

Wisconsin Department of Public Instruction
21st Century Community Learning Center
Renewal Grant Application Guidance

The 21st Century Community Learning Center (CLC) grant projects are funded by five-year grant awards. The first year of each cycle follows the plan delineated in the program's competitive application however, for each of the successive years in each cycle programs are responsible for submitting an annual renewal application incorporating programmatic changes informed from each year's experience in order to qualify for grant funds for each successive fiscal year. This renewal application must be approved before the next year's funding is awarded.

The guidance section below explains what information is to be reported in the 21st Century Community Learning Center Renewal Application.

Section I - General Information

This section addresses basic information for the applicant and center, including contact information. The requested information includes:

- CESA number – There are 12 Cooperative Education Service Areas (CESAs) in Wisconsin. Refer to the district office for the two-digit CESA number specific to the grant or visit the WI School Directory webpage to search for the information (<https://apps4.dpi.wi.gov/SchoolDirectory/>).
- DUNS number – The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number supplied by Dun & Bradstreet. All federal grants must have a DUNS number. Contact the district office for the DUNS number specific to the grant.
- School Code – Each individual school in Wisconsin has a four-digit school code number. The district office can supply the number or visit the WI School Directory webpage to search for the information (<https://apps4.dpi.wi.gov/SchoolDirectory/>).
- School District Local Education Agency (LEA) Number – The LEA number is the four-digit code assigned to each district or visit the WI School Directory webpage to search for the information (<https://apps4.dpi.wi.gov/SchoolDirectory/>).
- County Code – Check with the district office for the two-digit Wisconsin County Code.

Section II – Abstract:

Use this section to describe the key elements of the project, including any changes proposed for the next year of operation. (Limit response to 3000 characters)

Sections III, IV, V and VI – General Assurances, Program Specific Assurances, Certification Signatures, and Certification Covering Debarment:

- These are the same assurances and signature as in the original grant application. A copy of the application with original signatures must be mailed (postmarked by the deadline) to DPI.

Section VII – Program Plan:

This section is used to describe program operations, services, work plan, staff capacity, and school involvement.

- **Part A– Schools to be Served:**

- Provide the name of the primary school to be served, number of students enrolled and percentage of students eligible for free and reduced lunch. Also provide the name(s) of additional schools to be served by the grant, as well, as the enrollment and free and reduced lunch data for the school (s).
- **Part B – Objectives:**
 - Provide the objectives proposed for the program for the next fiscal year (July 1-June 30). They should align with objectives for the current fiscal year with adjusted targets or may be revised to account for outcomes of the evaluation conducted during the present fiscal year. In either case, they should align with the goals of the 21st Century Community Learning Center grant and to the local identified needs. (Limit response to 4000 characters)
- **Part C – Evaluation Plan (response limited to 4000 characters) :**
 - Describe the methods that will be used to assess progress toward each of the performance objectives.
 - Describe how the results will be used to improve programming.
 - Describe how the results of the evaluation will be made available to the public.
- **Part D – Services Provided:**
 - Indicate if program will operate before school, after school, on weekend days, and summer.
- **Part E – Services and Activities Program Schedule:**
 - **Note Required Attachment:** Please attach an example of one week of the program schedule detailing the times and activities planned. The schedule should illustrate a typical week of program activities.
 - Provide the number of hours the program will operate each day in the chart provided. For events that don't happen each day, such as a Saturday field trip, divide the amount of time to get a weekly average. For example, one Saturday four-hour field trip per month equals one Saturday hour per week.
- **Part F – Unduplicated Activity Time Per Week:**
 - In the table provided indicate the grades served by each activity and the average number of hours per week dedicated to the activity or content area.
 - Math Activities – Enrichment instruction related to mathematics facilitated by a qualified adult.
 - English/Reading Activities – Enrichment instruction related to composition or reading facilitated by a qualified adult.
 - Homework Help – Time to complete homework with learning support.
 - Recreation and Physical Activities – Guided games and activities that promote exercise and health.
 - Other Enrichment Activities – Guided activities promoting learning in subjects other than math and English, such as science, cultural awareness, self-exploration, connection to school, etc.
- **Part G – Summer Programming:**
 - If applicable, provide the number of hours per week, number of weeks of service, and a description of summer programming provided. (Limit response to 3000 characters)
- **Part H – Program Work Plan:**
 - This section calls for descriptions of program activities proposed for the next fiscal year.

- Question 1. Describe the methods used by the CLC to ensure that every CLC student receives academic enrichment every week in the program. As noted in the application, academic enrichment activities are taught by an instructor with the goal of increasing student knowledge, understanding and skills in a school subject in a way that differs from what students experience in the day school. (Limit response to 2000 characters)
 - Question 2. Describe the mathematics and reading enrichment activities implemented in the program. These activities should align with the students' needs but not replicated the school day curriculum. Activities should be aligned with the Principles of Effectiveness and incorporate opportunities for hands on learning experiences wherever possible. These activities serve the purpose of enhancing and enriching students' knowledge of the subject. The description should include the curricula used, the methods used in delivery, and rationale for these activities. (Limit response to 3000 characters)
- **Part I – Staff Capacity:**
 - Describe the training and professional development opportunities that will be provided to program staff in the next program year. The training should be focused on the knowledge and skills needed to serve the CLC students and their parents. These opportunities should be specific to afterschool staff and reflect best practices for afterschool programs. (Limit response to 2000 characters)
- **Part J – Services for Adult Family Members of CLC Students:**
 - Question 1:
 - Describe the methods that will be used to assess CLC participants' adult family member(s) needs. (Limit response to 1000 characters)
 - Question 2:
 - Describe how assessments have informed programs offered to adult family members (provide an example). (Limit response to 1000 characters)
 - Question 3:
 - Describe the types of services and activities that will be offered to adult family members of participants and number of times per year these services and activities will be offered. Family member events should be educational, sequential and relate to family needs as determined through community demographics and needs expressed by the families. They should also coordinate with your needs statement. (Limit response to 1000 characters)
- **Part K – Day School Involvement**
 - Describe how the school principal and staff promote and connect with the CLC program (e.g., communication and recruitment mechanisms, sharing of space, knowledge, materials, or other supports). (Limit response to 2000 characters)

Section VIII – Collaboration

This section is used to describe the collaboration with various funding sources and community partners. Applicants should reference current and future collaborations. Applicants should include additional supports and progress toward sustainability efforts.

- **Part A – Coordination with other federal, state, or local programs:**

- Describe how the CLC coordinates efforts with federal programs (i.e. Title I, Title III, etc.) and state programs (i.e. AODA grants and local programs such as community recreation, etc.) (Limit 2000 characters)
- **Part B – Partnerships between schools, community-based organizations, and other public and private entities:**
 - Describe the partnerships with other schools, community clubs, and other entities (i.e. businesses) in the community. (Limit 2000 Characters)
- **Part C – Involvement of parents and other community members:**
 - Describe how parents and other community members are involved in supporting the CLC and the efforts made to align CLC services with the parent and community needs. (Limit 2000 characters)

Section IX – Self-Assessment Plan:

This section is used to describe the progress in choosing, administering and implementing changes concerning the self-assessment process.

A self-assessment is required in each of the three cycles (**cycle 1**= years 1-5, **cycle 2**= years 6-10, **cycle 3**= years 11-15).

Grant Year	Self-Assessment Requirement	Due
Year One	Identify self-assessment tool <i>(Conduct self-assessment during subsequent school year)</i>	Tool identified with submission of renewal application
Year Two	Conduct self-assessment and develop improvement plan	Summary reported with the year three renewal application
Years three and four	Implement improvement plan	Summary and results reported with the year four and five renewal applications
Year Five	Continue to implement improvement plan	Summarize plans for continuous improvement in the application for the next cycle

Programs choose from the following allowable self-assessment instruments:

- Wisconsin After-School Continuous Improvement Process (WASCIP)
- Youth Program Quality Assessment (YPQA)
- New York State Afterschool Network (NYSAN) Quality Self-Assessment Tool (QSA)
- Foundations Inc. Quality Assurance System (QAS)

A link to details on the various self-assessment instruments can be found on the DPI webpage:
<http://dpi.wi.gov/sites/default/files/imce/sppw/pdf/clcallowables.pdf>

DPI will not provide additional funds to complete an assessment process.

Section X. (Budget Detail) and Section XI. (Budget Summary)

The budget reflects the standard template for DPI program budgets and is used on all CLC applications. Remember to use the “tab” function to move from space to space. “Cost” columns in the budget details and “amount requested” columns in the budget summary should be filled in with zeros instead of left empty to assure all costs are added accurately.

If you have any questions regarding this guidance please contact Gary Sumnicht at:
gary.sumnicht@dpi.wi.gov or (608) 267-5078.