**21st Century Community Learning Centers (CCLC) Grant**

**Sustainability Plan Template**

Overview and Directions

21st CCLC subgrants are intended to be seed money, providing three to five years of funding to support the development of sustainable out-of-school time programs that will continue after the grant period ends. Sustainability is expected to be an ongoing conversation throughout the grant period between the subgrantee and all stakeholders, including district and school administrators. Programs are allowed and encouraged to seek alternative funding, utilize volunteers or other school day staff, or leverage existing funding streams to support their OST programs after the grant period ends.

All subgrantees are required to complete the following comprehensive sustainability plan template that describes strategies for securing partnerships and other sources of funding or in-kind resources to maintain the level of program services beyond the grant period at the end of the second year.

The report template on the next page provides questions that will support sustainability planning. Your responses to the prompts on the next page are due to CDE as part of the End-of-Year reporting process in the second year of the grant period. Subgrantees may use this fillable PDF form to support planning purposes and are required to enter complete responses into the EOY survey form in their second year. A completed Funding Chart should also accompany the report, which should be uploaded to the EOY survey as part of this report. The Funding Chart outlines other funding sources and in-kind resources available to your 21st CCLC program for sustainability purposes.

The 21st CCLC state program team is here to facilitate planning and provide technical assistance regarding sustainability; however, it is important to note that sustainability of programming beyond the life of your 21st CCLC grant is the responsibility of 21st CCLC subgrantees. CDE’s 21st CCLC program team will review your sustainability plan and follow up with you with approval or if further clarification is needed.

If you are unable to fully sustain your programming, the expectation is that you work toward sustaining the parts of your program that are most effective. Contact your 21st CCLC Lead Consultant if you have questions on this report and/or regarding overall sustainability planning.

21st CCLC Sustainability Planning

|  |  |
| --- | --- |
| Subgrantee Name |  |
| Center Name(s) |  |
| Program Director |  |
| Phone |  |
| Email |  |
| Fiscal Contact |  |
| Phone |  |
| Email |  |

|  |
| --- |
| **Describe your efforts to employ the following sustainability strategies. If a certain strategy is unfeasible for your program, explain why.** |
| Continually monitor current OST program funding. Identify and plan for the end of grant cycles. |
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| Research, identify, and/or apply for alternative sources of OST program funding (sponsors, in-kind donations, other funders, school or district funds, fee-based structures). |
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| Leverage data and tell the story of OST program outcomes to stakeholders. Make your OST program valued, visible, and attractive to engage your community. |
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| Identify and engage OST program champions. |
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| Build and maintain strong partnerships with school- and district-based leaders and staff. |
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| Build and maintain strong community partnerships. |
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| Identify the most critical needs of your students and families and aspects of your programming that are most important to sustain beyond this grant cycle. |
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| On a scale of 1 to 5, with 1 being “not prepared” and 5 being “highly prepared,” how prepared are you to sustain OST programming beyond the life of your 21st CCLC grant? Please explain your rating. |
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| What technical assistance might CDE provide to support your sustainability efforts in the coming years? |
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Please complete and upload the Funding Chart as part of your sustainability plan submission in the EOY survey.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **21st Century Community Learning Centers (CCLC) Program Funding Chart**  **Budgeted for Fiscal Year [XXXX]** | | | | | | | | |
| **PROGRAM CATEGORIES** | 21st CCLC | Title I, Part A | Other Education Funding Sources | Private, Foundation, or Community Grants | Service Organizations or Community Groups | Other Funding Sources | Community Partnerships | In-Kind Donations |
| **Instructional Program** |  |  |  |  |  |  |  |  |
| Salaries (0100) |  |  |  |  |  |  |  |  |
| Employee Benefits (0200) |  |  |  |  |  |  |  |  |
| Purchased Professional and Technical Services (0300) |  |  |  |  |  |  |  |  |
| Other Purchased Services (0500) |  |  |  |  |  |  |  |  |
| Travel, Registration and Entrance (0580) |  |  |  |  |  |  |  |  |
| Supplies (0600) |  |  |  |  |  |  |  |  |
| Equipment – Non Capitalized (0735) |  |  |  |  |  |  |  |  |
| Other (0800) |  |  |  |  |  |  |  |  |
| **Support Program** |  |  |  |  |  |  |  |  |
| Salaries (0100) |  |  |  |  |  |  |  |  |
| Employee Benefits (0200) |  |  |  |  |  |  |  |  |
| Purchased Professional and Technical Services (0300) |  |  |  |  |  |  |  |  |
| Other Purchased Services (0500) |  |  |  |  |  |  |  |  |
| Travel, Registration and Entrance (0580) |  |  |  |  |  |  |  |  |
| Supplies (0600) |  |  |  |  |  |  |  |  |
| Equipment – Non Capitalized (0735) |  |  |  |  |  |  |  |  |
| **Administrative Program** |  |  |  |  |  |  |  |  |
| Salaries (0100) |  |  |  |  |  |  |  |  |
| Employee Benefits (0200) |  |  |  |  |  |  |  |  |
| Purchased Professional and Technical Services (0300) |  |  |  |  |  |  |  |  |
| Other Purchased Services (0500) |  |  |  |  |  |  |  |  |
| Travel, Registration and Entrance (0580) |  |  |  |  |  |  |  |  |
| Supplies (0600) |  |  |  |  |  |  |  |  |
| Equipment – Non Capitalized (0735) |  |  |  |  |  |  |  |  |
| **Total:** | **$** | **$** | **$** | **$** | **$** | **$** | **$** | **$** |
| **Use the space below if you would like to provide additional information on the funding sources listed on the 21st CCLC Program Funding Chart.** | | | | | | | | |
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