



Wyoming Department of Education

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MEMORANDUM NO. 2010-227

TO: School District Superintendents

FROM: Dianne Frazer, Education Program Consultant *DF*
Roy Hoyle, Education Program Consultant
Educational Quality and Accountability Division

DATE: December 22, 2010

SUBJECT: Dispersal of the 2011-2012 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: www.k12.wy.us.

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

The grant deadline is **June 1, 2011**. **All applications must be received by 5:00 p.m. on this date.**

If you have questions or concerns about the grant program, contact Dianne Frazer at (307) 777-8676 or by email at dfraze@educ.state.wy.us or Roy Hoyle at (307) 721-1947 or rhoyle@educ.state.wy.us.

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Attachments: WDE644 Wyoming Education Trust Fund Memo
WDE644 Competitive Grant Requirements
WDE644 Grant Application Assurances
WDE644 Wyoming Trust Fund Grant Application
WDE644 Scoring Guide
WDE644 Evaluation



Wyoming Education Trust Fund
2300 Capitol Avenue, First Floor
Cheyenne, Wyoming 82001

MEMORANDUM

TO: Wyoming Education Trust Fund Grant Applicant

FROM: State Advisory Council for Innovative Education

DATE: **December 10, 2010**

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. A total of \$300,000.00 is available for this RFP. An estimated five (5) to seven (7) grants will be awarded.

Funds will be distributed to the district[s] awarded the grants on or prior to August 15, 2011. 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 (single page)
3. 2011-2012 Grant Application
4. Scoring Guide
5. 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. Electronic signatures are acceptable.
4. Comments must be limited to the space provided on the proposal.
5. **Submit one (1) original and (4) copies** to the Wyoming Department of Education, Education Trust Fund Grant Proposal, 2300 Capitol Avenue, Second Floor, Cheyenne, WY 82001, Attn: Dianne Frazer

Grant proposals must be received on or before June 1, 2011

Please review the attached information. Contact Dianne Frazer at (307) 777-8676 or Roy Hoyle at (307) 721-1947 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 3)

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. COVER PAGE
 - a. Constitutes the top page of the project
 - b. Includes a contact person and a superintendent/agency head
2. ASSURANCES
 - 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
4. STATEMENT OF NEED
 - a. is based on valid data/existing curriculum gaps
 - b. includes a history of the project, if appropriate
 - c. indicates a compelling project
5. POPULATION
 - a. to be served in project is identified
 - b. matches population identified in the RFP
6. COMMUNITY INVOLVEMENT/COORDINATION
 - a. includes parents and/or community members
 - b. shows collaboration among education, government, business and other agencies
7. PROJECT GOALS
 - a. are clear, concise and concrete
 - b. are appropriate to the project
8. MEASURABLE OBJECTIVES
 - a. must relate to project goals
 - b. must be student-learning centered
 - c. must be measurable

WYOMING EDUCATION TRUST FUND GRANT APPLICATION COMPETITIVE GRANT REQUIREMENTS

(Page 2 of 3)

9. **ACTIVITIES**
 - a. must be instrumental in meeting objectives
 - 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

10. **TIME LINES**
 - a. Must be realistic within grant period
 - b. Should be written for objectives and activities to achieve goal(s)

11. **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.

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

13. **BUDGET NARRATIVE/SUMMARY**
 - a. supports goals, objectives and activities
 - b. indicates purpose and destination of travel
 - c. identifies equipment, if appropriate

WYOMING EDUCATION TRUST FUND GRANT APPLICATION

COMPETITIVE GRANT REQUIREMENTS

(Page 3 of 3)

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

15. JOB DESCRIPTIONS
 - a. indicates strong personnel leadership
 - b. support goals and objectives
 - c. carry out designated activities

16. CONSORTIUM AGREEMENTS
 - a. must be included if the applicant is a consortium
 - b. must include participation of at least one public district/school
 - c. names the public school district acting as fiscal agent

17. INNOVATION
 - 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

The 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 supply five (5) copies of the application and one with original signatures by 5:00 pm on the deadline date
8. must obtain required signatures
9. must not include the RFP with the proposal
10. must not submit faxed or electronic copies

Successful Applicants:

1. must complete required Evaluation report
2. must utilize assessment results for program improvement

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, 2012**. 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 need for and compelling nature of the project using valid data appropriate to the proposal and explain why the project cannot be funded with local resources. Include a history of the project, if appropriate.

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
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Wyoming Education Trust Fund
Grant Application

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

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 in the project.	9 POINTS
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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.	6 POINTS
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Wyoming Education Trust Fund
Grant Application

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

MEASURABLE OBJECTIVES	
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Describe objectives that relate to project goals, are student-learning centered and measurable.	
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	12 POINTS
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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. Discuss how the activities address one or more of the program priority areas (listed in grant requirements)	12 POINTS
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Wyoming Education Trust Fund
Grant Application

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

TIME LINES Provide realistic time lines for objectives and activities to achieve stated goals within the grant period	3 POINTS
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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(s), expected results and how the assessment data will be used.	9 POINTS
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Wyoming Education Trust Fund
Grant Application

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

DISSEMINATION OF RESULTS	6 POINTS
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.	

Wyoming Education Trust Fund
Grant Application

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

BUDGET NARRATIVE/SUMMARY

Describe how the budget supports the goals, objectives and activities of the project. If travel is planned, indicate the purpose and destination of travel. Identify any equipment to be purchased.

3 POINTS

Wyoming Education Trust Fund
Grant Application

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

BUDGET ACCOUNTING STRUCTURE

Provide a list of expenses within a budget structure using the appropriate expenditure/accounting codes. The total in the budget must equal the overall grant request. All budget items must be allowable by law. The application will not be considered without a budget.

3 POINTS

Wyoming Education Trust Fund
Grant Application

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

INNOVATION Describe the innovative nature of the project. Explain how the innovations will assist students in meeting the Wyoming Content and Performance Standards.	3 POINTS
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Wyoming Education Trust Fund
Grant Application

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

JOB DESCRIPTIONS Attach job descriptions for any positions included in the budget and described as part of project activities. Job descriptions should indicate strong personnel leadership, support goals and objectives, and be sufficient to carry out designated activities.	3 POINTS
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CONSORTIUM AGREEMENTS If the applicant is a consortium, a copy of the consortium agreement must be attached. The agreement must include signatures from representatives of all participating entities, must include at least one public school district, and must name the public school district that will act as the fiscal agent for the project.	3 POINTS
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**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. COVER PAGE/ASSURANCES (0-3 Points) _____x1 = _____	All items complete on cover page and required signature is present.	Some items missing on cover page, signature is present.	Cover page is included and may or may not be complete, but was difficult to find.	There is no cover page or, the signature is missing.
2. 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.
3. STATEMENT OF NEED (0-9 Points) _____x3 = _____	Statement of need is clear, concise and based on valid data appropriate to the area of service.	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 is inappropriate to the proposal.
4. POPULATION (0-6 Points) _____x2 = _____	Proposal indicates population to be served and serves the population indicated in the RFP.	Proposal indicates the population to be served but this population does not exactly match the population described in the RFP.	Proposal indicates the population to be served, but this population does not match any of the requirements specified in the RFP.	Population to be served as described in RFP is not included in the proposal.
5. COMMUNITY INVOLVEMENT COORDINATION (0-9 Points) _____x3 = _____	Coordination 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 included.	No coordination with other education, government, and community agencies/businesses/schools is described.
6. PROJECT GOALS (0-6 Points) _____x2 = _____	Project goals are described in a clear, organized manner and are appropriate to the project.	Project goals are described and are appropriate to the project, but are not clearly defined.	Project goals are described, but are not appropriate to the project.	Project goals are not described.
7. MEASURABLE OBJECTIVES (0-12 Points) _____x4 = _____	All objectives are measurable and described in a clear, organized manner. Each relates to the project goals.	Some objectives are measurable, not all. All or most relate to the project goals.	Objectives described are not measurable. They may or may not relate to the project goals.	Measurable objectives are not included in the proposal.
8. ACTIVITIES (0-12 Points) _____x4 = _____	The activities described are instrumental in reaching the planned objectives.	Some, not all, of the activities described are instrumental in reaching the planned objectives.	The activities described do not relate to the planned objectives.	There are no activities described.

CRITERIA	3 POINTS	2 POINTS	1 POINT	0 POINTS
9. TIME LINES (0-3 Points) _____x1 = _____	There is a realistic time line for reaching all goals and objectives within the grant period.	There is a realistic time line for reaching most, not all, goals and objectives.	Time line appears unrealistic.	There is no time line for reaching goals and objectives.
10. EVALUATION (0-9 Points) _____x3 = _____	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.
11. DISSEMINATING RESULTS (0-6 Points) _____x2 = _____	There is a clear, effective method described for disseminating results of the project to the public and to key players.	There are clear plans to disseminate results of the project, but the method described leaves out key players.	There are plans to disseminate results of the project, but the methods seem ineffective.	There is no method described for disseminating results of the project.
12. BUDGET NARRATIVE/SUMMARY (0-3 Points) _____x1 = _____	The budget narrative/summary is allowable by law and supports the project's goals and objectives and matches the accounting structure.	The budget narrative/summary is allowable by law and supports the project's goals and objectives, but there are errors.	Some, not all, of the budget narrative/summary supports the project's goals and objectives.	The budget narrative/summary is missing the project goals and objectives.
13. BUDGET ACCOUNTING STRUCTURE (0-3 Points) _____x1 = _____	The budget accounting structure is included, complete, accurate and matches the budget narrative.	The budget accounting structure is included, but there are errors.	The budget accounting structure is incomplete.	The budget accounting structure is missing.
14. INNOVATION (0-6 Points) _____x2 = _____	There is a clear description of the innovative nature of the project that describes how it will assist students in meeting Wyoming Standards.	There is a clear description of the innovative nature of the project, but Wyoming Standards are not addressed.	The description of innovation is incomplete or unclear.	There is no discussion of innovation in the application.
15. JOB DESCRIPTIONS, if applicable (0-3 Points) _____x1 = _____	There are job descriptions for budgeted staff. The descriptions support project goals and objectives.	Job descriptions were not complete or do not relate to the project goals and objectives.	Resumes were included rather than job descriptions.	There are no job descriptions for budgeted staff.
16. CONSORTIUM AGREEMENT, if applicable (0-3 Points) _____x1 = _____	The consortium agreement includes signatures from all participants, includes at least one public school district, and names the public school district acting as fiscal agent.	The consortium agreement is attached, includes at least one public school district, but does not name a fiscal agent.	The consortium agreement is missing one or more signatures.	No consortium agreement is included with an application from a consortium.
96 POSSIBLE POINTS				

SAMPLE SELF-EVALUATION FORMAT
WYOMING EDUCATION TRUST FUND GRANT
DUE: June 1, 2012

A program self-evaluation must be received by the Wyoming Department of Education on or prior to **June 1, 2012**. A self-evaluation must be emailed to Roy Hoyle at rhoyle@educ.state.wy.us or hard copy mailed to the Wyoming Department of Education, 2020 Grand Avenue, Suite 500, Laramie, Wyoming 82070, Attn: Roy Hoyle.

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 Roy Hoyle at (307) 721-1947 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.