

**Request for Competitive Grant
Proposals to Implement a School
Leadership Development Preparation
Program (SLDPP)
2004-2005**

Submission Date: September 10, 2004

**Virginia Department of Education
Division of Teacher Education and Licensure
P.O. Box 2120
Richmond, VA 23218-2120
(804) 371-2522**

Request for Competitive Grant Proposals

ISSUED TO: Virginia School Divisions

TITLE OF PROJECT: School Leadership Development Preparation Program (SLDPP)

ISSUING AGENCY: Commonwealth of Virginia
Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120

SOURCE OF FUNDING: General Assembly
Chapter 4, 2004 Acts of Assembly, Special Session I

APPROPRIATION: 2004-2005 - \$500,000

SUBMISSION DEADLINE FOR PROPOSALS: Friday, September 10, 2004

CONTACT PERSON: Dr. JoAnne Y. Carver, Director of Teacher Education
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DELIVERY BY U.S. POSTAL SERVICE: Dr. Thomas A. Elliott, Assistant Superintendent
Division of Teacher Education and Licensure
Virginia Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120

OVERNIGHT CARRIER OR HAND DELIVERED: Division of Teacher Education and Licensure
Virginia Department of Education
101 North 14th Street
James Monroe Building, 24th Floor
Richmond, Virginia 23219-3684

NUMBER OF APPLICATIONS: One original and four copies, maximum of 15 pages with a minimum font size no smaller than 12 point, one side only copies of each grant proposal must be submitted.

Request for Competitive Grant Proposals to Implement a School Leadership Development Preparation Program 2004-2005

Instructions

I. *Cover Page*

- Include the title of the proposal, the name of the submitting school division and partnership(s) and the name, address, telephone number, fax, and e-mail address of the program representative to be contacted regarding the proposal

II. *Proposal Preparation and Submission*

Proposals should contain the following:

A. Purpose and Description

- A statement verifying agreement with the purpose of this appropriation (i.e., to implement a defined leadership development preparation program that addresses the leadership standards established for such preparation as defined by the Board of Education)
- A description of the proposed program and how this purpose will be addressed
- A description of how the proposed project incorporates key features of the following:
 - a) *Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators, and Superintendents*;
 - b) *Virginia Licensure Regulations for School Personnel, July 1, 1998*, (8 VAC 20-21-580); and
 - c) *Interstate School Leaders Licensure Consortium (ISLLC)*
- Criteria for the selection, training, support, assignment, and compensation for participants
- Tasks, methods, and results expected, including the name of the person(s) responsible for each task
- Number of program participants

- A description of how the program will be made accessible to participants
- A timeline for completion of project activities

B. Collaboration

- A description of collaborative and cooperative arrangements between school divisions and institutions of higher education and/or other entity, including the duties and responsibilities of each of the partners
- Letters of cooperation, agreement, and/or commitment describing partnerships

C. Preparation

- A description of school leadership development preparation methods for participants, including the research basis for the training
- A specific statement of adherence to the standards delineated in the *Interstate School Leaders Licensure Consortium (ISLLC)*
- Criteria for the selection of participants, the application process, and selection procedures

D. Project Management

- A description of how the program will be administered by participating school divisions and institutions and/or other entity, including the identification of the program manager and fiscal agent (Responsibilities to be clearly defined)

E. Maintenance of Data and Reporting

- A description of how records will be maintained and how and when the progress of participants will be reported

F. Financial Support

- Cost-effectiveness of the proposal (This will be a major factor for awarding funds. Only one school division fiscal agent for the program should be identified).

G. School Division and Partnership Capability and Resources

- A clearly delineated description of the resources available at each participating school division and partnership and how these resources will be utilized in the program

H Program Evaluation

- A process for evaluation of the program that includes, but is not limited to the following: surveys of the participants, comparison of the performance of participants who are assisted by the program and those who are not assisted by the program, surveys of principals of schools where mentors have assisted beginning administrators (i.e., project participants), and curricular adjustments or program modifications made as a result of the program evaluations
- Participation by project directors must participate in a Virginia Department of Education workshop focusing on application of effective evaluation strategies

III. ***Budget***

- A summary and itemized budget (using the categories listed below) for the 2004-2005 fiscal year, including a justification as to why funds are requested
 - Personal Services and Employee Benefits
 - Purchased Services/Consultants
 - Internal Services
 - Other Charges
 - Materials and Supplies
 - Capital Outlay Equipment
- Applicants to include in their proposed budgets the cost for attending a one-day evaluation-training workshop required by the Department of Education
- A year-end budget report, to be included as part of the School Leadership Development Preparation Program Summary Report that is due August 15, 2005

Funds for 2004-2005 may be used retroactively to July 1, 2004

IV. *Assurances*

- *Assurances* page, signed by the program administrator(s)

V. *Proposal Evaluation Categories*

School Leadership Development Preparation Program

IV. ASSURANCES

The participants in this School Leadership Development Preparation Program assure the Virginia Department of Education that:

1. The participants in this Program understand and fully accept that the purpose of the funded School Leadership Development Preparation Program is to assist potential school leaders to make a successful transition into full-time administration.
2. Statistical, financial, and descriptive reports required by the Virginia General Assembly and the Virginia Department of Education will be submitted for monitoring as well as evaluation purposes according to the specified timeline.
3. Funds will not be expended in any other manner other than budgeted in the original proposal or amended proposal (if applicable).
4. Ownership of all data, materials and documentation originated and prepared for the State pursuant to the grant shall belong exclusively to the State and are subject to public inspection in accordance with the Virginia Freedom of Information Act.
5. Trade secrets or proprietary information submitted by a participant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the participant must invoke the protection of this section prior to submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons the protection is necessary.
6. Funds will not be expended for expenditures incurred prior to July 1, 2004.

Signature: _____

Date: _____

School Leadership Development Preparation Program

V. Proposal Evaluation Categories

<u>CATEGORY</u>	<u>POINTS AVAILABLE</u>
1. Purpose and Description	15
2. Collaboration	15
3. Training	15
4. Project Management	10
5. Maintenance of Data and Reporting	10
6. Financial Support	10
7. School Division and Partnership Capability and Resources	10
8. Program Evaluation	<u>15</u>
Total Points Available	100

Proposals will be judged by a selected panel based on the categories noted above. The Department of Education may cancel this grant request or reject proposals at any time prior to an award. The Department of Education is not required to furnish a statement of the reason why a particular proposal was not awarded.