

# WYOMING EDUCATION TRUST FUND GRANT APPLICATION COMPETITIVE GRANT REQUIREMENTS

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*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 12 points. Applications must include the following:*

1. **COVER PAGE** (includes assurances)
    - a. Constitutes the top page of the project
    - b. Includes a contact person and a superintendent/agency head
  2. **ASSURANCES** (on cover page)
    - a. Must be submitted by all applicants
    - b. Must include signature of District Superintendent
  3. **ABSTRACT**
    - a. Provides a specific project description
    - b. Conveys scope and essence of project in a clear, concise manner
    - c. Target population which will be served in project is identified
    - d. Objectives are identified
  4. **STATEMENT OF NEED**
    - a. Based on valid data/existing curriculum gaps
    - b. Includes a history of the project, if appropriate
    - c. Indicates a compelling project
  5. **PROJECT GOALS**
    - a. Goals are clear, concise and concrete, i.e., “SMART” goals
    - b. Goals are appropriate to the project
  6. **MEASURABLE OBJECTIVES**
    - a. Objectives must relate to project goals
    - b. Objectives must be student-learning centered
    - c. Objectives must be measurable
  7. **ACTIVITIES**
    - a. Activities must be instrumental in meeting objectives
    - b. Activities show how the project is aligned with the intent of the grant by addressing one or more of the following areas:
      - Curriculum
      - Development opportunities
      - Operational initiatives
      - Administrator and staff development and improvement programs
      - Acquisition of technological equipment
      - Applied science and technology programs
      - Technical preparation programs
      - Evaluation programs and/or
      - Public early childhood programs
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**8. TIME LINES**

- a. Timelines must be realistic to achieve goals within grant period
- b. Timelines should be written for objectives and specific activities to achieve goal(s)

**9. EVALUATION**

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

**10. DISSEMINATION OF RESULTS**

- a. Results shall be disclosed to local and state interested groups
- b. Results shall state by what means or media

**11. BUDGET NARRATIVE/SUMMARY**

- a. Budget summary supports goals, objectives and activities
- b. Budget summary indicates purpose and destination of travel
- c. Budget summary identifies equipment, if appropriate
- d. Budget summary provides explanation for each budget line item

**12. BUDGET ACCOUNTING STRUCTURE**

- a. Budget accounting structure is distributed categorically in appropriate expenditure/accounting codes
- b. Budget accounting structure must equal overall budget totals
- c. Budget accounting structure is allowable by law
- d. Budget accounting structure - or if no budget is submitted, the grant application will not be considered

**13. INNOVATION & CREATIVITY**

- a. Describe how this project is innovative in nature
- b. Describe how the innovation(s) will assist students in meeting the Wyoming Content and Performance Standards

**14. JOB DESCRIPTIONS (NOT SCORED)**

- a. Job descriptions indicate strong personnel leadership
- b. Job descriptions support goals and objectives
- c. Job descriptions carry out designated activities

**15. CONSORTIUM AGREEMENTS (NOT SCORED)**

- a. Consortium agreements must be included if the applicant is a consortium
- b. Consortium agreements must include participation of at least one public district/school
- c. Consortium agreements name the public school district acting as fiscal agent

## **APPLICANT:**

1. Must comply with font, space and length requirements stated above
2. Must use the grant application template
3. Should not submit unspecified attachments
4. Should spell check
5. Should grammar check
6. Should use consistent verb tense and active voice
7. **Must submit ONE copy of the application with original signatures. Must be postmarked by 5:00 pm on the deadline date of May 27, 2016**
8. Must obtain required signatures (application will NOT be accepted without necessary signatures)
9. Must not include the RFP with the proposal
10. Electronic copies will be accepted IF received by 5:00 pm on deadline date of May 27 AND IF one original copy is submitted with original signatures and postmarked by deadline date.

## **Successful Applicants:**

1. Must complete required Evaluation report and submit by June 1, 2017
2. Must submit regular summary and expenditure reports to WDE
3. Must utilize assessment results for program improvement

Please direct all questions to Alicia Kerns at (307)777-3679 or at [alicia.kerns1@wyo.gov](mailto:alicia.kerns1@wyo.gov)