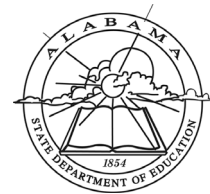




STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

November 3, 2025

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

RE: Fiscal Year (FY) 2026 Alabama Summer- and After-School Program (ASAP) Grant

The Alabama Summer- and After-School Program (ASAP) grant is funded through the Alabama State Department of Education (ALSDE) to increase access to evidence-based, high-quality summer- and after-school programming, to build a diverse model of providers, and to foster collaboration between local education agencies (LEAs) and community-based organizations. ASAP programs must include students in any grade configuration of Pre-K-12.

Funds have been allocated with the objective of reducing the achievement gap in students who are not proficient in reading and/or math. These funds may be used to promote academic intervention or enrichment, such as activities that support foundational learning, knowledge-building, application of learning in novel ways, homework assistance, tutoring activities, Science, Technology, Engineering, Math (STEM), financial literacy, arts education, etc.

If an LEA, municipality, not-for-profit organization, or entity that provides support to summer- and after-school programs wish to apply, applications open on Wednesday, November 5, 2025, at 8 a.m. (CST) and close on Friday, December 5, 2025, at 5 p.m. (CST). Applications will be submitted using DocuSign. Instructions and a link to the application are provided in Appendix A. Additional grant information can be found in Appendix B.

ASAP grants will be available for implementation upon program notification of award status. The fund source is 1134. Funds will be distributed in February 2026 (1/2 total), April 2026 (1/4 total), and July 2026 (1/4 total). Programs may begin as early as Monday, January 5, 2026, and funds must be expended by Friday, September 11, 2026. Program evaluations will be due to the ALSDE no later than Wednesday, September 23, 2026.

ASAP Grant Office Hours will be held throughout November. Click this [Google folder](#) link for dates and details.

If you require additional assistance, please contact Mr. Jeff Norris, Education Specialist, Office of Extended Learning, by telephone at (334) 694-4927 or by email at oxl@alsde.edu.

EGM/MS/JN

Attachments

cc: Curriculum and Instruction
SDE Accounting
Mrs. Angela Martin
Dr. Melissa Shields

Mr. Arthur Watts, Jr.
Mrs. Bonnie Short
Mr. Jeff Norris

FY26-2005

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Executive Officer

INSTRUCTIONS FOR COMPLETING THE GRANT APPLICATION

- **Before** beginning the FY 2026 ASAP Grant application, a best practice is to create a free DocuSign account on the [DocuSign website](#). The account creation must occur **prior** to starting the application to allow the originator the ability to track the envelope as it progresses through each assigned recipient.
- Read through Appendix A and Appendix B in their entirety prior to beginning the application.
- **After** creating the free DocuSign account and reading Appendix A and B, please follow these steps:
 1. Complete this [FY 2026 ASAP Grant Intake Form](#) to determine the application routing process.
 2. Enter the name and email address of each person who will be assigned to one of the signing roles. See Appendix B for more details on completing a collaborative group application.
 3. Once all names and email addresses are entered, click “next” to verify all information.
 4. Upon completing the intake form, an email will be sent to the primary contact listed with the FY 2026 ASAP application via this email address: dse_NA4@docusign.net.
 5. Begin the FY 2026 ASAP application by clicking the “start” button within the email.
 - If completing a collaborative group application, anchor organizations must ensure that program partners and their services are addressed in each applicable category.
 - Anchor organizations should not click “Assign to Someone Else.” This will result in all previously entered application information being erased.
 6. Once all required fields of the application have been completed, click “Finish.” The application will then automatically be routed to the next recipient to sign via this email address: dse_NA4@docusign.net.
 7. The signature workflow is as follows:
 - a. Anchor Organization Primary Contact
 - b. Anchor Organization Grant Accountant
 - c. Anchor Organization Superintendent/Program Director
 - d. Partner Organization Primary Contact/Grant Accountant/Superintendent/Program Director (if applicable; all individuals receive the application to sign simultaneously)
 - e. If a free DocuSign account was created prior to beginning the envelope, the Anchor Organization will be able to view the workflow progress.
 8. After the last signature is completed, every recipient in the workflow will receive a fully executed copy of the application.

