



Wyoming Department of Education

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MEMORANDUM NO. 2013-034

TO: School District Superintendents
School District Curriculum Directors
School Principals

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

DATE: March 25, 2013

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.

Grant awards of up to \$3,000 will be given to the top lead teachers' projects chosen by a panel representing the Wyoming Department of Education and CenturyLink Corporation. **The submission deadline is by close of business April 29, 2013.**

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
Enclosure



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

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

Dr. Jim Rose, Interim Director

in partnership with

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

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



**CLOSING DATE AND TIME:
April 29, 2013
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) received \$15,000.00 from the CenturyLink Corporation (Clarke M. Williams 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 may request the necessary amount of funding for their project not to exceed \$3,000.00.

Applicants are encouraged to incorporate distance education mediums, integrate multiple content areas, engage students in project based learning that produces measurable results, and encourage other teachers and administrators to follow their example.

GOALS

The goal of the Teachers and Technology Mini-Grant is to recognize and reward innovative teachers who promote out-of-the-box thinking.

PURPOSE

- 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
- Encourage synchronous and asynchronous multidisciplinary project-based programs that utilize partnerships with other classrooms outside of the originating campus via various distance education mediums
- Leverage the purchase of technology with readily accessible digital learning resources such as web tools, Open Educational Resources (OERs), and open-source software

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 Mountain Time April 29, 2013. Applications submitted after that date and time will not be considered and will be returned to the sender.

Submit one hardcopy of the original signed application via regular mail and one digital 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 with "Teachers and Technology" in the subject line.

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 are judged by selected representatives from the WDE, CenturyLink, and may include government officials, and statewide community and business leaders.

A scoring rubric (page 10) is used to score the grants and the top scoring grants will receive up to \$3,000.00 in grant funds. Depending on the allocation of funds, some grant applicants may not receive the full amount requested. **Applications that are not clearly project -based will not be scored.**

The funds are awarded by May 31, 2013 and must be spent by May 30, 2014. Funds are awarded to the school district for use by the lead teacher at the classroom level.

- In the event of a tie score within the top applications, a tie-breaker is 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 readily accessible digital learning resources such as web tools, Open Educational Resources (OERs), and open-source software.

The WDE will notify ALL applicants of their status by June 2013.

REPORTING

Lead teachers awarded the grant are responsible for the following:

- Managing the project's coordination, budget, and reporting
- Presenting their project at the 2014 Spring School Improvement Conference (usually held in Casper)
- Providing the WDE with a status report of the project's progress or completion by May 31, 2014

**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. Do not identify the schools, teachers, or school districts involved in this project in any narrative other than the application's assurance sheet. Please complete the following steps:

STEP 1: Download the Teachers & Technology Mini-Grant application form:

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

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.
- Provide a narrative description of the goals, objectives and outcomes for this project. Indicate clearly the **project-based** learning activities that supports the S.M.A.R.T. goals. Explain instructional strategies and how they facilitate 21st Century Skills and how student learning is assessed.
- Provide a project timeline that includes major benchmarks throughout the project that are reasonable and attainable with anticipated completion dates.

STEP 4: Provide an itemized budget for purchases that enhances your work with students. School Improvement Conference hotel and travel costs for presenting the project must also be included in the budget.

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

STEP 6: Provide a narrative description of how this project is sustainable after the initial funding expires. Also include an explanation how this project changes/improves the current use of technology in your classroom or district and transforms 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:	
Budget Manager Name:	
Budget Manager Phone:	
Budget Manager 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

Do not identify the schools, teachers or school districts involved in this project.

Project Title:	
Number of students involved:	
Grade level (s) impacted	
Number & types of technologies involved in the project:	
Content area(s) involved:	

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 are used to facilitate 21st Century Skills?**
- 4. How will student learning be assessed? What assessment strategies and tools are used to measure the learning goals? (rubrics, checklists, journals, etc.)**

PROJECT TIMELINE

Do not identify the schools, teachers or school districts involved in this project.

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

PROJECT BUDGET NARRATIVE

Do not identify the schools, teachers or school districts involved in this project.

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.**

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

INTEGRATING TECHNOLOGY NARRATIVE

Do not identify the schools, teachers or school districts involved in this project.

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

--

Explain how this project impacts student learning and engagement through the project-based learning activities? *(word limit=300)*

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SUSTAINABILITY NARRATIVE

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

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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.

Project ID#: _____

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

<p>Exemplary-3 Points Meets Requirements-2 Points Near Requirements-1 Point Below Requirement-0 Points</p>

Project Overview

<p>(0-9 Points) _____x3=_____</p>	<p>The project overview includes all of the following:</p> <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
<p>Reader Comments:</p>	

Project Timeline

<p>(0-9 Points) _____x3=_____</p>	<p>The project proposal defines a clear implementation plan and includes major milestones, tasks, action items, etc. that are reasonable and attainable.</p>
<p>Reader Comments:</p>	

Budget

(0-9 Points) _____x3=_____	The budget narrative is specific to the items requested and how they are 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 impacts student performance through project-based learning activities.
Reader Comments:	

Sustainability Narrative

(0-9 Points) _____x3=_____	The proposal describes in detail how the project is sustained after funds are expended.
Reader Comments:	

Recommend the project as a Best Practice concept?

Yes No

Comments: