

EDUCATION FOR A LIFETIME



Creating a Commonwealth of Opportunity for all

Mark R. Warner

**GOVERNOR'S PROJECT GRADUATION
ACADEMIC YEAR REGIONAL ACADEMY
GRANT APPLICATION
2004-2005**

Virginia Department of Education

September 24, 2004

**Governor's Project Graduation
Regional Academy Grant Application
2004-2005**

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Important Dates/Deadlines

Letter of Intent Due	October 15, 2004
Grant Proposal Due	November 1, 2004
Evaluation of Academy Due	June 10, 2005

Grant Proposals should be submitted by November 1, 2004, to:

Maureen B. Hjar
Director, Secondary Instruction
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120

Questions on the grant awards should be directed to
Maureen B. Hjar
804-225-2880
mhjar@mail.vak12ed.edu

Governor's Project Graduation Academic Year Regional Academy Grant

Part I. General Information

Purpose: Partnerships of school divisions within a region will replicate the Governor's Project Graduation Regional Academy model during fall 2004 and/or spring 2005, as needed, and provide remedial instruction for seniors who have not earned verified credits in English: Reading, English: Writing, or Algebra I.

Target Audience: High school seniors scheduled to graduate in spring 2005 who have passed the course but not passed the associated end-of-course (EOC) assessment in English: Reading, English: Writing, or Algebra I

Funding: Each Superintendents' Study Group Region is eligible to receive up to \$75,000 to implement a regional academy in the fall of 2004 and/or spring of 2005 with a focus on English: Reading, English: Writing and/or Algebra I. The funds will be dispersed on a cost reimbursement basis.

Possible uses of the funds include but are not limited to:

- Teacher salaries/stipends
- Student incentives
- Instructional resources, including software
- Student transportation expenses
- Student meal expenses

Part II: Proposal Requirements

Applicants Grant proposals will be accepted from partnerships of school divisions within a Superintendents' Study Group Region. Proposals must address the plan for the regional academy. Proposals from individual school divisions will not be accepted; however, all school divisions within a region do not have to participate for a region to receive grant funding. The attached Intent to Submit form (Appendix A) that identifies school divisions interested in applying for a regional grant must be completed and returned by the Chair of the Superintendents' Study Group.

Components The proposal **must have a focus on student instruction** based on diagnostic instruments and previous assessment results for each student. Data from previous academies should be used to identify effective strategies and practices. The intent is for students to pass the state EOC English: Reading, English: Writing and/or Algebra I assessment.

The proposal should be limited to ten pages of narrative and include:

- Plan for delivering small group instruction
- Identification of the structure in the region to accommodate all students
 - ◆ After school
 - ◆ Night school
 - ◆ Saturday school
 - ◆ Other
- Identification of instructional methodology
 - ◆ Computer-based
 - ◆ Teacher-directed
 - ◆ Combination of computer and teacher
 - ◆ Other innovative techniques
- Number of hours of instruction that will be provided
- Diagnostic instruments that will be used
- Incorporation of the academy requirements listed in Part III
- An evaluation plan that includes previous and present assessment scores
- Transportation plan
- Criteria for teacher selection
- Identification of a project coordinator
- Identification of a fiscal agent (school division)

Part III: Academy Requirements

- Use of Algebra Readiness Diagnostic Test (ARDT) for Algebra I students (units funded by Virginia Department of Education)

- Use of Standards of Learning Assessment Student Report by Question to target instruction (provided with score reports)
- Use of ePAT assessments available at <http://www.pen.k12.va.us/2plus4in2004/index.shtml>
- Use of Virginia Online Reading Tutorial (Princeton Review)
- Use of instructional modules from the 2003 Governor's Regional Summer Academy available at <http://www.pen.k12.va.us/2plus4in2004/index.shtml>
- Student-teacher ratio of 10:1 to 18:1
- Varied instructional strategies

Part IV: Submission of Grant Proposal

Grant proposals must include:

- ◆ The required narrative
- ◆ An affidavit of participation or non-participation from all school divisions in the Superintendents' region (Appendix B-1 to B-3)
- ◆ The budget proposal form (Appendix C)
- ◆ Estimated student enrollment by division (Appendix D)

Grant proposals should be submitted by November 1, 2004, to:

Maureen B. Hjar
 Director, Secondary Instruction
 Virginia Department of Education
 P.O. Box 2120
 Richmond, VA 23218-2120

**Letter of Intent to Submit a
Project Graduation Regional Academy Grant Proposal
2004-2005**

The school divisions in Superintendents' Study Group Region Number _____ will submit a grant proposal to the Virginia Department of Education to implement a Project Graduation Academic Year Regional Academy during the fall of 2004 and/or the spring of 2005, as needed, for seniors. We understand that the grant proposal is due **November 1, 2004**.

