



Wyoming Department of Education

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MEMORANDUM NO. 2008 - 032

TO: District Superintendents

FROM: Dianne Frazer, Education Program Consultant
Accountability and School Improvement Unit 

DATE: February 29, 2008

SUBJECT: Dispersal of the 2008-2009 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 6, 2008.**

If you have questions or concerns about the grant program, contact Dianne Frazer at (307) 777-3471 or by email at dfraze@educ.state.wy.us

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Attachment



Wyoming Education Trust Fund
2020 Grand Avenue, Fifth Floor
Laramie, Wyoming 82070

MEMORANDUM

TO: Wyoming Education Trust Fund Grant Applicant

FROM: State Advisory Council for Innovative Education

DATE: **February 15, 2008**

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.
- **Public early childhood 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 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, 2008. W.S. 21-22-107 (c) clearly states that at least one qualifying grant must be awarded if possible 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. 2008-2009 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. Proposal will not be accepted without district superintendent's signature on the Assurances Page.
4. Comments must be limited to the space provided on the proposal.
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 6, 2008

Please review the attached information. Contact Dianne Frazer at (307) 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 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. INNOVATIONS IN MEETING THE STATE STANDARDS
 - a. Describe how this is an innovative project that will assist students in meeting the Wyoming Content and Performance Standards
3. 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. public early childhood programs
4. 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
5. POPULATION
 - a. population to be served by project is identified
6. COMMUNITY INVOLVEMENT/COORDINATION
 - a. includes parents and/or community members
 - b. shows collaboration among education, government, business and others

WYOMING EDUCATION TRUST FUND GRANT APPLICATION COMPETITIVE GRANT REQUIREMENTS

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7. **ACTIVITIES AND TIMELINES**
 - a. must be instrumental in meeting objectives
 - b. must be realistic within grant period
 - c. should be clearly written to achieve goal(s)

8. **PROJECT GOALS**
 - a. are clear, concise and concrete
 - b. are appropriate to the project

9. **MEASURABLE OBJECTIVES**
 - a. must relate to project goals
 - b. must be student-learning centered
 - c. must be measurable

10. **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.

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

12. **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 (attach separately, not counted in page limit)
 - 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

SAMPLE SELF-EVALUATION FORMAT
WYOMING EDUCATION TRUST FUND GRANT
DUE: June 1, 2009

A program self-evaluation must be received by the Wyoming Department of Education on or prior to **June 1, 2009**. 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 (307) 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.