Wyoming Department of Education
Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050
Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2007-3

TO: School District Superintendents

FROM: Chuck Mitchell, Supervisor – Distance Education Section
Technology, Careers and Data Unit CCM

DATE: December 15, 2006

SUBJECT: Teacher & Technology Mini-Grant Application and Manual

---

INFORMATION TO SHARE WITH TIME SENSITIVE MATERIAL

Please pass along the attached Teachers & Technology Mini-Grant application and manual to teachers in your district who are pioneering innovative uses of technology within their classrooms. The application is located on the Wyoming Department of Education (WDE) website at: http://www.k12.wy.us/TCD/Docs/qwest_techgrant.pdf

The grant's purpose is to recognize, at the classroom level, those teachers integrating technology into their daily curriculum and would like to expand or enhance the student's learning experience using technology. Applicants are encouraged to incorporate distance education mediums, cross-over between content areas, engage students in a project producing event with measurable results, and persuade other teachers and administrators to follow their example. Eligible teachers may submit one grant application per lead teacher.

First, second and third place awards are given to the top three scored lead teachers' projects chosen by a panel representing the WDE and QWEST Communications Corporation. First place is awarded $12,000.00; second place is awarded $8,000.00; and, third place is awarded $5,000.00. The submission deadline is January 31, 2007.

For more information or questions concerning the mini-grant, please contact Chuck Mitchell at the WDE at 307-777-6220 or via e-mail at cmitch@educ.state.wy.us; or, Jody Levin at QWEST at 307-771-6843 or via e-mail at Jody.Levin@qwest.com.

CM
Enclosure

STATE OF WYOMING
DEPARTMENT OF EDUCATION
TECHNOLOGY, CAREERS AND DATA UNIT
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002

