



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction

2020 Grand Avenue, Suite 500

Laramie, WY 82070

Phone 307-777-5296

Fax 307-777-6719

Website www.k12.wy.us

MEMORANDUM NO. 2007 - 070

TO: District Superintendents

FROM: Dianne Frazer, Education Program Consultant
Standards, Assessment and Accountability

DATE: April 6, 2007 *DF*

SUBJECT: Dispersal of the 2007-2008 Wyoming Education
Trust Fund Grant Application Package

GRANT INFORMATION – NOTE DEADLINE

The State Advisory Council for Innovative Education asks you to review the attached material and disperse the grant application information to principals and teachers in your school district. The full application is also available on the Wyoming Department of Education website.

The purpose of this grant program is to create innovative educational opportunities for public school students at all levels.

The grant deadline is **June 4, 2007.**

If you have questions or concerns about the grant program contact Dianne Frazer at 777-3471 or by email at dfraze@educ.state.wy.us.

DF:al

Attachments



Wyoming Education Trust Fund
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, Wyoming 82002-0050

MEMORANDUM

TO: Wyoming Education Trust Fund Grant Applicant

FROM: State Advisory Council for Innovative Education

DATE: **March 30, 2007**

SUBJECT: Grant Application Package

FOR YOUR INFORMATION – NOTE DEADLINE

Funds from a separate general fund revenue source are available to the Wyoming Department of Education via W.S. 21-22-102 to distribute to school districts annually as innovative program grants. The purpose of the grant is to create innovative educational opportunities for public school students at all levels. W.S. 21-22-106 states that the funding should provide innovation in or improvement of public education through the creation of new, different and improved educational opportunities in elementary and secondary schools inclusive of the following:

- **Curriculum development activities** such as initiatives in foreign languages, mathematics, social studies, English and the sciences; programs to develop critical or creative thinking; programs involving the private sector and programs providing parental and family training.
- **Operational initiatives** such as modification to class schedules, school day, week, month or year calendar and scheduling of extracurricular activities.
- **Administrator and staff development and improvement programs** such as performance incentives, awards for excellence, professional training and development programs, and performance evaluation programs.
- **Acquisition of technological equipment** for programs expanding curriculum, enriching student education, enhancing staff development and providing community service.

- **Applied science and technology programs** designed to meet future labor market demands and to integrate public school programs with needs of business and industry.
- **Technical preparation programs** integrating specific public school programs with community college programs and working with business and industry to prepare students for technical and academic careers.
- **Evaluation programs** designed to determine the effect and achievement of innovative programs previously funded or currently provided within the district.
- **Regional developmental programs** including those designed to better prepare children for elementary school, and to improve parents' skills in developing their children's learning skills.

Funds through the Wyoming Education Trust Fund are available for one-year grants to any public K-12 school district. Districts may apply individually or in conjunction with other districts.

Funds will be distributed to the district[s] awarded the grants on or prior to August 15, 2007. W.S. 21-22-107 (c) clearly states that at least one grant must be awarded in each of the following classifications based on average daily membership (ADM):

Classification I	Less than 500 ADM
Classification II	500 but less than 1,000 ADM
Classification III	1,000 but less than 2,000 ADM
Classification IV	2,000 or greater ADM

- * If districts apply as a consortium, the ADM classification will be adjusted according to the classifications above.

Contents of this application include:

1. Competitive Grant Requirements
2. Cover Page/Assurances
3. 2007-2008 Grant Application
4. Scoring Guide
5. District ADM Classification List
6. Sample Self-Evaluation Format

INSTRUCTIONS TO APPLICANT

1. Create a proposal using the provided grant application template and requirements provided with a font of not less than 10 points. Each section of the application must be limited to one page. Complete cover page/assurances and attach to the upper left-hand corner of the application. The application packet is available on the WDE website: www.k12.wy.us. On the home page, select the "Forms Inventory." The application is WDE Form #644.
2. Only proposals that comply with these requirements will be considered.
3. RFPs will not be accepted without district superintendent's signature on the Assurances Page.
4. Comments must be limited to the space provided on the RFP.
5. Submit one (1) original and (8) copies to the Wyoming Department of Education, Education Trust Fund Grant Proposal, 2020 Grand Avenue, Fifth Floor, Laramie, WY 82070, Attn: Dianne Frazer

Grant proposals must be received on or before June 4, 2007

Please review the attached information. Contact Dianne Frazer at 777-3471 if you have questions or concerns about the application and related materials.

We look forward to receiving your application.

Attachments

Wyoming Education Trust Fund

2007-2008

Grant Application

DEADLINE – June 4, 2007



WYOMING EDUCATION TRUST FUND GRANT APPLICATION COMPETITIVE GRANT REQUIREMENTS

(Page 1 of 2)

Applications for innovative education grants from the Wyoming Education Trust Fund must be submitted using the template provided. Each section is to be no more than one page with a font of not less than 10 points. Applications must include the following:

1. ABSTRACT
 - a. provides a specific project description
 - b. conveys scope and essence of project in a clear, concise manner
2. STATEMENT OF NEED
 - a. is based on valid data that clearly demonstrates the need for the project.
 - b. includes a history of the project, if appropriate
 - c. defines the innovative nature of the project
3. POPULATION
 - a. population to be served by project is identified
4. COMMUNITY INVOLVEMENT/COORDINATION
 - a. includes parents and/or community members
 - b. shows collaboration among education, government, business and others
5. PROJECT GOALS
 - a. are clear, concise and concrete
 - b. are appropriate to the project
6. MEASURABLE OBJECTIVES
 - a. must relate to project goals
 - b. must be student-learning centered
 - c. must be measurable
7. ACTIVITIES
 - a. must be instrumental in meeting objectives
8. TIMELINES
 - a. must be realistic within grant period
 - b. should be written for objectives and activities to achieve goal(s)

WYOMING EDUCATION TRUST FUND GRANT APPLICATION COMPETITIVE GRANT REQUIREMENTS

(Page 2 of 2)

9. EVALUATION
 - a. must be included for each objective
 - b. must be comprehensive
 - c. must indicate expected results
 - d. must show how assessment data will be used
 - e. must identify measurement tool(s)
 - f. must be submitted with the required self-evaluation at the end of the project.

10. DISSEMINATION/TRANSFERABILITY OF RESULTS
 - a. shall be to local and state groups
 - b. shall state by what means or media

11. BUDGET NARRATIVE/SUMMARY AND STRUCTURE
 - a. supports goals, objectives and activities
 - b. indicates purpose
 - c. identifies equipment, if appropriate
 - d. includes job descriptions, if applicable
 - e. is given categorically in appropriate expenditure/accounting codes
 - f. must equal overall budget totals
 - g. is allowable by law
 - h. if no budget is submitted the grant application will not be considered

12. MEETING THE STATE STANDARDS
 - a. Describe how this project will assist students in meeting the Wyoming Content and Performances Standards

13. INNOVATIONS IN TRUST FUND PRIORITIES
 - a. Describe how this project is innovative in nature
 - b. Show how the project is aligned with the intent of the grant by addressing one or more of the following areas:
 - i. curriculum;
 - ii. development opportunities;
 - iii. operational initiatives;
 - iv. administrator and staff development and improvement programs;
 - v. acquisition of technological equipment;
 - vi. applied science and technology programs;
 - vii. technical preparation programs;
 - viii. evaluation programs and/or

ix. regional development programs

WYOMING EDUCATION TRUST FUND GRANT APPLICATION

ASSURANCES PAGE

APPLICANT DISTRICT INFORMATION

Applicant District: _____

Address: _____

Superintendent: _____

District Contact: _____

GRANT INFORMATION

Grant Title: _____

Total Amount Requested: _____

ASSURANCES

If successful in securing funds for an innovative education grant, applicant district agrees to the following:

1. Must abide by all district, state and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.
3. Must provide a written self-evaluation by **June 1, 2008**. Although you may develop and submit your own self-evaluation statement, an optional format is enclosed for your perusal.
4. Must agree to send a district representative to present the project overview at the Fall School Improvement Conference.
5. Establishes separate district file for grant program to account for all expenditures on this grant.

Signature of Superintendent:

Date: _____ Phone: _____

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

ABSTRACT Describe, in a clear and concise manner, the scope and essence of the project.	3 POINTS
---	-----------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

STATEMENT OF NEED

Describe, in a clear and concise manner, the innovative nature of the project using valid data appropriate to the proposal and explain why the project cannot be funded with local resources.