A blank FY 2026 ASAP Grant application for reference can be accessed using this [Google folder](#) link.

For questions regarding the DocuSign process, please contact Mrs. Meagen Anthony-Rush at meagen.anthony@alsde.edu. For questions regarding the content of the grant application, please contact Mr. Jeff Norris at jeff.norris@alsde.edu.

**ALABAMA SUMMER- AND AFTER-SCHOOL PROGRAM (ASAP)
GRANT INFORMATION**

ANNOUNCEMENT OF FUNDING OPPORTUNITY

Grant funds are currently available through the Alabama State Department of Education (ALSDE) to increase access to evidence-based, high-quality summer- and after-school programming, to build a diverse model of providers, and to foster collaboration between local education agencies (LEAs) and community-based organizations. ASAP programs must include students in any grade configuration of Pre-K-12.

PURPOSE

Funds have been allocated with the objective of reducing the achievement gap in students who are not proficient in reading and/or math. These funds may be used to promote academic intervention or enrichment, such as activities that support foundational learning, knowledge-building, application of learning in novel ways, homework assistance, tutoring activities, Science, Technology, Engineering, and Math (STEM), financial literacy, arts education, etc.

Applicants must be willing to utilize the Alabama Afterschool Quality Standards when planning and implementing after-school/summer-learning programs. Learn more on the [Alabama Afterschool Quality Standards website](#).

WHO IS ELIGIBLE TO APPLY?

Local education agencies (LEAs), city or county municipalities, not-for-profit organizations, and entities that provide support to summer- and after-school programs are eligible to apply.

The goal is to award at least 60% of the funding to non-profit, community-based organizations or partnerships between community-based organizations and LEAs.

Grant priority will be given to programs that serve target populations with a poverty percentage of 65% or higher.

- Programs where the target population has a poverty percentage of 65% or higher based upon free and reduced lunch numbers.
or
- Areas with a lack of access to high-quality after-school/summer programming as deemed by waitlist or other indicators.

Individual schools are not eligible to apply for an ASAP grant. Grant applications will only be accepted from LEAs, municipalities, not-for-profit organizations, or entities that provide support to summer- and after-school programs.

PROJECT PERIOD

January 5, 2026-September 11, 2026 (including summer 2026)

APPLICATION PROCESS AND TIMELINE

The ALSDE will award grants to eligible entities on a competitive basis. **The grant application process will open on Wednesday, November 5, 2025, at 8 a.m. (CST) and close on Friday, December 5, 2025, at 5 p.m. (CST).** Applications will be submitted via DocuSign.

Only applications received by the deadline will be reviewed by a panel of peer reviewers. The peer reviewers (grant readers) will read and score applications according to the selection criteria.

Applications will be ranked from highest to lowest, according to scores. The ALSDE will grant awards until there are no allocated funds remaining.

ALSDE CONTACTS

For questions concerning the application process, eligibility, or requirements, please contact:

Jeff Norris, Education Specialist
Email: oxl@alsde.edu
Telephone: (334) 694-4927

FUNDING INFORMATION

Choose only one option below:

Option 1: Individual ASAP Grant Application (up to \$50,000 for one anchor organization)

- An anchor organization provides direct programmatic services to area students. This anchor organization can be an LEA, city/county municipality, or not-for-profit organization.
- Anchor organizations must include a regular schedule and provide direct, consistent services for students.
- Anchor organizations must sign the application, include a budget, and complete a program evaluation.

Option 2: Collaborative Group ASAP Grant Application (up to \$225,000 per group)

- A group application consists of a partnership between one anchor organization and at least one other of the following: LEA, city/county municipality, not-for-profit organization, or entity that provides support to summer- and after-school programs. Each partner's contribution to the application should include a regular, consistent schedule of direct services for students and/or a plan to provide specific indirect services for programs.
- In a group application, the anchor organization is eligible to apply for a base amount of up to \$75,000. The anchor organization can add to this amount with grants for additional partners.
 - The maximum amount requested for the entire group is \$225,000.
 - The maximum amount requested per partner is \$75,000.
 - No more than five additional partners.
- Entities that provide indirect services for multiple anchor organizations may only be awarded a total maximum of \$150,000. These services could include, but are not limited to, program coaching and evaluation, professional learning, intervention programs, etc.
- Partners/entities that provide direct services for multiple anchor organizations may only be awarded a total maximum of \$225,000. These services could include, but are not limited to, transportation, salaries/benefits, etc.
- Programs must show evidence of significant contributions from all partners in the group application. The group application must also include evidence of cross-reference planning. All partners must sign the application, include a budget for each partner's contributions, and collectively complete a program evaluation.

- Anchor organizations should collect contact information for the following partner organization categories prior to completing the application: Program Director/Superintendent Name/Email Address, and Grant Accountant Name/Email Address.
- The total ASAP grant budget for the Anchor Organization (plus any Partner) should match the amount requested in the Detailed Program Information chart of the application. If awarded a collaborative group ASAP grant, anchor organizations will be responsible for disbursing funds to all partner organizations, according to the budget in the awarded application.
- For specific questions or scenarios, please contact oxl@alsde.edu or visit [this Google folder](#).

NOTIFICATION OF AWARDS

Applicants who have been selected for funding will receive a grant award notification via DocuSign. Grantees will be notified by January 2026. Grant awards are not final until approved by the ALSDE and a Statement of Assurances has been signed by the grantee.

ALLOWABLE COSTS

All costs must be reasonable and directly support the achievement of the program's goals and expected outcomes. All expenditures must be consistent with applicable state and federal laws, regulations, and guidance. Allowable expenses include staff salaries and fringe benefits, transportation costs for students being served, educational activities, enrichment activities, instructional equipment, travel for educational field trips, online, local, or in-state professional learning, professional services, space rental, student materials, and supplies.

UNALLOWABLE COSTS

Unallowable costs include pre-award costs, preparation for the initial application, capital improvements, permanent renovations, facility or vehicle purchases, food, including snacks and refreshments, cleaning supplies, non-academic field trips, out-of-state or overnight field trips, direct charges for items or services that the indirect rate covers, land acquisition, or decorative items. If uncertain of an unallowable cost, contact the ALSDE.

ADDITIONAL REQUIREMENTS

- All awardees, regardless of the type of application, must attend one required virtual information session regarding the usage of award funding and program requirements, as well as one virtual professional learning session offered by the Office of Extended Learning (OXL) in spring 2026, related to summer- and after-school program quality.
- Data reporting for the program evaluation may include student participation information, student demographic information, program implementation information, student assessment data, feedback collected from staff, students, and families, and a final budget.
- Additional requests may occur throughout the program. If data is requested, advance notice will be given. Programs may also be monitored by the ALSDE and/or an ALSDE partner during program implementation.

STATEMENT OF ASSURANCES

Upon submission of the application and awarding of the grant, the applicant hereby assures the Alabama State Department of Education (ALSDE) that it will:

1. Establish or help fully develop an after-school/summer-learning program according to grant guidelines.
2. Publish and distribute after-school/summer-family guidelines, resources, and opportunities for active and meaningful engagement for families of participating students.
3. Establish school/site procedures or policies for the program.
4. Incorporate parent and family engagement activities during the afterschool/summer-learning program.
5. Use school or site facilities as needed, including classrooms, computer labs, libraries, etc., to conduct a quality program.
6. Follow all guidelines as indicated in the approved grant.
7. Expend funds only for allowable categories.
8. Maintain, at the program site, documentation of expenditures, such as copies of invoices, travel claims, time sheets, etc., with check numbers and dates paid for each.
9. Provide fiscal control and accounting procedures as necessary to ensure proper disbursement of and accounting for state funds.
10. Provide program data information to the ALSDE and/or ALSDE-approved requestors during and upon program completion.
11. Comply fully with the *Alabama Child Protection Act of 1999* (99-361) as applicable.
12. Comply fully with Alabama Act #2000-775 relative to criminal history and background checks, if applicable.

The applicant further assures the ALSDE that the following compliances will be met:

- *Individuals with Disabilities Education Act* - PL 108-446
- Civil Rights - PL 88-352
- Protection of Human Subjects - HEW Policy
- Freedom of Information - PL 93-502
- Sex Discrimination, Title IX, Education Act 1972
- Privacy Act of 1974 - PL 93-579

SELECTION CRITERIA

- Within the application, anchor organizations will provide a narrative addressing the established categories in the order listed. The proposals will be read and scored by a group of impartial readers.
- If completing a Collaborative Group application, anchor organizations must ensure that all program partners and their services are addressed in each applicable category.

CATEGORIES	NARRATIVE DESCRIPTION	POSSIBLE POINTS
A. Evidence of Need	Provide specific evidence showing community/school needs being addressed, including poverty percentage or free/reduced student data. Provide specific evidence showing how this program will meet the objective of reducing the achievement gap in students who are not proficient in reading and/or math, including the prevention of summer learning loss.	10
B. Objectives of the program	Include a description of the program, including the program's main focus, and objectives for all aspects of the program that will lead to the highest quality after-school/summer-learning program possible.	15
C. Program Operations	List the anticipated start and end dates of the program. Programs can begin by Monday, January 5, 2026, and must conclude by Friday, September 11, 2026. List the days of the week and the hours the program will operate. Include the total number of weeks and hours of the program. Describe how student and staff program attendance will be documented. Describe plans for recruiting staff and inviting students if attendance is an anticipated area of concern.	5
D. Personnel/ Training	List the anticipated personnel needed to operate the program. Include title, salary, and benefits for all personnel. Include the anticipated student-staff ratio. Provide details of all staff training that will occur to help staff implement the program. Provide details of each staff member's responsibilities during the program, by grade level and subject area(s), if applicable.	5
E. Space	Describe the program location(s) (building name, physical address, etc.) and the use of the space.	5
F. Activities/ Scheduling	List scheduled activities that will take place during the program, such as enrichment classes, intervention groups, student educational field trips, etc. Include a sample daily schedule that showcases a comprehensive student program.	20
G. Staff/Child-Parent/Family Engagement	Describe how parents will be involved with the staff and students in the program. Include details about activities and events that aim to enhance family responsibility (involvement and support) for education. For example, discuss required parent meetings (virtual or in-person), family goal setting, and communication with parents.	5
H. Communication	Please provide details regarding a communication plan between the program staff and the regular school-day teacher(s), parents, and program coordinator. Specifically, describe how the program will determine the instructional areas of focus, inform parents/families, and communicate with teachers regarding students' progress in the program.	5
I. Safety and Health	Describe precautions and procedures to ensure the safety of children. Describe how the after-school/summer-learning program will contribute to student health. If applicable, describe the plan to fund meals and/or snacks. Reminder, after-school/summer-learning funds from this grant cannot be used to provide meals or snacks.	5

APPENDIX B

J. Program Evaluation	Describe how the program's effectiveness will be measured, particularly in terms of improved student academic achievement (numbers, percentages, anecdotal notes, etc.), student motivation, and family engagement. Describe how assessments, including pre- and post-tests and monitoring tools, will be used to measure student growth. Include details of specific instruments or tools that will be utilized to assess program effectiveness. Include how staff, students, and parent/family feedback will be collected when evaluating the program.	15
K. Budget	The budgeted amounts listed should reflect only the portion of your program expenses that will be covered using ASAP grant funds for the allowable categories listed below. Do not include the total program budget that includes funds from other sources. • Salaries/Benefits • Transportation • Instructional Materials • Field Trip Expenses • Professional Learning • Other (Specify) Please refer to the allowable and unallowable costs section of the ASAP grant guidelines. The total ASAP grant budget for the Anchor Organization (plus any partner organizations) should match the amount requested in the Detailed Program Information charts in the application.	10
TOTAL POINTS		100