



Wyoming Department of Education

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MEMORANDUM NO. 2008 - 147

TO: School District Superintendents
School District Curriculum Directors
Principals

FROM: Scott Bullock, Education Consultant 
Technology, Careers & Data Unit

DATE: September 26, 2008

SUBJECT: Teachers & Technology Mini-Grant Application and Manual

INFORMATION TO SHARE WITH TIME SENSITIVE MATERIAL

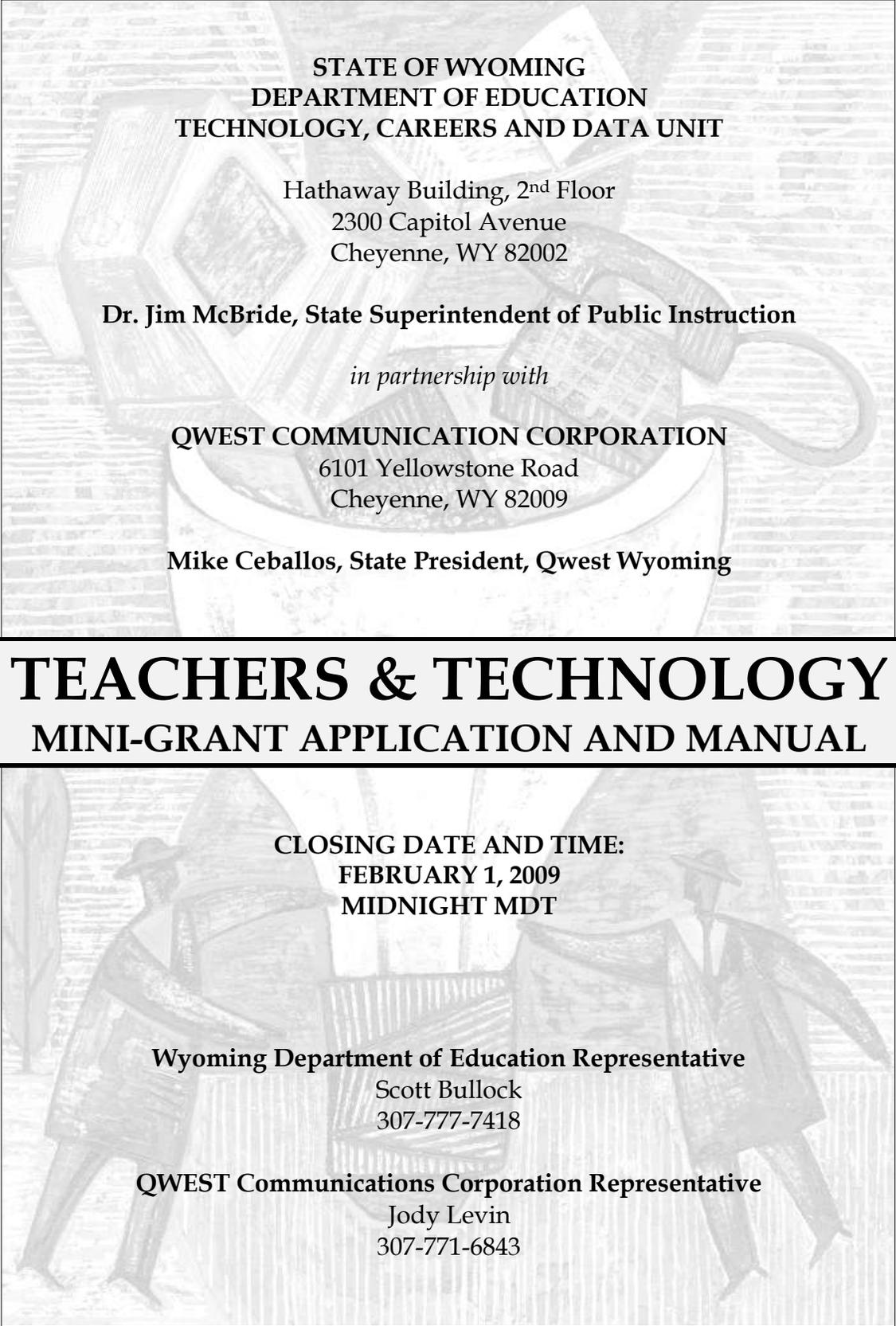
Please pass along the attached Teachers & Technology Mini-Grant application and manual to teachers in your district who are pioneering innovative uses of technology within their classrooms. The application is also located on the Wyoming Department of Education (WDE) website at:

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 February 1, 2009.

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



**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:
FEBRUARY 1, 2009
MIDNIGHT MDT**

Wyoming Department of Education Representative

Scott Bullock
307-777-7418

QWEST Communications Corporation Representative

Jody Levin
307-771-6843

TABLE of CONTENTS

INTRODUCTION	1
GRANT GUIDELINES	2
<i>Application Due Date</i>	
<i>Eligibility</i>	
<i>Agreements</i>	
<i>Award Process</i>	
<i>Use of Funds</i>	
<i>Technical Assistance</i>	
GRANT APPLICATION INSTRUCTIONS.....	4
APPLICATION ASSURANCE SHEET	5
SCORING RUBRIC	6
READER'S RATING SHEET	7

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 teachers who pioneer innovative uses of technology in the classroom. The objectives of the Teachers & Technology Mini-Grant 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.

This grant will 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. This competitive grant will award three instructors at the following levels:

- 1st place - \$12,000.00
- 2nd place - \$8,000.00
- 3rd place - \$5,000.00

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. Grant applications must be postmarked by midnight February 1, 2009.

All Wyoming certified K-12 public school teachers employed by a Wyoming school district are eligible to apply. Lead teachers awarded the grant are responsible for the management of the project's coordination, budget and reporting; agree to present at School Improvement Conferences; and may be interviewed and videotaped presenting a lesson based on their project.

GRANT GUIDELINES

The purposes of this grant are to recognize and reward innovative teachers who promote 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; develop problem solving skills that incorporate various different content areas; and set an example of the limitless possibilities available when utilizing technology. The goal is to encourage a synchronous and asynchronous project-based program utilizing partnerships with other classrooms outside of the originating campus via various distance education mediums, and across an assortment of content areas.

Application Due Date:

Grant applications must be postmarked by midnight February 1, 2009. Applications submitted after that date and time will not be considered and will be returned to the sender unopened.

Eligibility:

All Wyoming certified K-12 public school teachers employed by a Wyoming school district are eligible to apply. Eligible teachers may submit one grant application. This person becomes the lead teacher of the project. Teachers may *participate* in various Teachers & Technology Mini-Grant projects lead by other teachers; but each teacher is only eligible to *lead* and apply for one project.

Agreements:

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 (see the application assurance sheet, page 5).

Lead teachers awarded the grant are responsible for the management of the project, coordination between involved parties, budgetary record maintenance, and agree to provide to the WDE and QWEST a status report of the project's progress or completion by May 29, 2010.

Lead teachers awarded the grant agree to present at the fall and spring School Improvement Conferences. Hotel and travel expenses will be paid for by the WDE's WEN Distance Education budget. Finally, lead teachers awarded the grant agree to being interviewed and videotaped presenting a lesson based on their project.

Award Process:

The Teacher's & Technology Mini-Grant 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 (page 6) will be used with the top three scores receiving the grant funds. The amounts awarded are:

1st place - \$12,000.00
2nd place - \$8,000.00
3rd place - \$5,000.00

The funds will be awarded after March 1, 2009 and must be spent by May 29, 2010. Funds are awarded to the lead teacher at the classroom level.

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 all applicants of their status via the U.S. Postal Service in March 2009.

Use of Funds:

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.

Technical Assistance:

For assistance completing the application, please contact Scott Bullock at the WDE 307-777-7418 or via e-mail at sbullo@educ.state.wy.us; or Jody Levin at QWEST at 307-771-6843 or via e-mail at Jody.Levin@qwest.com.

GRANT APPLICATION INSTRUCTIONS

The application deadline for this grant is February 1, 2009.

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 (page 5).

Step 2: Prepare an abstract narrative, no more than 600 words in length, detailing the project's purpose and proposed accomplishments; the number and types of different technologies involved; the number of students involved; the number and names of content areas involved; the number, names and location of the teachers 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 300 words in length, detailing the project's spending activities. Itemize the spending as if awarded the \$12,000.00; however include detailed contingency plans if awarded at the \$8,000.00 or the \$5,000.00 level. The budget narrative must include the name of the person responsible for managing the funds.

Step 4: Complete an integrating technology into the curriculum and student improvement narrative, no more than 600 words in length, on how this project integrates 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 600 words in length, 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: Scott Bullock, Distance Education Consultant, Wyoming Department of Education, Hathaway Building, 2nd Floor, 2300 Capitol Avenue, Cheyenne, WY 82002. The e-mail address is sbullo@educ.state.wy.us.

**TEACHERS & TECHNOLOGY MINI-GRANT
APPLICATION ASSURANCE SHEET**

Project Title:

District's Name:

Lead Teacher's Name:

Lead Teacher's Email:

School 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 Name

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 & 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 & TECHNOLOGY MINI-GRANT
READER'S 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 its numeric standing in this grant selection process.

Lead Teacher Name: _____

Project Name: _____

Reader's Assigned Number: _____

Total Score: _____

Abstract's Narrative
Comments:

Score: _____

Budget's Narrative
Comments:

Score: _____

Integration Technology into the Curriculum & Improving Student Performance
Comments:

Score: _____

Project Sustainability
Comments:

Score: _____

Additional Comments and Suggestions:

Recommend the project as a Best Practice concept?
Comments:

Yes No