

2025-2026 CASE for Kids PARTNERSHIP PROJECT

Site Application

Site application must be submitted as part of the completed 2025-2026 Partnership Project RFP application and be signed by site administrator. **CASE for Kids Partnership Project applications that only include the Site Application will not be accepted. Please see official RFP for full grant guidelines and instructions.**

GENERAL INFORMATION

Site Name:	
Type: <input type="checkbox"/> Returning site <input type="checkbox"/> New site	
Municipality/City Served:	County Precinct # Served:
Physical Address:	
City:	Zip:
PRINCIPAL OR ADMINISTRATOR CONTACT INFORMATION	
Name:	Email:
Site Telephone:	Fax:

SITE DEMOGRAPHICS FOR 2024-2025 *5 points*

Date current comprehensive program was first offered at this location:		# of years afterschool program in service:	
Total Campus Enrollment:			
Percentage of Students Classified as Economically Disadvantaged:			
2023 – 2024 Student Achievement Rating, per TEA:			

CERTIFICATION

I certify that this application was developed in accordance with all funding requirements and that all information in this application is true and correct. I certify that, if funded, the program will be implemented in accordance with the funding and programmatic requirements as described in this application, and that all proposed program changes will be brought to the attention of the Harris County Department of Education prior to implementation.

Site Authorized Official Name

Title

Site Authorized Official Signature

Date

PROGRAM INFORMATION

COMPREHENSIVE PROGRAM OPERATIONS

Program Start/End Dates: List start and end dates of the proposed program in boxes below.												
Start Date:						End Date:						
Program Hours: Indicate program hours in the boxes below. The program must operate for a minimum of 25 weeks; and a minimum of 12 hours per week.												
	Fall Term				Spring Term				Summer Term			
	AM		PM		AM		PM		AM		PM	
	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Hours per Week	Fall				Spring				Summer			
Total Weeks of Service	Fall				Spring				Summer			

TARGETED STUDENTS SERVED

Target number of students to be served	
Ages and grade levels to be served	

PROGRAM OVERVIEW

1. Describe the site's proposed afterschool program. 7 points
Type Answer Here
2. Describe the importance of the afterschool program to the community. 7 points
Type Answer Here

3. List two quantifiable needs, as identified in your annual Campus Needs Assessment. Provide data points to support these needs. 18 points

<i>Identified Need #1:</i>	Type Answer Here
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<i>Identified Need #2:</i>	Type Answer Here
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4. Describe your program's strategies for recruiting and retaining students in the program over time. 8 points

Type Answer Here

PROPOSED ACTIVITY SCHEDULE

5. Complete the table below, listing each activity (A) to be offered during the afterschool program with a brief description (B). *10 points*

Activity Name (A)	Activity Description (B)
Type Answer Here	Type Answer Here
Type Answer Here	Type Answer Here
Type Answer Here	Type Answer Here
Type Answer Here	Type Answer Here
Type Answer Here	Type Answer Here
Type Answer Here	Type Answer Here
Type Answer Here	Type Answer Here

ACTIVITY DESCRIPTION

6. Identify two outcomes from the proposed activities that will improve student literacy, numeracy and/or Social-Emotional Learning (SEL) skills. 12 points

Type Answer Here

7. Describe how the program will prepare and monitor instructors to implement program activities. In the narrative, address ways staff will be evaluated and monitored. 8 points

Type Answer Here

PROPOSED BUDGET

8. **Please provide projected site budget**, using the provided table format below. Budget requests should use whole numbers and **should not exceed level award amounts**. Please note that CASE for Kids expects applicants to invest at least **75%** of the total program expenses. ***In-kind support is not an acceptable form of investment.*** CASE for Kids funds cannot exceed 60% of the program budget. 10 points

SITE NAME:				
Budget Category	Description of Expenditures	Total Grant Request	Matching Fund Contribution	Total Budget
Payroll Costs		\$	\$	\$
Professional and Contracted Services		\$	\$	\$
Supplies and Materials		\$	\$	\$
Other Operating Costs		\$	\$	\$
Total Direct Cost		\$	\$	\$
Total Targeted Students Served				
Cost per student (total budget/number of students served)				\$
(CASE) cost per student (grant request/number of students served)				\$
Grant request: % of total cost of program				%

BUDGET NARRATIVE

9. Describe how the proposed budget plan will align with grant-specific activities. In the narrative include:

- a. How grant funds will be expensed**
- b. How the agreed match amount will be achieved.** *10 points*

Type Answer Here