Dr. Jim McBride, State Superintendent of Public Instruction

in partnership with

QWEST COMMUNICATION CORPORATION
6101 Yellowstone Road
Cheyenne, WY 82009

Mike Ceballos, State President, Qwest Wyoming

TEACHERS & TECHNOLOGY MINI-GRANT
Application and Manual

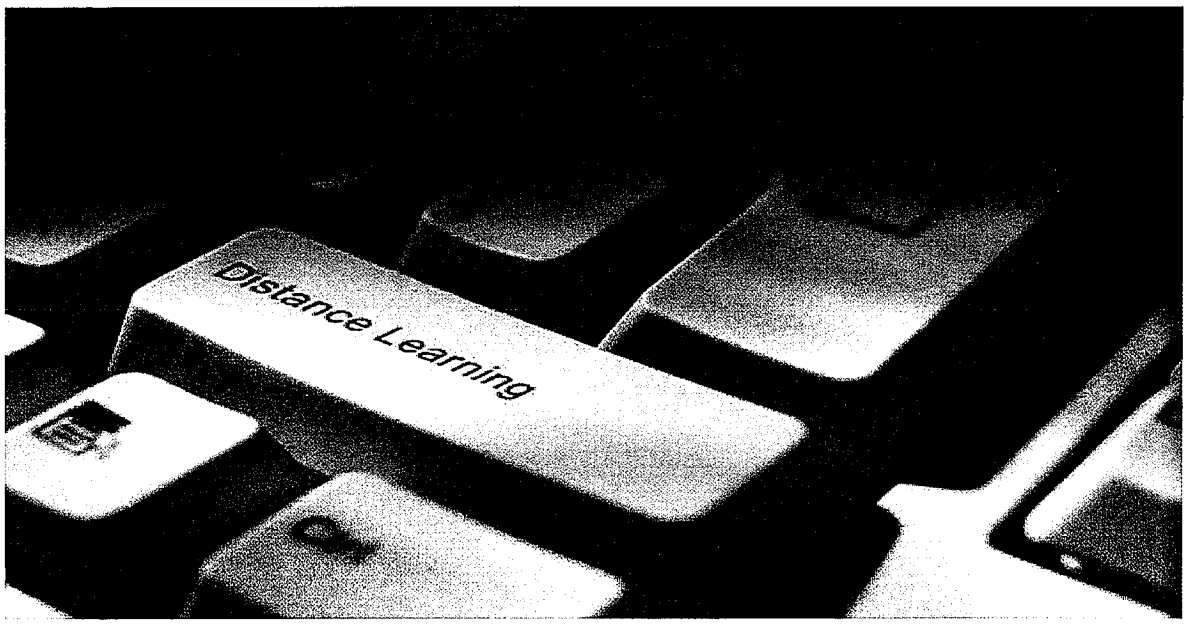
CLOSING DATE AND TIME
JANUARY 31, 2007
MIDNIGHT MDT

Department of Education Representative
Chuck Mitchell
307-777-6220

QWEST Communications Corporation Representative
Jody Levin
307-771-6843

Table of Contents

Introduction	3
Grant Guidelines	4
Grant Application Instructions	5
Application Assurance Sheet	6
Scoring Rubric	7
Rating Sheet	8



Technology Integration Student Improvement Sustainability

Introduction:

The Wyoming Department of Education (WDE) has received $25,000.00 from the QWEST Foundation for Education to be awarded to Wyoming's K-12 technology pioneering teachers demonstrating innovative uses of technology in the classroom. **The grant's purpose is to recognize, at the classroom level, those teachers integrating technology into their daily curriculum and would like to expand or enhance the student's learning experience using technology.** Applicants are encouraged to incorporate distance education mediums, cross-over between content areas, engage students in a project producing event with measurable results, and persuade other teachers and administrators to follow their example. Eligible teachers may submit one grant application. This person becomes the lead teacher of the project. The lead teacher is responsible for project's management and reporting. Teachers involved in the Teachers & Technology Mini-Grant projects, other than a project's lead teacher, may be involved in more than one project with other lead teachers.

Funds are awarded to the lead teacher at the classroom level. The funds may be used to purchase supplies, pay for distance education medium expenses, or to support profession development needs; however, funds may **not** be used to pay salaries or to pay stipends. All materials and services purchased with QWEST Foundation funds as a result of this award are the property of the awarded lead teacher's school district.

First, second and third place awards are given to the top scored lead teachers' projects chosen by a panel representing the WDE and QWEST. The amounts awarded are: 1st place: $12,000.00; 2nd place: $8,000.00 and 3rd place: $5,000.00. The funds will be awarded after February 28, 2007 and must be spent by June 30, 2008.

The application deadline for this grant is January 31, 2007.

The objectives are to improve student achievement through the use of today's technology; build a real-world team problem-solving environment; and set the groundwork for future technology integration projects.

The purposes of this grant are to recognize and reward innovative teachers; create out-of-the-box thinking; utilize the integration of technology into the classroom outside of the standard brick and mortar setting; encourage students to think in real-world communicative mediums and problem solving skills that cross-over between different content areas or subject-specific silos; and to set an example of the limitless possibilities when utilizing technology.

Awarded lead teachers are invited to showcase their projects at the fall and spring School Improvement Conferences. Hotel and travel expenses will be paid for by the WDE's WEN Distance Education budget.

Grant Guidelines:

Application Due Date:

Grant applications must be postmarked by midnight January 31, 2007. Grants submitted after that date and time will not be considered and will be returned to the sender unopened.

Eligibility and Agreements:

All Wyoming certified K-12 public school teachers employed by a Wyoming school district are eligible to apply. It is the responsibility of the lead teacher applicant to inform and gain permission from their school's administration and the school district's administration. Lead teachers awarded the grant agree to present at the fall and spring School Improvement Conferences; and, agree to being interviewed and videotaped presenting a lesson based on their project.

The lead teacher is responsible for the management of the project, coordination between involved parties and budgetary record maintenance. Lead teachers awarded the grant agree to provide to the WDE and QWEST a status report of the project's progress or completion by May 30, 2008.

Technical Assistance:

For assistance completing the application, please contact Chuck Mitchell at the WDE 307-777-6220 or via e-mail at cmitch@educ.state.wy.us; or Jody Levin at QWEST at 307-771-6843 or via e-mail at Jody.Levin@qwest.com.