The following school divisions have certified that they **intend** to participate in a Project Graduation Academic Year Regional Academy.

School Division	School Division
1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

Signature of Chairperson of Superintendents' Region

Date

Chairperson's Typed or Printed Name

Please submit this letter of intent by October 15, 2004, to:

Maureen B. Hjar
Director, Secondary Instruction
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120
Fax number (804) 786-5466

**Certification of Participation
Project Graduation Academic Year Regional Academy Grant
2004-2005**

Regional Summary for Superintendents' Region _____
Region Number

The following school divisions have certified that they **will** participate in the Project Graduation Academic Year Regional Academy for 2004-2005. **An affidavit for each participating school division must be included.**

School Division	School Division
1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

Signature of Chairperson, Superintendents' Region Date

Chairperson's Typed or Printed Name

*Please submit this form with completed grant application.

**Certification of Non-Participation
Project Graduation Academic Year Regional Academy Grant
2004-2005**

Regional Summary for Superintendents' Region _____
Region Number

The following school divisions have certified that they **will not** participate in the Project Graduation Academic Year Regional Academy for 2004-2005. **An affidavit for each participating school division must be included.**

School Division	School Division
1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

Signature of Chairperson, Superintendents' Region Date

Chairperson's Typed or Printed Name

*Please submit this form with completed grant application.

Affidavit of Participation
Project Graduation Academic Year Regional Academy Grant Proposal
2004-2005

As superintendent of _____ Public Schools, (School Division)	
I certify that the school division will participate in the Project Graduation Academic Year Regional Academy grant for 2004-2005 submitted by Superintendents' Study Group Region _____. (Region Number)	
_____ Superintendent's Signature	_____ Date
_____ Superintendent's Typed or Printed Name	

OR

I certify that the school division will not participate in the Project Graduation Academic Year Regional Academy grant for 2004-2005 submitted by Superintendents' Study Group Region _____. (Region Number)	
_____ Superintendent's Signature	_____ Date
_____ Superintendent's Typed or Printed Name	

*Please submit these forms (one form per school division in the Superintendents' Region) with completed grant application.

**Project Graduation Academic Year Regional
Academy Grant Proposal
2004-2005
Budget**

Budget Category	Budget Amount	Funds Contributed by Participating School Divisions (include in-kind contributions)
Teacher Salaries/Stipends		
Student Incentives		
Instructional Resources		
Materials and Supplies		
Student Support (i.e., breakfast, lunch, transportation, et cetera)		
Site Support (custodial staff, etc.)		
Other: (Please specify.)		
Other: (Please specify.)		
Total:		

**Request For Reimbursement
Academic Year Project Graduation Regional Academy Grant
2004-2005**

The _____ provides the following
(School Division or Institution acting as Fiscal Agent)
information regarding actual expenditures for the period of _____ through _____ for
the Project Graduation Academic Year Regional Academy, for Superintendents' Study Group, Region _____.

Subcategories	State Funds	In-Kind Contribution	Other (Specify)	TOTAL
1. Salaries- Administrative Instructional Consultants				
2. Student Incentives				
3. Instructional Resources				
4. Transportation				
5. Meals				
6. Software/Instructional Technology				
7. Site Support				
8. Miscellaneous (Please list on separate sheet)				
9. Taxes				
COLUMN TOTALS				

This is to certify that (1) equipment, materials, and/or services have been delivered or rendered and have been paid for in the amount(s) shown above; (2) reimbursement is requested only for items approved; (3) the specific items of equipment, materials, and/or services do not exceed the amount approved for the project; and (4) supporting documents for these expenditures are on file and are available for audit and review purposes.

Federal I.D. Number (9 digits)

**Finance Officer or Division Superintendent
(Original signature in blue ink is requested)**

For Virginia Department of Education Use Only

Approved for Payment

Date

Amount

Project Code

Director, Office of Secondary Instruction, VDOE