



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. 2010-105

TO: School District Superintendents
School District Curriculum Directors
Principals

FROM: Lachelle Brant, Education Consultant
Innovation, Connections, and Support Unit

DATE: May 14, 2010

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 manual to teachers in your district who are pioneering innovative uses of technology within their classrooms. The application form to be completed is located on the Wyoming Department of Education (WDE) website:

http://www.k12.wy.us/ICS/Docs/qwest_techgrant.doc

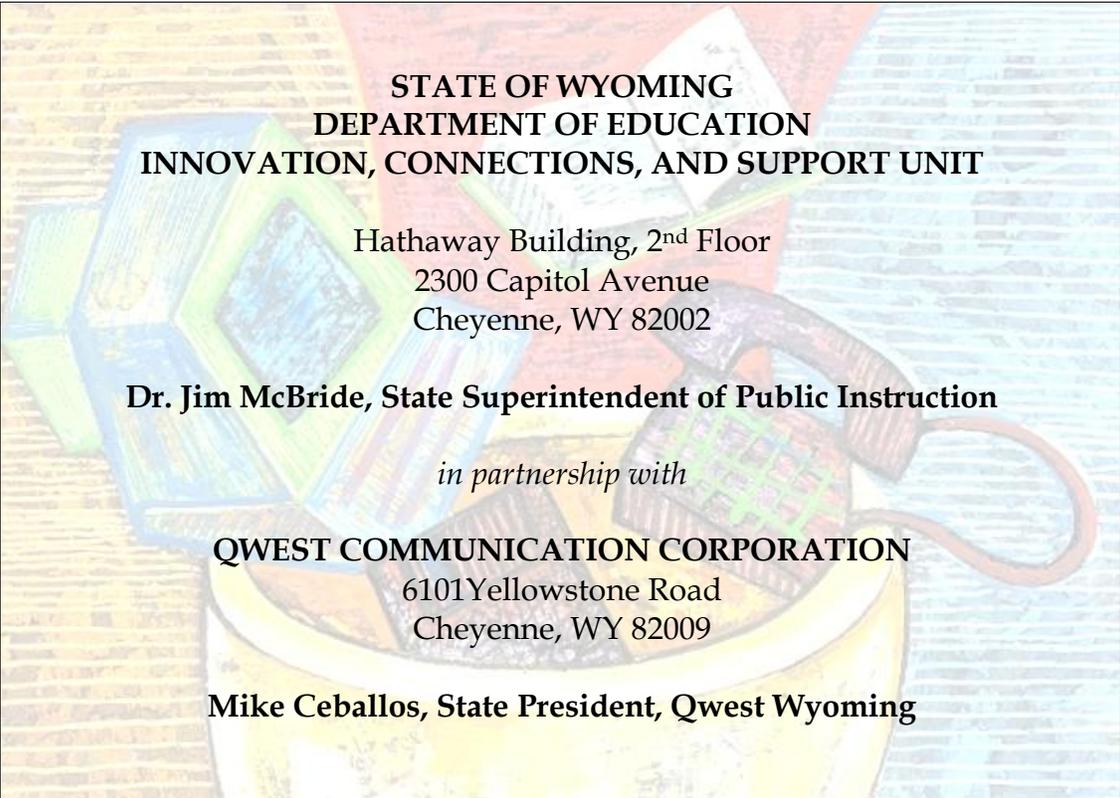
The grant's purpose is to recognize, at the classroom level, those teachers integrating technology into their daily curriculum and would like to expand or enhance the student's learning experience using technology. Applicants are encouraged to incorporate distance education mediums, cross-over between 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 June 4, 2010.**

For more information or questions concerning the mini-grant, please contact Lachelle Brant at the WDE at 307-777-3679 or via e-mail at lbrant@educ.state.wy.us; or, Cindy Barnes Pharr at QWEST at 480-768-4342 or via e-mail at Cindy.BarnesPharr@qwest.com.

LB:sb

Enclosure



**STATE OF WYOMING
DEPARTMENT OF EDUCATION
INNOVATION, CONNECTIONS, AND SUPPORT 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:
June 4, 2010
MIDNIGHT MDT**

Wyoming Department of Education Representative
Lachelle Brant, Distance Education Consultant
307-777-3679

QWEST Communications Corporation Representative
Cindy Barnes Pharr, Corporate Social Responsibility
480-768-4342

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SECTION 1: GENERAL INFORMATION

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-Grants 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.

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.

GOALS

The goal of the Teachers and Technology Mini-Grant is to encourage synchronous and asynchronous project-based programs utilizing partnerships with other classrooms outside of the originating campus via various distance education mediums, and across an assortment of content areas.