Award Process:

This is a competitive process. Applications will be judged by selected representatives from the WDE, QWEST, and may include government officials, and statewide community and business leaders. A scoring rubric (included in the application packet) will be used with the top three scores receiving the funds. In the event of a tie score within the top three applications, a tie-breaker will be used. In order of importance, the tie–breaker consists of whether (yes or no) the project is sustainable for more than one year, the number of different technologies employed in the application, the number of students involved in the project, the number of teachers involved in the project, the number of different content areas involved in the project and the total number of miles between partnerships (as per Map Quest between cities). The WDE will notify the applicants of their status via the U.S. Postal Service in March 2007.

Grant Application Instructions:

Applicants must complete the application as the lead teacher for the project. Only one application per lead teacher is authorized. Please complete the following steps:

Step 1: Complete the Teachers & Technology Mini-Grant application's assurance sheet.

Step 2: Prepare an abstract narrative, no more than two pages in length, detailing the project's ambitions, including: the number and types of different technologies involved; the number of students involved; the number, names and location of the teachers involved; the number and names of content areas involved; and the total distance in miles between partnerships (city to city). The abstract must include milestones throughout the project's timeline that are reasonable and attainable.

Step 3: Complete a budget narrative, no more than one page in length, detailing the project's spending activities. Project the spending as if awarded the $12,000.00; and detailed contingency plans if awarded the $8,000.00 or the $5,000.00. The budget narrative must include the name of the person responsible for managing the funds.

Step 4: Complete an integration technology into the curriculum and student improvement narrative, no more than two pages, on how this project ties into integrating technology into the curriculum and improves student performance as outlined in your District's Technology Plan. Project includes references to Title IID Enhancing Education Through Technology's established goals.

Step 5: Complete a sustainability narrative, no more than two pages, on how you would sustain the project after the initial funding expires. Include in the narrative how this project changes/improves the current use of technology in your classroom.

Step 6: Submit one copy of the signed application via regular mail and one copy as an e-mail attachment to: Chuck Mitchell, Distance Education Section Supervisor, Wyoming Department of Education, Hathaway Building, 2nd Floor, 2300 Capitol Avenue, Cheyenne, WY 82002. The e-mail address is cmitch@educ.state.wy.us.

TEACHERS AND TECHNOLOGY MINI-GRANT APPLICATION ASSURANCE SHEET

Project Title:

District's Name:

Lead Teacher's Name:

School's Name:

Partners in the Project and their Affiliation:

Content Areas Involved in the Project:

I certify that all the participants listed in this proposal have equally shared in the project's conception and agree to complete the project as described.

_____
Lead Teacher's Signature

_____
School Principal's Name

_____
School Principal's Signature

_____
District Technology Coordinator's Name

_____
District Technology Coordinator's Signature

_____
District Superintendent's Name

_____
District Superintendent's Signature

TEACHERS AND TECHNOLOGY MINI-GRANT
SCORING RUBRIC

Abstract Narrative: (25 points possible)

A description detailing the project's purpose and proposed accomplishments.

Includes a description of the different technologies involved and content areas impacted; the number of students and teachers involved; and the distances spanned between partnerships.

Include milestones and timeline that are reasonable and attainable.

Budget Narrative: (20 points possible)

Accounting is accurate and complete for all three award levels.

Identifies the person(s) responsible for managing the budget.

Integrating Technology into the Curriculum and Improving Student Performance: (25 points possible)

Describes how the project integrates technology into the curriculum

Describes how the project will improve student performance

Describes how the project ties into the School District's Technology Plan

Project references Title IID Enhancing Education Through Technology's established goals

Project Sustainability: (25 points possible)

Describes how this project will be sustained after the funds are expended.

Describes how this project will change and improve the current use of technology in the classroom.

TEACHERS AND TECHNOLOGY MINI-GRANT
RATING SHEET

Score in whole points; do not use percentages or decimals. Comment if this project should be recommended as a Best Practice concept and shared with other school districts regardless of it numeric standing in this grant selection process.

Lead Teacher Name:

Project Name:

Reader's Assigned Number:

Abstract's Narrative Score:
Comments:

Budget's Narrative Score:
Comments:

Integration Technology into the Curriculum & Improving Student Performance Score:
Comments:

Project Sustainability Score:
Comments:

Additional Comments and Suggestions:

Total Score:

Recommend the project as a Best Practice concept: Y or N Comments: