

Should I Apply? Readiness Assessment Tool For Colorado's 21st CCLC Grant



Directions: Use this tool to assess your readiness for applying for the 21st Century Community Learning Centers (CCLC) Grant. Rate each question for each topic/area on a scale of 1 to 4 (Do not agree=1, Slightly agree=2, Agree=3, Strongly Agree=4). After rating all questions, calculate the total rating and use the key to determine whether you are ready to apply. This information is to be used by potential applicants internally and will not be submitted to CDE as part of the application submission or process. CDE will not use this completed tool as part of the review process in consideration of awarding funds to applicants.

TOPIC/AREA		QUESTION	RATING
1	Priority Schools	The school(s) proposed to be served have 40% free/reduced lunch eligibility AND have been identified to receive Comprehensive Support or Targeted Support (CS or TS). Rate this topic: All schools are on the priority list = 4, no schools are on the priority list = 1)	
2	Planning	A least one individual is able to set aside 50-100 hours to lead a team through planning, research, intentional program design, and online application entry process.	
3	Stakeholder Engagement	Key stakeholders (including school leadership/staff, families/caregivers, students, and community partners) have been engaged to discuss the readiness and capacity of the lead applicant to design and implement a comprehensive 21 st CCLC program at the school(s).	
4	Youth Voice & Choice	Youth have been directly consulted and involved in the planning and designing of the 21 st CCLC program at the proposed school(s).	
5	Needs Assessment	Based on stakeholder engagement and available data, there is a demonstrated need for after school/expanded learning programs, including summer learning programs, in the community to support overall student learning and school improvement.	
6	Readiness	The proposed school(s)/center(s) are ready to help develop and maintain a full comprehensive community learning center, using the most effective evidence-based practices to meet high expectations around student learning.	
7	Partnerships	At least one viable partnership has been developed between the school(s) and community agency, faith-based organization, municipality and/or individual community partners or people that will be successful to support the program over time. If there no partnerships currently, a plan is in place to identify and establish one within the first year of the grant.	

8	School Leadership	The school principal and other school leaders are committed to being active participants and collaborators of the program throughout the life of the grant. If the school experiences turnover in leadership, there is a plan in place to ensure continuity of buy-in from the school for the grant program.	
9	Implementation	If awarded, the applicant has a dedicated staff member to lead the implementation of the 21 st CCLC program design (CDE recommends at least a 0.75 FTE program director, who could also serve as center coordinator). The applicant has read and understand all program and fiscal implementation requirements and is ready to implement if awarded.	
10	Organizational Capacity	The applicant has a strong organizational structure that has the capacity to support the project including hiring new staff (a director, site leaders, many other new staff).	
11	Fiscal Capacity	The organization understands all fiscal training and reporting requirements listed in the grant application, and has the capacity to take on increased financial Federal grant management responsibilities over time.	
12	Data/Evaluation	The organization understands all monitoring, evaluation, and reporting requirements listed in the grant application and has the capacity to take on increased evaluation (data) responsibilities over time.	
13	High-Quality Staff	High-quality staff, including school-based teachers and staff, community professionals, educators and others, are interested and available to work in the program during the school year and for summer learning programs. There is a plan in place to reduce staff turnover and maximize staff capacity (through professional learning opportunities) throughout the life of the grant.	
14	Space & Resources	Full access to appropriate and adequate space in the school and/or community including classrooms, gyms, multi-purpose rooms, cafeterias, libraries, and access to technology and the outdoors that can be used as part of the program.	
15	Transportation	Applicant has a plan in place to ensure transportation to and from the center for students and families, including collaborating with school/district staff to organize and pay for transportation. Transportation should not be a burden or a barrier to participate.	
			TOTAL RATING:

Ratings:

45-60 points	75% or more of total	We are ready to apply for Colorado’s 21 st CCLC grant!
30-44 points	50%-75% of total	We may be ready, but we should consult with stakeholders, partners, and leadership to address areas with low scores before applying.
Below 30 points	Below 50% of total	We are not ready and should possibly consider applying in the next grant competition instead.

Notes: