



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

September 22, 2026

MEMORANDUM

TO: City and County Superintendents of Education

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

RE: Fiscal Year (FY) 2027 Alabama Summer- and After-School Program (ASAP) Grant

The 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, and Math, financial literacy, arts education, etc.

If a LEA, municipality, not-for-profit organization, or entity that provides support to summer- and after-school programs wish to apply, applications open Monday, October 5, 2026, at 8 a.m. (CST) and close on Friday, October 30, 2026, 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 January 2027 (1/2 total) and April 2027 (1/2 total). Funds must be expended by Friday, September 10, 2027. Program evaluations will be due to the ALSDE no later than Friday, September 24, 2027.

ASAP Grant office hours will be held throughout October 2026. 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	Mrs. Bonnie Short
	Mrs. Angela Martin	Mr. Jeff Norris
	Mr. Arthur Watts, Jr.	SDE Accounting
	Dr. Melissa Shields	

FY26-2039

Alabama
State Board
of Education

Governor Kay Ivey
President

Jackie Zeigler
District I

Tracie West
District II

Kelly Mooney
District III
Vice President

Yvette M. Richardson, Ed.D.
District IV

Tonya S. Chestnut, Ed.D.
District V

Marie Manning
District VI

Allen Long, M.D.
District VII
President Pro Tem

Wayne Reynolds, Ed.D.
District VIII

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

INSTRUCTIONS FOR COMPLETING THE ALABAMA SUMMER- AND AFTER-SCHOOL (ASAP) GRANT APPLICATION

- **Before** beginning the Fiscal Year (FY) 2027 ASAP Grant application, applicants must create a free DocuSign account on the [DocuSign website](#). Creating the account before starting the application allows the originator to track the envelope as it moves through each assigned recipient. If an Anchor Organization chooses to utilize a grant writer, the grant writer should complete the draft application in this [Google folder](#) and share it with the Anchor Organization Primary Contact, who will then follow the steps below. Grant writers should **not** initiate the application via DocuSign.
- 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 2027 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 if completing a Collaborative Group application.
 3. Once all names and email addresses are entered, click “next” to verify all information. (Please double-check spelling before clicking “next.”)
 4. Upon completing the Intake Form, an email will be sent to the Primary Contact listed within the FY 2027 ASAP Intake Form from this email address: dse_NA4@docusign.net.
 5. Begin the FY 2027 ASAP application by clicking the “start” button within the email.
 - If completing a Collaborative Group application, Anchor Organizations must ensure that all 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 Superintendent/Program Director
 - c. Anchor Organization Grant Accountant (must be a different contact than Anchor Organization Primary Contact)
 - d. Partner Organization Grant Accountant/Superintendent/Program Director (if applicable; all individuals will receive application to sign simultaneously)
 - e. Anchor Organization Primary Contact will approve the final submission of the application after all others have signed. Once this signature is completed, every recipient in the workflow will receive a fully executed copy of the application. The application is not complete until the Anchor Organization Primary Contact has confirmed with a final signature.
 - f. If a free DocuSign account was created prior to beginning the envelope, the Anchor Organization Primary Contact will be able to view the progress throughout the workflow. Neither the Alabama State Department of Education, nor the Office of Extended Learning (OXL) can check the status of signatures during the workflow.

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

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

ANNOUNCEMENT OF FUNDING OPPORTUNITY

The Alabama State Department of Education (ALSDE) announces the availability of grant funds to expand access to evidence-based, high-quality summer and after-school programming. The purpose of this funding opportunity is to support a diverse provider model and strengthen collaboration among local education agencies (LEAs), municipalities, nonprofit organizations, and community-based partners. ASAP programs must serve students in any Pre-K-12 grade configuration.

PURPOSE

Funds are allocated to support programs that reduce achievement gaps for students who are not proficient in reading and/or mathematics. Grant funds may be used for academic intervention or enrichment activities, including foundational learning support, knowledge-building activities, application of learning in new contexts, homework assistance, tutoring, Science, Technology, Engineering, and Mathematics (STEM), financial literacy, arts education, and other allowable educational activities.