PURPOSE

- 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
- Model best practices with technology integration and set an example of the limitless possibilities available when utilizing technology

INTENDED USE OF MINI-GRANT FUNDS

- Purchasing supplies
- Paying for distance education medium expenses
- Supporting professional development needs

**Note: Funds may not be used to pay salaries or to pay stipends. All materials and services purchased with Teachers and Technology Mini-Grant funds as a result of this award are the property of the awarded lead teacher's school district.*

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. Teachers may *participate* in various Teachers & Technology Mini-Grant projects led by other teachers; but each teacher is only eligible to *lead* and apply for one project.

**Note: It is the responsibility of the lead teacher applicant to inform and gain permission from their school's administration (see the application assurance sheet, page5).*

METHOD OF SUBMISSION

Grant applications must be postmarked by midnight June 4, 2010. Applications submitted after that date and time will not be considered and will be returned to the sender unopened.

Submit one copy of the signed application via regular mail and one copy as an e-mail attachment to:

Lachelle Brant, DE Consultant
Wyoming Department of Education
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002

Submit the electronic proposal as an attachment to Lachelle Brant via email to lbrant@educ.state.wy.us

Requests for clarification of the requirements or for other assistance in preparing and submitting an application should be directed to Lachelle Brant at (307)777-3679 or via e-mail at lbrant@educ.state.wy.us; or Cindy Barnes Pharr at QWEST at 480-768-4342 or via e-mail at Cindy.BarnesPharr@qwest.com.

GRANT SCORING and 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 11) 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 July 12, 2010 and must be spent by May 28, 2011. 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 in July 2010.

REPORTING

Lead teachers awarded the grant are responsible for the following:

- Managing the project's coordination, budget and reporting
- Presenting their project at the 2011 Spring School Improvement Conference
- Providing the WDE and QWEST with a status report of the project's progress or completion by May 28, 2011.

**Note: The Wyoming Department of Education will provide the lead teachers with complimentary registration to the Spring School Improvement Conference. However, hotel and travel costs will be paid for by the Lead teacher's district and must be included in the project budget narrative (page 7). If more than one presenter will attend to present the project, all registration fees, hotel, and travel will be the responsibility of the additional presenters.*

SECTION 2: 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: Download the Teachers & Technology Mini-Grant application form:
http://www.k12.wy.us/ICS/Docs/qwest_techgrant.doc

STEP 2: Complete the Teachers & Technology Mini-Grant application's assurance sheet (page 5).

STEP 3: Complete the Project Overview page by providing the following:

- Provide the project title, number of students involved; number and types of different technologies involved; the number and names of content areas involved; the number, names and location of the teachers partnering in this project.
- Prepare a narrative description of the goals for this project. Indicate clearly the learning and skill development that will occur for both the students and the teacher as a result of their participation in this project.
- Develop a project timeline that includes major benchmarks throughout the project that are reasonable and attainable with anticipated completion dates.

STEP 4: Prepare an itemized budget for purchases that will enhance your work with students. Itemize the spending as if awarded the \$12,000.00; however include additional detailed contingency plans (page 8) if awarded at the \$8,000.00 or the \$5,000.00 level. The budget narrative must include the name and contact information of the person responsible for managing the funds. School Improvement Conference hotel and travel costs for presenting the project must also be included in the budget.

STEP 5: Prepare a narrative explaining how this project will integrate technology into the curriculum and improve student performance.

STEP 6: Prepare a narrative description of how this project will be sustained after the initial funding expires. Also include an explanation how this project will change/improve the current use of technology in your classroom.

STEP 7: Assemble and submit one copy of the signed application via regular mail and one copy as an e-mail attachment.

SECTION 3: SAMPLE GRANT APPLICATION

The Teachers & Technology Mini-Grant application form to be completed can be downloaded from the Wyoming Department of Education's website at:

http://www.k12.wy.us/ICS/Docs/qwest_techgrant.doc

APPLICATION ASSURANCE SHEET	
Project Title:	
District's Name:	
School Name:	
Lead Teacher's Name:	
Lead Teacher's Email:	

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

Technology Coordinator's Name

Technology Coordinator's Signature

Project's Budget Manager Name

Project's Budget Manager Signature

PROJECT OVERVIEW

Project Title:	
Number of students involved:	
Number & types of technologies involved in the project:	
Content area(s) involved:	
Names and location of other teachers partnering in this project:	

Project Goals: *(word limit=600)* Describe the goals for this project. The goals of the project should use the SMART goal format (Specific, Measurable, Attainable, Results-based and Time sensitive). Make sure to address the following questions in your narrative:

1. **What do you want students to know and be able to do by the end of your project?**
2. **What learning and/or insights will the teacher take from this project?**
3. **Describe the project activities that will support each goal.**

PROJECT TIMELINE

Benchmarks: Include milestones throughout the project's timeline that are reasonable and attainable.	Anticipated Completion Date
1.	
2.	
3.	
4.	
5.	

