may include bullets, numbering, bold, italics, etc; **however, the field entries below do not. It is best to create a Word document in plain text before copying and pasting into text fields**. *Enter at least one character in all fields and save often.*

Program/Project Scope: Uploaded document

This document may have formatting, visuals, and other enhancements but must be:
- a PDF file,
- less than 5Mb,
- named using format: **OrganizationName-LE#-ProgramName-ELO Scope 23-24**
    - File name CANNOT contain any periods – please use the exact formatting above.
- basic text in 12-point size,
- no less than ½ inch margins.

Scope **MUST contain** answers to address all items listed in the grant requirements (3-5 years, 40% Low-Income, Math and Reading, pre/post math/reading tests, duplication, partnership, delivery method evidence-based, goals to content standards). Suggested format is included in the downloadable Template document (available on the E-Grants page or by emailing a member of the ESSER Team).

When applicable, information from this scope page may be cut/pasted into sections of the grant application.

To Upload a File:
- Select "Choose File" button.
- In the window that opens, browse your computer and locate the desired file.
- Double-click the file to select it. (Or click the file and click "OK" to select it)
- Click the blue "UPLOAD" button.
- A blue hyperlink to the uploaded file will show in the "Uploaded Files" section.
- SAVE the page.

To Delete an Uploaded File:
- Select the check box next to the file you wish to delete.
- Select the blue "Delete Selected Files" button.
- SAVE the page.

Program/Project Abstract (summary of program in 500 words)
1. Describe your program's purpose and services for students/families, strategies for achieving project goals, expected outcomes of your intended program, and indicators you will use to demonstrate program success.
2. Applicants should briefly address all areas of the grant requirements (3-5 years, 40% Low-Income, Math and Reading, pre/post math/reading tests, partnership, evidence-based delivery method, goals & content standards).
3. When applicable, information from uploaded Scope may be copy/pasted into other sections of the grant application.
4. Do **not** exceed the maximum of 5,000 characters.
5. SAVE the page.

Program Evaluation

1. Describe an evaluation plan that will document your progress in achieving your goals and objectives. Outline this program/project's evaluation plan.
   a) How will your program be evaluated to show success and identify areas of improvement?
   b) How has the program been improved based on previous years' evaluation?
   c) The evaluation must be based on the program/project's performance goals, desired student outcomes and indicators for success.
   d) The results of the evaluation must be used to refine, improve, and strengthen the program and to obtain the program objectives.
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3. Do **not** exceed the maximum of 2,000 characters.
4. SAVE the page.

Professional Development

1. Describe the training/professional development that will be provided to staff as part of the program effort. What is your training and professional development plan for all individuals connected to this program?
2. When applicable, information from uploaded Scope may be copy/pasted into other sections of the grant application.
3. Do **not** exceed the maximum of 2,000 characters
4. SAVE the page.

Programming Timeline

1) Enter the timeline you have developed for program implementation. What is your program implementation timeline for Fall 2023, Spring 2024, Summer 2024? Include the following:
   a) Start and end dates for each program.
   b) Hours of programming (example: Mon-Thurs 3pm-5pm).
2) Be specific as to which "trimesters" your program will involve. Trimester dates are below:
   a) Fall 2023: September 1 – December 31, 2023
   b) Spring 2024: January 1 – May 31, 2024
   c) Summer 2024: June 1 – August 31, 2024
3) When applicable, information from uploaded Scope may be copy/pasted into other sections of the grant application.
4) Do **not** exceed the maximum of 2,000 characters.
5) SAVE the page.

Program Operations

1. Please describe how your program will be set up regarding routines, and a variety of engaging activities to optimize the use of time targeted to program goals/objectives.
2. When applicable, information from uploaded Scope may be copy/pasted into other sections of the grant application.
3. Do **not** exceed the maximum of 2,000 characters.
4. SAVE the page.

Program Staffing

1. Please describe how your program will be staffed, including position titles, certifications, and other qualifications.
2. If Afterschool and Summer staffing differ, please specify differences.
3. When applicable, information from uploaded Scope may be copy/pasted into other sections of the grant application.
4. Do **not** exceed the maximum of 2,000 characters.
5. SAVE the page.

Transportation and Financial Barriers to Participation

1. Select all options that apply.
2. Please describe how students will get to/from your program location. If you are providing transportation, please give details as to how it will be provided.
3. When applicable, information from uploaded Scope may be copy/pasted into other sections of the grant application.

4. Do **not** exceed the maximum of 2,000 characters.
5. SAVE the page.

Safety/Wellbeing
1. Describe the safety and health procedures you have in place that will ensure your students are in a safe and healthy environment. This plan must describe all child protection mechanisms that are built into the process, and your plans to prevent, prepare, and respond to COVID.
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3. Do **not** exceed the maximum of 2,000 characters.
4. SAVE the page.

Press the Save button before leaving the screen. Failure to save each page as it is completed will result in lost data.