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

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 or that serve areas with limited access to high-quality after-school and/or summer programming, as demonstrated by waitlists or other relevant 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

Grant funds may be used for programming from the date of the grant award through September 10, 2027, including summer 2027.

APPLICATION PROCESS AND TIMELINE

The ALSDE will award grants to eligible entities on a competitive basis. **The grant application process will open on Monday, October 5, 2026, at 8 a.m. (CST) and close on Friday, October 30, 2026, at 5 p.m. (CST).** Applications will be submitted via DocuSign.

Only applications received by the application deadline will be reviewed. Peer reviewers, also referred to as grant readers, will score applications according to the selection criteria included in this grant application.

Applications will be ranked from highest to lowest, according to scores.

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 Collaborative 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 Collaborative 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.
 - Applications may not include more than five additional partners.
- Entities that provide indirect services for multiple Anchor Organizations may only be awarded a maximum total of \$150,000. These services could include, but are not limited to, program coaching and evaluation, professional learning, intervention programs, etc. This \$150,000 should be spread across multiple Collaborative Group applications and should not include a request for more than \$75,000 per Collaborative Group application. Entities do not qualify for individual ASAP Grants.
- Partner Organizations that provide direct services for multiple Anchor Organizations may only be awarded a maximum total of \$225,000.
- Programs must show evidence of significant contributions from all partners in the Collaborative Group application. The 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 in fall 2027. No individual should sign for both an Anchor Organization and a Partner Organization.
- Anchor Organizations will collect contact information for the following Partner Organization categories prior to completing the application: Program Director/Superintendent Name/Email Address, Grant Accountant Name/Email Address, and partner address and contact information. No individual may sign as both Anchor Organization Primary Contact and Anchor Organization Grant Accountant or both Partner Superintendent/Program Director and Partner Grant Accountant.
- The total ASAP grant budget for the Anchor Organization (plus any partners) 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 establishing an agreed-upon plan for fund disbursement with all Partner Organizations, according to the budget narrative in the awarded application. For funds that funnel through an LEA as the Anchor Organization, taxes cannot be reimbursed for the Partner Organization.
- For specific questions or scenarios, please contact oxl@alsde.edu or visit this [Google folder](#).

NOTIFICATION OF AWARDS

Primary Contacts for applications selected for funding will receive a grant award notification through DocuSign no later than December 2026. Primary Contacts are responsible for notifying all applicable partners in a Collaborative Group application of the award status. Grant awards are not final until approved by the ALSDE and until the Statement of Assurances has been signed by the grantee and all applicable partners.

Primary Contacts whose applications were not selected for funding will also receive a notification. This will occur no later than December 2026. Primary Contacts are responsible for notifying other partners in a Collaborative Group application about the award status.

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 and/or professional learning, professional services, space rental, student materials, and supplies.

UNALLOWABLE COSTS

Unallowable costs include preparation of the initial application, capital improvements, permanent renovations, facility or vehicle purchases, food, snacks and refreshments, cleaning supplies, non-academic field trips, out-of-state field trips without prior approval from the ALSDE or OXL, indirect costs, land acquisition, and decorative items. Applicants with questions about whether a cost is allowable should contact the ALSDE before including the expense in the application.

ADDITIONAL INFORMATION AND REQUIREMENTS

- All awardees, regardless of type of application, must attend one required virtual intake session regarding the usage of award funding and program requirements, as well as one virtual professional learning session offered by the OXL, 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.
- An OXL or ALSDE partner will provide support to sites during program implementation. Additional requests may also occur throughout the program. Advance notice will be given in both instances.
- Due to the number of applications, OXL does not provide feedback on grant application scores.
- All organizations (LEAs, city/county municipalities, not-for-profit organizations, or entities that provide support to summer- and after-school programs) are responsible for understanding and following pre-established procurement policies, including local bidding policies.