PROJECT BUDGET NARRATIVE

Complete a budget narrative detailing the project’s spending activities and rationale for technology purchases. Itemize the spending as if awarded the \$12,000.00. Include detailed contingency plans if awarded at the \$8,000.00 or the \$5,000.00 level.

Tip: Consider the following while writing your narrative:

- 1. Relate all expenditures back to the project goals and clearly provide rationale.**
- 2. Make sure expenditure costs are realistic. Do research; find out how much the technology costs.**

Budget Manager Name:	
Budget Manager Phone:	
Budget Manager Email:	

\$12,000.00 Budget: Itemize specific expenditures	Cost:
1. School Improvement Conference Registration	Free for the Lead Teacher/Presenter
2. School Improvement Conference hotel and travel	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total:	

PROJECT BUDGET CONTINGENCY NARRATIVES

\$8,000.00 Budget: Itemize specific expenditures	Cost:
1. School Improvement Conference Registration	Free for the Lead Teacher/Presenter
2. School Improvement Conference hotel and travel	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total:	

\$5,000.00 Budget: Itemize specific expenditures	Cost:
1. School Improvement Conference Registration	Free for the Lead Teacher/Presenter
2. School Improvement Conference hotel and travel	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total:	

INTEGRATING TECHNOLOGY NARRATIVE

Explain how this project integrates technology into the curriculum. *(word limit=300)*

Explain how this project will improve student performance *(word limit=300)*

SUSTAINABILITY NARRATIVE

Explain how you would sustain the project after the initial funding expires (*word limit=300*)

Explain how this project changes/improves the current use of technology in your classroom (*word limit=300*)

SECTION 4: SCORING RUBRIC AND READER’S RATING SHEET

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: _____

Assurance Sheet

(0-3 Points) ____x1=____	3 Points – All items are complete on the assurance page.	2 Points – Some items are missing on the assurance page.	1 Point – Most items are missing on the assurance.	0 Points – There is no assurance page or the assurance page has not been filled out.
Reader Comments:				

Project Overview

(0-9 Points) ____x3=____	3 Points – The project goals for students and teacher are very clearly stated and related to the project activities. The project timeline includes major benchmarks that are reasonable, attainable and anticipated completion dates are provided.	2 Points – The project goals for student and teacher are somewhat clearly stated and related to project activities. The project timeline includes major benchmarks but it is not reasonable or attainable.	1 Point – The project goals for students and teacher are clearly stated but not related to project activities. The project timeline is incomplete and not reasonable.	0 Points – The project goals for students and teacher are not clearly stated and/or are not related to project activities. A timeline is not provided.
Reader Comments:				

Budget

(0-9 Points) ____x3=____	3 Points – The budget narrative provides detailed description of the proposed purchases and includes the budget manager’s name.	2 Points – The budget narrative provides an adequate description of the proposed items and includes the budget manager’s name.	1 Point – The budget narrative provides a minimal description of the proposed purchases and includes the budget manager’s name.	0 Points – The budget narrative does not provide description of the proposed items and does not include the budget managers’ name.
Reader Comments:				

Integrating Technology Narrative

(0-9 Points) _____x3= _____ 	3 Points -The proposal describes how the project integrates technology into the curriculum and how the use of technology will impact student performance.	2 Points - The proposal provides sufficient details how the project integrates technology into the curriculum and how the use of technology will impact student performance.	1 Point – The proposal provides minimal details outlining how the project integrates technology into the curriculum and how the use of technology will impact student performance.	0 Points – The proposal does not address how the project integrates technology into the curriculum and how the use of technology will impact student performance.
Reader Comments:				

Sustainability Narrative

(0-9 Points) _____x3= _____ 	3 Points -The proposal describes in detail how the project will be sustained after funds are expended and clearly states how this project will change and improve the use of technology in the classroom.	2 Points - The proposal provides some details describing how the project will be sustained after funds are expended and how this project will change and improve the use of technology in the classroom.	1 Point – The proposal provides minimal detail outlining how the project will be sustained after funds are expended and how this project will change and improve the use of technology in the classroom.	0 Points – The proposal does not address how the project will be sustained after funds are expended and how this project will change and improve the use of technology in the classroom.
Reader Comments:				

Recommend the project as a Best Practice concept?

Yes No

Comments: