



Wyoming Department of Education

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

Phone: 307-777-7675 Fax: 307-777-6234 Website: www.edu.wyoming.gov

MEMORANDUM NO. 2012-065

TO: School Superintendents
School Principals

FROM Bruce Hayes, School Safety Consultant
Support Systems & Resources Division

DATE: April 16, 2012

SUBJECT: 2012 Anti-Bullying School Safety Initiative

ANTI-BULLYING FUNDING OPPORTUNITY – TIME SENSITIVE

The Department of Education has a new opportunity for school districts: a competitive grant that supports district anti-bullying efforts. No district funding is required.

This grant cycle is pursuant to funding provided through Senate Enrolled Act 29, Section 205. It designed to provide awards up to \$15,000 for implementation, operation, or continuation of an anti-bullying program for the 2012-2013 school year. Any district may apply.

The application is attached and is designed for ease of completion. Under this grant, awarded districts must invoice the department no later than June 30, 2013. The due date for applications is June 15, 2012. Award announcements will be made no later than June 30, 2012.

Additional grant applications can be found on the department's website at: http://edu.wyoming.gov/Programs/grants/anti-bully_grant.aspx or http://edu.wyoming.gov/Programs/safety/student_and_facilities_safety.aspx

If you have any questions, please contact bruce.hayes@wyo.gov or call 307-777-6198.

Thank you for your work to help keep Wyoming's students safe.

BH:rs

Attachment

Wyoming Dept of Education
Hathaway Bldg, 2nd Floor
2300 Capitol Avenue
Cheyenne, WY 82002-0050

Anti-Bullying Grant

Created: 03/29/2012

Due: June 15, 2012
Expires: August 15, 2013

Phone: 307-777-3339 FAX: 307-777-8924

E-mail: meaghan.mcclellan@wyo.gov

OPPORTUNITY FOR A HEARING

An applicant whose application is recommended for disapproval may request a hearing before the State Superintendent of Public Instruction or designee. Formal written notification requesting such a hearing must be submitted within thirty (30) calendar days of receipt of notice that the application is recommended for disapproval to:

Cindy Hill
State Superintendent of Public Instruction
Wyoming Department of Education
Hathaway Building, Second Floor
2300 Capitol Avenue
Cheyenne, Wyoming 82002-0050

Hearings will be held in accordance with the Wyoming Administrative Procedures Act, W.S. 16-3-101 through 16-3-115, and Section 425 of the General Education Provisions Act.

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Wyoming Department of Education, Office for Civil Rights Coordinator, Hathaway Building, Second Floor, 2300 Capitol Avenue, Cheyenne, Wyoming 82002-0050, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, or 303-844-5695 or TDD 303-844-3417. This publication will be provided in an alternative format upon request.

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Section I: General Information

Definition of Anti-Bullying Program

An anti-bullying program is considered; *any program, either provided by an outside third party or developed within a school or district, that is specifically aimed to stop or mitigate student bullying and has the real and measurable net effect of reducing bullying in the school or with related activities.*

Goals for Anti-Bullying Programs

The Wyoming Department of Education (WDE) is making funds available for the 2012-2013 school year for the purpose of helping schools and districts acquire either programmatically mature/evidence-based anti-bullying programs or innovative programs to make the largest positive impact possible in reducing school bullying.

Intended Uses of the Anti-Bullying Grant Funding

- Continue with anti-bullying work started with the 2010 or 2011 School Safety Initiatives
- Start new anti-bullying work in a school or district that did not exist before
- Increase levels of character education that can translate into reduced bullying
- Start innovative programs that are aimed at lowering bullying levels

Eligibility Requirements

Any Wyoming school district may apply for the grant (or a school through its district). It is necessary to have a grant administrator such as a teacher or staff member who is responsible for carrying out or overseeing the work of the grant. It is also necessary to have an administrative backup signature from the district superintendent.

Method of Submission

To be considered for funding, one electronic submittal and four (4) hard copies must be received by the WDE by 5:00 pm (MST) June 15, 2012. Each complete application must include:

- Cover Page
- A Response to All Award Categories [A-E]
- Signature Page

Appendices and additional attachments are not allowed. Additional Anti-Bullying Grant application forms are available at:

http://edu.wyoming.gov/Programs/safety/student_and_facilities_safety.aspx

or

http://edu.wyoming.gov/Programs/grants/anti-bully_grant.aspx

The four (4) required hardcopy applications must be addressed to:

**Bruce Hayes, School Safety Consultant
Wyoming Department of Education
Hathaway Building, 2nd Floor
2300 Capitol Avenue
Cheyenne, Wyoming 82002-0050**

Submit the electronic anti-bullying grant application to Bruce Hayes as an attachment via email to bruce.hayes@wyo.gov using the subject line: 2012 School Safety Initiative.

Direct requests for clarification to Bruce Hayes at (307) 777-6198 or bruce.hayes@wyo.gov or Meaghan McClellan at (307)777-3339 or meaghan.mcclellan@wyo.gov .

Grant Scoring and Award Process

Scoring of applications shall be done using a rubric by three (3) in-house or external evaluators.

The Anti-Bullying grant includes the following competitive sections. Each section is scored and evaluated using the rubric presented in Section III:

Cover Page – All elements complete and valid	<i>2 Points Possible</i>
A. Program Requested	<i>6 Points Possible</i>
B. Program Justification	<i>9 Points Possible</i>
C. How Funding Will be Used	<i>9 Points Possible</i>
D. Program Support	<i>5 Points Possible</i>
E. Alignment of Needs	<i><u>2 Points Possible</u></i>
Total points per reviewer	<i>33 Points Possible</i>

One collective point is granted for the signature page. This, plus the point totals (33 maximum) from three separate reviewers all add up a net 100 point score.

Funding award letters shall be sent to each applicant's district and designated grant administrator by June 30, 2012. Funds are available to the grant recipient on a reimbursement basis. Funds become available July 1, 2012. No work done prior to this date is reimbursable.

Districts or schools can be reimbursed up to the originally approved grant amount by submitting a *single* itemized district invoice no later than June 28, 2013 or when services are completed. A copy of the receipts or other similar documentation must be provided and correlate reimbursement costs.

Reporting

Each grant recipient shall report to the state superintendent, using contact information on this grant, by April 30, 2013, and include the following items:

- District, grant administrator, and contact information
- The grant amount expended
- The number of students enrolled in schools that were involved with the grant
- A summary of how the grant or program impacted the staff and student body
- At least one metric that was used in the grant and how the metric values changed over the time that the program was used (examples: discipline referrals, class disruptions, fights, etc.)
- A brief evaluation of how well (or not) the program reduced bullying
- Place grant related activities on district website so other districts learn from your experiences

Section II: Application Forms

Note: The Anti-Bullying Grant Application is accessible at
http://edu.wyoming.gov/Programs/grants/anti-bully_grant.aspx

Cover Page

Issue Date: April 21, 2012 Due Date: June 15, 2012

Program Provider:	
Name of Program:	
Provider Address:	
Total Student Number Affected:	
List all Schools Served by Program or Grant:	

Grant Administrator:	
First Phone Number:	
Second Phone Number:	
Email Address:	
Mailing Address:	

Amount Requested: (\$5K to \$15K)	
New or Existing Program?	

WDE Program Contact:
 Bruce Hayes, School Safety Consultant
 Support Systems and Resources Division
 Phone: 307-777-6198 FAX: 307-777-8924
 E-mail: bruce.hayes@wyo.gov

For WDE Use Only

LEA #:	
Award Amount:	
Date Approved:	

The Wyoming Department of Education does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to the Wyoming Department of Education, Office for Civil Rights Coordinator, Hathaway Building, Second Floor, 2300 Capitol Avenue, Cheyenne, Wyoming 82002-0050, or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Colorado 80204-3582, or 303-844-5695 or TDD 303-844-3417. This publication will be provided in an alternative format upon request.

Directions: Please fill in the requested information including the name of the program, a brief summary of what the program accomplishes, the targeted grade levels of the program, a brief description of how the program works, and any (optional) additional comments that are helpful for the review team to know about your application. (Recall that a quality goal is a SMART goal; Specific, Measurable, Attainable, Realistic, and Timely).

A. Program Requested

Program Information:	
Name of Program:	
What the Program Accomplishes:	
Target Grades:	
How the Program Works: (Trains staff, involves students, etc.)	
Additional Comments: (Optional field for additional information)	
Program Goals (At least two (2), no more than five (5)):	
1.	
2.	
3.	
4.	
5.	
Program Objectives (Steps to achieve goals):	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Directions: Please describe how the funding (if awarded) will be utilized. In addition, itemize the major program expenditures (training, materials, etc.) that will be incurred during the school year or length of the program.

C. How Funding Will be Used

Usage: Provide a brief description in narrative format of how the money, if awarded, will be used.	
Budget Narrative: Itemize specific expenditures described in the goals narrative above. (Add lines if necessary. Total should match amount requested.)	Itemized Costs:
1.	
2.	
3.	
4.	
5.	
	Total Program Cost:

Directions: Please describe some background information that explains to the review team the need for this program. If the program or system was developed locally, why do you believe it will continue to succeed? Address sustainability.

D. Program Support

Support: Briefly discuss how this program is a best practice or how it is shown to work well. If it is a local program, what reasoning prompted your school to choose this tool? How does the district plan to create sustainability?

Directions: In the narrative section immediately below, please explain how the program fits with the long-term needs of your students. Below the narrative section, please indicate if this grant is a continuation of a grant you received via the 2010 or 2011 School Safety Initiative and how this grant would continue or build upon that work.

E. Alignment of Needs

Alignment: Using this narrative space, explain how the proposed anti-bullying program aligns to the needs of your students.

Directions: All signatures shall be in blue ink. For the required electronic submission, the signature page can be either scanned as a Portable Document Format (PDF) file or typed from a chosen WORD scripted font.
IMPORTANT: Funding is predicated upon receipt of the original signatures.

Signature Page

The undersigned agree and support the implementation of the anti-bullying program as outlined within this grant request.

GRANT ADMINISTRATOR'S NAME

SIGNATURE

DATE

DISTRICT SUPERINTENDENT'S NAME

SIGNATURE

DATE

This rubric describes how the grant will be judged by the review team. The highest scored grants are awarded first. Lower scored grants are awarded until the funding scheduled for the 2012-2013 school year is extinguished.

Section III: Rubric

Cover Page

(0-2 Points) _____	2 Points – All items are complete on the cover page.	1 Point – Some items are missing on the cover page.	.5 Point – Most items are missing on the cover page.	0 Points – There is no cover page or the cover page has not been filled out.
(Maximum 2 points) Reader Comments:				

A. Program Requested

(0-2 Points) _____	2 Points – The program information is complete.	1 Point – Some minor program information is missing.	.5 Point – Several lines of program information is missing.	0 Points – No Program Information is present.
Reader Comments:				
(0-2 Points) _____	2 Points – Program goals are SMART goals, well explained, and sound.	1 Point – Goals are explained, but some questions exist on what is trying to be achieved.	.5 Point – Goal listing is weak.	0 Points – No program goals are listed at all.
Reader Comments:				
(0-2 Points) _____	2 Points – Program objectives are present, well explained, and linked to the goals.	1 Point – One or two program objectives are present. Some questions exist regarding how the objectives relate to the goals.	.5 Point – Some material is listed that cannot fully be interpreted as objectives.	0 Points – No program objectives are listed at all.
(Maximum 6 points) Reader Comments:				

B. Program Justification

(0-6 Points) _____	5 Points – The narrative is compelling, realistic, strongly linked to anti-bully strategy, easy to read, and supported by facts.	3 Points – The narrative is adequate – somewhat linked to strategy, but causes occasional questions.	1 Point – A small number of things are listed that cannot be fully interpreted as narrative points.	0 Points – There is no narrative stated.
Reader Comments:				
(0-3 Points) _____	3 Points – Specific outcomes are listed linked to the narrative.	2 Points – Program outcomes are listed but contain some ambiguity.	1 Point – A small number of things are listed that cannot all be interpreted as program outcomes.	0 Points – There are no itemized outcomes listed.
(Maximum 9 points) Reader Comments:				

C. How Funding Will be Used

(0-6 Points) _____	5 Points – The narrative on how the funding will be used is crisp, clear, easy to read, and deemed effective towards achieving anticipated results.	3 Points – The narrative is not as clear and is somewhat effective towards achieving expected outcomes.	1 Point – A small number of things are listed that cannot easily be interpreted as narrative points regarding how the funding will be used.	0 Points – There is no narrative listed.
Reader Comments:				
(0-3 Points) _____	3 Points – Specific major expenditures are listed and the itemized costs are correctly totaled.	2 Points – Not all major expenditures are listed, there may be a math error in the addition.	1 Point – There is a moderate level of ambiguity in what is listed as specific expenditures.	0 Points – There are no specific expenditures listed.
(Maximum 9 points) Reader Comments:				

D. Program Support

(0-5 Points) _____	5 Points – The program is clearly a best practice, has a proven history, and will be sustained beyond the 12-13 school year.	3 Points – There is some ambiguity regarding the best practice status, no evidence is presented that would indicate the intention of long-term sustainability.	1 Point – It is somewhat unclear how the program would support the cause of the school.	0 Points – The program support issues are not stated.
(Maximum 5 points) Reader Comments:				

E. Alignment of Needs

(0-2 Points) _____	2 Points – The narrative clearly spells out how the program aligns to the needs of the students.	1 Point – There is less alignment seen regarding how the program aligns to the needs of the students.	.5 Point – There is ambiguity regarding how the program aligns to the needs of the students.	0 Points – There is no narrative stated.
Reader Comments:				
(Maximum 2points) Reader Comments:				

Signature Page

(0-1 Points) _____	1 Point – The signature page is complete with both valid authorizing signatures.	0 Points – The signature page is incomplete. (Note: Notwithstanding the point rubric which aids in choosing winning grants, <u>funding is only made available after the department has received original signatures.</u>)
(One collective point possible) Reader Comments:		

Section IV: Definition Index

A. Helpful terms

Reasons: In this narrative, state why this particular program was chosen.
<p><u>Program</u> – A named and packaged set of training and actions that typically exists outside the standard school curriculum, which is designed to accomplish a specific goal (in this case, decreasing bullying) in schools by various means.</p> <p><u>Outside third party</u> – A for-profit or non-profit private provider of services that is not employed with the school, district, or the state.</p> <p><u>Programmatically mature</u> – A program that has already been proven to be effective and is used frequently in the field.</p> <p><u>Evidence-based</u> – A term often applied to education programs that tells the public a given program is studied and that there is concrete data that indicates effectiveness of the program in actual school settings.</p> <p><u>Innovative programs</u> – Programs that are relatively new, or that may have unconventional elements to their mechanics or theories, but have garnered the support of the school administration for various reasons as worthy of implementation.</p>