STATEMENT OF ASSURANCES

Upon submission of the application and award of the grant, ASAP awardees assure the ALSDE that they will:

1. Establish or help fully develop after-school/summer-learning programs according to grant guidelines. Funds are not to be used to pay for expenses incurred during school hours.
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 programs.
4. Incorporate parent and family engagement activities during the afterschool/summer-learning programs.
5. Use school or site facilities as needed, including classrooms, computer labs, libraries, etc., to conduct quality programs.
6. Follow all guidelines as indicated in the approved grant.
7. Expend funds only for allowable categories.
8. Maintain, at the program sites, 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.
13. Permit the sharing of contact information of all ASAP Anchor Organizations/Partner Organizations with Alabama school district extended learning contacts and other ASAP grant awardees.

ASAP awardees further assure 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.
- Grant scorers are only required to read what is included in each narrative. Links to documents and/or web links can be included but are not guaranteed to be reviewed by a grant scorer.

CATEGORIES	NARRATIVE DESCRIPTION	POSSIBLE POINTS
A. Program Description	Include a description of the program, including the primary focus and objectives for all aspects that will lead to the highest quality after-school/summer-learning program possible.	10
B. Evidence of Need	Provide specific evidence showing community and/or school needs being addressed, including poverty percentage or free/reduced-price lunch data. Explain how the program will support the objective of reducing achievement gaps for students who are not proficient in reading and/or mathematics, including prevention of summer learning loss. Applicants should describe how ASAP funding will strengthen the program by extending program hours or dates, increasing student attendance, removing barriers to participation, and/or expanding access to services. Stakeholder feedback may be included to support the evidence of need. If the program charges a fee, state the amount charged and explain how ASAP funds will be used in conjunction with collected fees. Previous ASAP grant recipients should also describe how prior ASAP funds were used and summarize outcomes from previous implementation.	15
C. Program Operations	List the anticipated start and end date of the program. Grant funds may be used for programming from the date of the grant award through September 10, 2027, including summer 2027. 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 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 training that will occur to support implementation. Provide details of each staff member's responsibilities, 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. If the program does not have a confirmed permanent location, describe the plan and timeline for securing appropriate space before the program begins.	5
F. Activities/ Scheduling	List anticipated activities that will take place during the program, such as enrichment classes, intervention groups, student educational field trips, etc. Include a sample daily schedule.	15
G. Family Engagement and Communication	Describe how families 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 example, discuss required meetings (virtual or in-person) and goal setting. Describe the communication plan between program staff and the regular school-day teacher(s) and families. Specifically, describe how the program will determine the instructional areas of focus, inform families, and communicate with school staff regarding student progress.	10

CATEGORIES	NARRATIVE DESCRIPTION	POSSIBLE POINTS
H. Safety and Health	Describe precautions and procedures to ensure the safety of children. Describe how the afterschool/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
I. 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-/post-tests and monitoring tools, will be used to measure student growth. Include specific instruments or tools that will be utilized to assess program effectiveness, as well as how staff, student, and family feedback will be collected for program evaluation.	15
J. Budget	Provide an ASAP grant budget for the Anchor Organization and each Partner Organization, if applicable. Include only expenses paid with ASAP grant funds, not the total program budget or costs covered by other sources, such as local funds, program fees, donations, or other grants. Organize the budget by the allowable categories listed below and include the amount and percentage of ASAP funds requested for each category: • Salaries/Benefits • Transportation • Instructional Materials • Field Trip Expenses • Professional Learning • Other (Specify) Include a brief budget narrative explaining why each expense is reasonable, necessary, allowable, and directly connected to student services, program implementation, or expected outcomes. The total ASAP grant budget must match the amount requested in the Detailed Program Information charts. For Collaborative Group applications, provide a separate ASAP-funded budget for each partner and describe the agreed-upon process for disbursing funds to Partner Organizations. Previous ASAP grant recipients should include a comparison of the proposed budget to the previous ASAP budget, noting any significant changes or similarities.	15
TOTAL POINTS		100