



Wyoming Department of Education

Cindy Hill, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne WY 82002-0050

Phone: 307-777-7673 Fax: 307-777-6234 Website: edu.wyoming.gov

MEMORANDUM NO. 2011-137

TO: School District Superintendents
School District Curriculum Directors
School Principals

FROM: Lachelle Brant, Education Consultant
Support Systems and Resources Division

DATE: October 31, 2011

SUBJECT: Teachers & Technology Mini-Grant Application and Manual

INFORMATION TO SHARE - TIME SENSITIVE MATERIAL

Please share the attached Teachers & Technology Mini-Grant application manual with teachers in your district who are pioneering innovative uses of technology within their classrooms. The application form for this grant is located on the Wyoming Department of Education website:

<http://edu.wyoming.gov/Programs/grants.aspx>

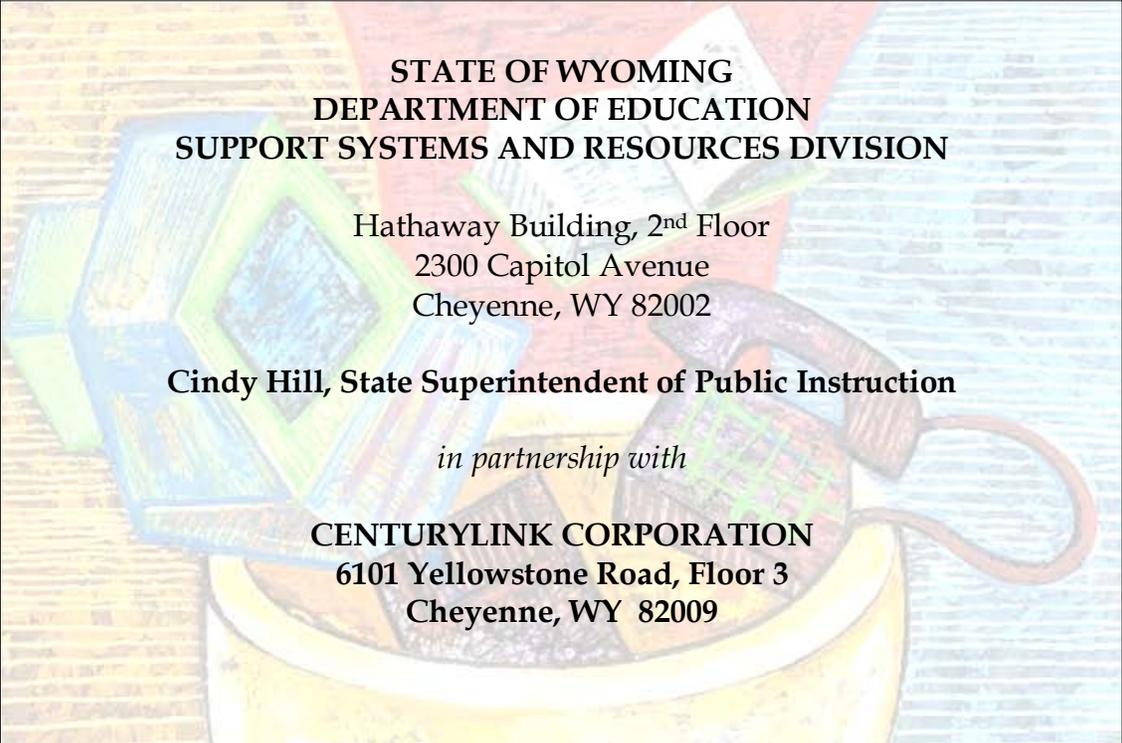
The purpose of this grant is to recognize, at the classroom level, those teachers integrating technology into their daily curriculum and would like to expand or enhance the student's learning experience using technology. Applicants are encouraged to incorporate distance education mediums, cross-over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

Five awards will be given to the top lead teachers' projects chosen by a panel representing the Wyoming Department of Education and CenturyLink Corporation. At a minimum, one project will be awarded at the elementary, middle, and high school levels. **The submission deadline is December 16, 2011.**

For more information or questions concerning the mini-grant, please contact Lachelle Brant at 307-777-3679 or lachelle.brant@wyo.gov; or, Michelle Jackson at CenturyLink at 406-758-1007 or michelle.jackson@centurylink.com.

LB:sb

Enclosures



**STATE OF WYOMING
DEPARTMENT OF EDUCATION
SUPPORT SYSTEMS AND RESOURCES DIVISION**

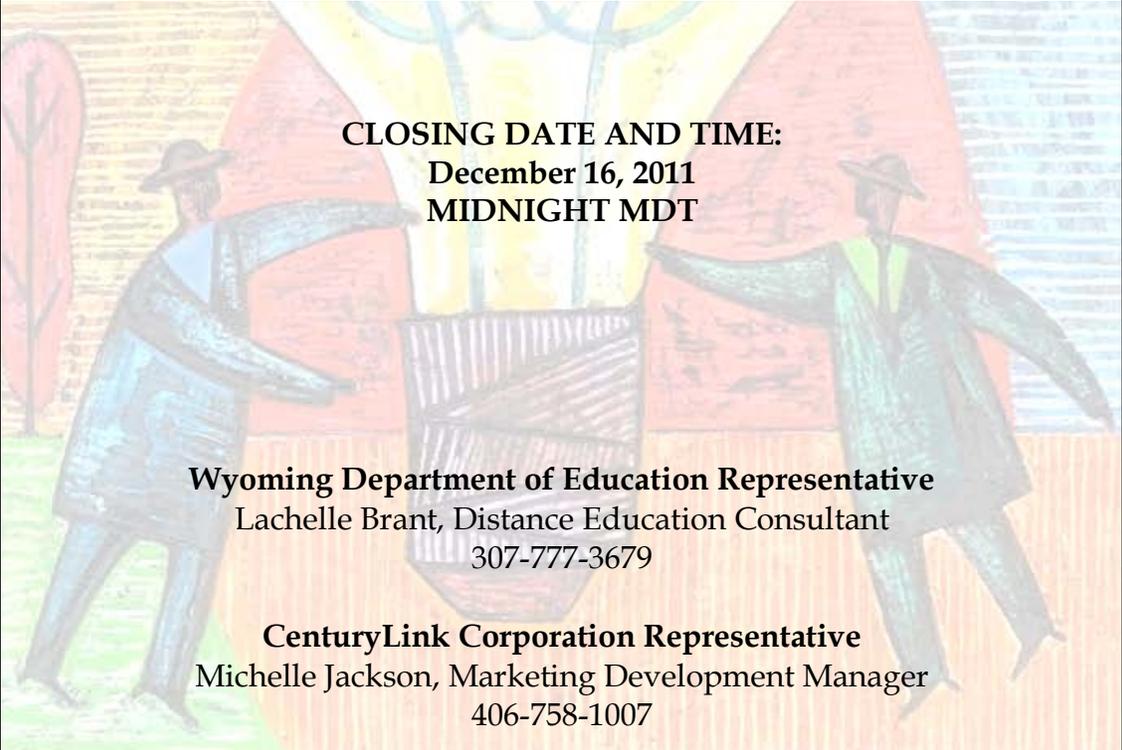
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002

Cindy Hill, State Superintendent of Public Instruction

in partnership with

**CENTURYLINK CORPORATION
6101 Yellowstone Road, Floor 3
Cheyenne, WY 82009**

**TEACHERS & TECHNOLOGY
MINI-GRANT APPLICATION AND MANUAL**



**CLOSING DATE AND TIME:
December 16, 2011
MIDNIGHT MDT**

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

CenturyLink Corporation Representative
Michelle Jackson, Marketing Development Manager
406-758-1007

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SECTION 1: GENERAL INFORMATION

INTRODUCTION

The Wyoming Department of Education (WDE) has received \$25,000.00 from the CenturyLink Corporation (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 can request the necessary amount of funding for their project not to exceed \$5,000.00.

Applicants are encouraged to incorporate distance education medium that 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
- Promote innovative models of best practices that effectively integrate technology to improve student achievement 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.*

ELGIBILITY

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 December 16, 2011. 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. Address the physical submission 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 lachelle.brant@wyo.gov

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 lachelle.brant@wyo.gov.

GRANT SCORING and AWARD PROCESS

The Teachers & Technology Mini-Grant is a competitive process. Applications will be judged by selected representatives from the WDE, CenturyLink, and may include government officials, and statewide community and business leaders.

A scoring rubric (page 10) will be used to score the grants and the top 5 scoring grants will receive \$5,000.00 in grant funds. **Applications that are not clearly project based will not be scored.**

The funds will be awarded by December 16, 2011 and must be spent by May 31, 2013. Funds are awarded to the lead teacher at the classroom level.

In the event of a tie score within the top applications, a tie-breaker will be used. In order of importance, the tie-breaker consists of whether (yes or no) the project is project-based and 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 by February 2012. A check for the project will be mailed upon award.

REPORTING

Lead teachers awarded the grant are responsible for the following:

- Managing the project's coordination, budget and reporting
- Presenting their project via a webinar. The WDE will provide the webinar tool and facilitate the event.
- Submit a three (3) minute video presentation that will be presented to the WDE and CenturyLink for use in promoting the grant program.
- Providing the WDE and CenturyLink with a status report of the project's progress or completion by May 31, 2013.

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:

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, objectives and outcomes for this project. Indicate clearly the **project-based** learning activities that will support the S.M.A.R.T. goals. Explain instructional strategies and how they facilitate 21st Century Skills and how student learning will be assessed.
- 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. The budget narrative must include the name and contact information of the person responsible for managing the funds.

STEP 5: Prepare a narrative explaining how this project will integrate technology into the curriculum and improve student performance and engagement through project-based learning activities.

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 or district and transform student learning and your teaching.

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://edu.wyoming.gov/Programs/grants.aspx>

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

District Technology Coordinator's Name

District Technology Coordinator's Signature

Project's Budget Manager Name

Project's Budget Manager Signature

PROJECT OVERVIEW

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

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

- 1. Describe all project-based learning activities that support each goal and how the activities are tied to the learning goals?**
- 2. What do you want students to know and be able to do by the end of your project?**
- 3. What instructional strategies will be used to facilitate 21st Century Skills?**
- 4. How will student learning be assessed? What assessment strategies and tools will be used to measure the learning goals? (rubrics, checklists, journals, etc.)**

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

PROJECT BUDGET NARRATIVE

Complete a budget narrative detailing the project’s spending activities and rationale for technology purchases.

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:	

\$5,000.00 Budget: Itemize specific expenditures	Cost:
1.	
2.	
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 impact student learning and engagement through the project-based learning activities? *(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 or district. How will this project help you to transform student learning and your teaching? *(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: _____

Project Based

Is this proposal project based? If yes, use the rubric below to score the proposal. If No, score the entire proposal as 0. Yes No

Scoring

Exemplary-3 Points
Meets Requirements-2 Points
Near Requirements-1 Point
Below Requirement-0 Points

Assurance Sheet

(0-3 Points) _____x1=_____	All items are complete on the assurance page.
Reader Comments:	

Project Overview

(0-9 Points) _____x3=_____	The project overview includes all of the following: <ul style="list-style-type: none"> <input type="checkbox"/> Clear description of project goals, objectives and outcomes using the SMART goal format <input type="checkbox"/> Learning activities tied to the learning goals <input type="checkbox"/> Number of students impacted <input type="checkbox"/> Content areas involved <input type="checkbox"/> Instructional strategies needed to implement the project <input type="checkbox"/> Community connections-drawing in outside experts and taking learning beyond school <input type="checkbox"/> Students in the center of the learning process <input type="checkbox"/> Thinking skills as an integral part to project work <input type="checkbox"/> Connections to the real-world <input type="checkbox"/> Assessment strategies and tools
Reader Comments:	

Project Timeline

(0-9 Points) ____x3=____	The project proposal defines a clear implementation plan and includes major milestones, tasks, action items, etc. that are reasonable and attainable.
Reader Comments:	

Budget

(0-9 Points) ____x3=____	The budget narrative is specific to the items requested and how they will be used to ensure a successful project.
Reader Comments:	

Integrating Technology Narrative

(0-9 Points) ____x3=____	The proposal describes how the project integrates technology into the curriculum and how the use of technology will impact student performance through project-based learning activities.
Reader Comments:	

Sustainability Narrative

(0-9 Points) ____x3=____	The proposal describes in detail how the project will be sustained after funds are expended.
Reader Comments:	

Recommend the project as a Best Practice concept?

Yes No

Comments:

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

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District Technology Coordinator's Signature

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PROJECT TIMELINE

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

\$5,000.00 Budget: Itemize specific expenditures	Cost:
1.	
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3.	
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6.	
7.	
8.	
9.	
10.	
Total:	

INTEGRATING TECHNOLOGY NARRATIVE

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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 or district. How will this project help you to transform student learning and your teaching? (*word limit=300*)