9 POINTS

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

POPULATION Describe the population to be served by this project.	6 POINTS
--	-----------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

<p>COMMUNITY INVOLVEMENT Describe in detail the type of coordination and collaboration that will be used to include parents, community members and other education, governmental or private organizations to encourage sustainability of the project once funds have been expended.</p>	<p>6 POINTS</p>
--	------------------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

PROJECT GOALS Describe the goals of the project in a clear, organized manner and explain how they are appropriate to the project.	15 POINTS
---	----------------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

MEASURABLE OBJECTIVES Describe how the objectives relate to project goals, are student-learning centered and measurable.	15 POINTS
--	------------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

ACTIVITIES Describe the activities to be used to reach the planned objectives as they relate to the goals of the project.	15 POINTS
---	------------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

TIMELINES Describe the timeline to be used to reach all goals and objectives of the project.	3 POINTS
--	-----------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

EVALUATION Describe how each objective will be evaluated. Describe the measurement tool, expected results and how the assessment data will be used.	6 POINTS
---	-----------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

DISSEMINATION OF RESULTS

Describe, in a clear and concise manner, how the results of the project will be disseminated and/or transferred at a local and state level.

9 POINTS

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

<p>BUDGET NARRATIVE/SUMMARY AND STRUCTURE Provide a list of expenses within a budget structure that supports the goals, objectives and activities of the program using the appropriate expenditure/accounting codes. The total in the budget must equal the overall grant request. Attach job descriptions for budgeted staff, if applicable.</p>	<p>6 POINTS</p>
--	------------------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

MEETING THE STATE STANDARDS Describe how this project will assist students in meeting the Wyoming Content and Performance Standards.	9 POINTS
--	-----------------

Wyoming Education Trust Fund
Grant Application

Point values given are maximum total allowed. See scoring rubric for point breakdown.

INNOVATIONS IN TRUST FUND PRIORITIES Describe how this project is innovative in nature and aligned with the intent of the grant by addressing one or more of the trust fund priorities.	15 POINTS
---	------------------

**WYOMING EDUCATION TRUST FUND
 GRANT APPLICATION**

SCORING GUIDE

All Wyoming Education Trust Fund grant applications will be scored using the following rubric:

CRITERIA	3 POINTS	2 POINTS	1 POINT	0 POINTS
1. ABSTRACT (0-3 Points) ____ x1 = ____	Abstract is complete and concise and is based on the application requirements.	Abstract is based on the application requirements, but is incomplete and/or lengthy.	Abstract not completely based on application requirements.	Abstract is missing.
2. STATEMENT OF NEED (0-9 Points) ____ x3 = ____	Statement of need is clear and concise, based on valid data appropriate to the area of service, defines the innovative nature of the project and explains why the project cannot be funded with local resources.	Statement of need is based on valid data appropriate to the area of service but is not clear and concise.	Portions of the statement of need may not support the goals and objectives of the proposal.	There is no statement of need or the statement of need is inappropriate to the proposal.
3. POPULATION (0-6 Points) ____ x2 = ____	Proposal indicates population to be served and serves the population indicated.	Proposal indicates the population to be served but this population does not exactly match the population described in the application.	Proposal indicates the population to be served, but this population does not match any of the requirements specified in the application.	Population to be served as described in the application is not included in the proposal.
4. COMMUNITY INVOLVEMENT (0-6 Points) ____ x2 = ____	Coordination and sustainability with other education, government, and community agencies/businesses/schools is described in detail.	Coordination with other education, government and community agencies/businesses/schools is included but sketchy.	Limited coordination with other education, government, and community agencies/businesses /schools is described.	No coordination with other education, government, and community agencies/businesses /schools is described.
5. PROJECT GOALS (0-15 Points) ____ x5 = ____	Project goals are described in a clear, organized manner and are appropriate to the project as addressed.	Project goals are described and are appropriate to the project, but are not clearly defined as required in the application.	Project goals are described, but are not appropriate to the project as required in the application.	Project goals are not described.
6. MEASURABLE OBJECTIVES (0-15 Points) ____ x5 = ____	All objectives are measurable and described in a clear, organized manner. Each relates to the project goals and fulfills requirements in the application.	Some objectives are measurable, but not all. All or most relate to the project goals and fulfills requirements in the application.	Objectives described are not measurable. They may or may not relate to the project goals and application requirements.	Measurable objectives are not included in the proposal.
7. ACTIVITIES (0-15 Points) ____ x5 = ____	The activities described are instrumental in reaching the planned objectives as they relate to the project goals required in the application.	Some, not all, of the activities described are instrumental in reaching the planned objectives as they relate to the project goals required in the application.	The activities described do not relate to the planned objectives.	There are no activities described.
8. TIMELINES (0-3 Points) ____ x1 = ____	There is a realistic timeline for reaching all goals and objectives within the grant period.	There is a realistic timeline for reaching most, not all, goals and objectives.	Timeline appears unrealistic.	There is no timeline for reaching goals and objectives.
9. EVALUATION (0-6 Points) ____ x2 = ____	Effective evaluation is planned for each objective.	Effective evaluation is planned for some objectives, not all.	Evaluation is planned for some or all objectives but does not seem effective.	There is no evaluation planned for any of the objectives.
10. DISSEMINATION /TRANSFERABILITY OF RESULTS (0-9 Points) ____ x3 = ____	There is a clear, effective method described for disseminating /transferring results of the project to the public and to key players.	There are clear plans to disseminate/transfer results of the project, but the method described leaves out key players.	There are plans to disseminate /transfer results of the project, but the methods seem ineffective.	There is no method described for disseminating/transferring results of the project.
11. BUDGET NARRATIVE/SUMMARY AND STRUCTURE (0-9 Points) ____ x3 = ____	The budget narrative/summary is allowable by law and supports the project goals and objectives and matches the accounting structure. Job descriptions are included, if applicable. A budget structure is included that is complete, accurate and matches the total funds requested for the grant.	The budget narrative/summary is allowable by law and supports the project goals and objectives.	Some, not all, of the budget narrative/summary supports the project goals and objectives. The budget structure is incomplete.	The budget narrative/summary is missing the project goals and objectives. The budget structure is missing.
12. MEETING STATE STANDARDS (0-9 Points) ____ x3 = ____	The project supports students in meeting three or more of the Wyoming Content and Performance Standards.	The project supports students in meeting two or more of the Wyoming Content and Performance Standards.	The project supports students in meeting one of the Wyoming Content and Performance Standards.	The project does not support students in meeting the Wyoming Content and Performance Standards.
13. TRUST FUND PRIORITIES (0-15 Points) ____ x5 = ____	The project is innovative and aligned to one or more of the Trust Fund criteria.	The project is innovative and aligned to one of the Trust Fund criteria.	The project is innovative but is not aligned to any of the Trust Fund criteria.	The project is not innovative or aligned with the Trust Fund criteria.
120 POSSIBLE POINTS				

SAMPLE SELF-EVALUATION FORMAT
WYOMING EDUCATION TRUST FUND GRANT
DUE: June 1, 2008

A program self-evaluation must be received by the Wyoming Department of Education on or prior to **June 1, 2008**. A self-evaluation must be emailed to Dianne Frazer at dfraze@educ.state.wy.us or hard copy mailed to the Wyoming Department of Education, 2020 Grand Avenue, Laramie, Wyoming 82070, Attn: Dianne Frazer.

The self-evaluation format outlined below is a SAMPLE, Grant program personnel may choose to report using their own format. Regardless of format, please be thorough in the explanations given.

Please limit statements to one page per self-evaluation category. Comments must be single-spaced, of a font size that can be clearly read, and limited to one side of an 8½ x 11 sheet of paper per category. Direct questions or concerns to Dianne Frazer at 777-3471 or via the above email.

SELF-EVALUATION
[PROGRAM TITLE]

District: _____

Grant Contact: _____

Phone: _____

—

E-mail: _____

SELF-EVALUATION CATEGORIES

1. Describe in detail how the innovation[s] implemented in the project did or did not meet the needs of the identified student population of the district. Provide, if possible, pre and post test data or other measures that support your conclusions.
2. Describe the successes and failures of the project. Indicate the educational practices that will continue in the district as a result of the project.
3. Describe the collaborative effort undertaken to implement the project in the district and community.

4. Attach any data accrued that demonstrate the program should be continued.
5. Attach a copy of the “evaluation” portion of the grant to the self-evaluation.