

**Application Instructions  
Project Graduation  
Academic Year Academy 2013-2014**

**COMPONENTS:**

- Part I: General Information  
Part II: Proposal Requirements  
Part III: Academy Requirements  
Part IV: Submission of Grant Proposal

**Important Dates**

Grant Proposal Due: **October 25, 2013**

Reimbursement Request Due: **May 15, 2014**

Final Project Evaluation Due: **July 3, 2014**

## Part I: General Information

### Purpose:

Partnerships of school divisions or individual school divisions within a region will provide remediation to assist targeted students who have received passing grades for the specific courses but have not passed the required Standards of Learning (SOL) assessment needed to earn verified credits to complete their diploma requirements.

### Target Audience:

- First priority: *Seniors or term graduates* lacking verified credits needed to graduate in *any core subject*, i.e., English, mathematics, history, or science
- Second priority: *Current juniors* lacking verified credits in *mathematics* (Algebra I, Geometry, Algebra II) or *English* (English/reading, or English/writing)
- Third priority: *Current freshmen or sophomores* lacking a verified credit in *mathematics* (Algebra I, Geometry, or Algebra II)

### Funding:

Each Superintendents' Regional Study Group may apply to fund a Project Graduation Academic Year Academy. The standard model is for one school division to act as the fiscal agent for each grant; however, several sites within the region may serve students. In addition, more than one grant application from a region will be accepted. Individual school divisions are eligible to apply, although each division may participate in only one grant application per region. Funding amounts will vary based upon the number of students served and scope of the services rendered. The funds are disbursed on a cost reimbursement basis.

Please note that Project Graduation Academic Year 2013-2014 grants are funded from the fiscal year 2014 Lottery funds as provided in the state budget adopted by the 2013 General Assembly. Full funding for grants is dependent on the revenues from the Lottery Proceeds Fund. Payments for the Project Graduation Academic Year Academy Grants will not begin until January 2014.

Cost reimbursement of the approved expenditures will occur after the approval of reimbursement requests. The reimbursement request must be submitted through the Online Management of Education Grant Awards (OMEGA) system and be received by the Department of Education by **May 15, 2014**. Reimbursement requests are received after they have been approved by a Level 3 Approver at the local educational agency (LEA). OMEGA is the Department of Education's automated grant reimbursement system and it eliminates paper submissions associated with reimbursement requests. Each school division must complete and return the [OMEGA User Permission Form OPI for School Divisions](#) to the Office of Grants Accounting and Reporting. Instructions are included on the form. Call OMEGA Support at (804) 371-0993 or e-mail [omega.support@doe.virginia.gov](mailto:omega.support@doe.virginia.gov) if you need assistance completing the form. The [OMEGA Users Guide](#) is also available for additional help.

### Acceptable Use of Funds:

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

- teacher salaries/stipends;
- student and teacher incentives, including snacks and to encourage participation;
- instructional resources aligned to the current SOL, including software;
- *WorkKeys KeyTrain Tutorial* and *WorkKeys* test administration as a substitute assessment for the English: Writing test;
- materials and supplies necessary for instruction and assessment;
- student transportation; and
- administrative costs associated with implementation of the grant and administration of special education requirements.

**NOTE:**

- Funds **may not** provide for components of physical or technological infrastructure, including electronic devices other than approved calculators.
- Funds provided under this program will supplement, not supplant, federal, state, and local funds that local educational agencies and schools would otherwise receive.

**Part II: Proposal Requirements**

Applicants:

Grant proposals will be accepted from partnerships of school divisions or from individual school divisions within a Superintendents' Regional Study Group. Proposals must address the plan for the regional or individual school division Academies. Not all school divisions within a region have to participate for a region to receive grant funding.

Components:

Proposals must address the needs of the students who have received passing grades for the specific courses but have not passed the required Standards of Learning (SOL) assessment needed to earn a verified credit. 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 targeted students to pass the state Algebra I, Geometry, Algebra II, EOC English: Reading, English: Writing, science and/or history Standards of Learning assessment.

Each proposal shall include:

- a plan for delivering small group instruction;
- identification of the structure to accommodate targeted students;
- identification of instructional methodology;
  - computer-based;
  - teacher-directed;
  - combination of computer and teacher; and

- other innovative techniques.
- the number of hours of instruction that will be provided;
- diagnostic instruments that will be used;
- an evaluation plan that includes previous and present assessment scores;
- a transportation plan, if necessary;
- incorporation of Academy requirements listed in Part III; and
- criteria for teacher selection.

### **Part III: Academy Requirements**

- use of a mathematics diagnostic assessment for Algebra I students;
- use of Standards of Learning Assessment Student Performance by Question Report to target instruction (provided with score reports);
- use of varied instructional strategies;
- low student-teacher ratio (approximately 10:1 to 18:1); and
- all Standards of Learning (SOL) tests administered to Project Graduation students must have the “Project Graduation” field populated within PearsonAccess for tests associated with the remediation.

### **Part IV: Submission of Grant Proposal**

The grant application is available on the [Project Graduation Web site](#). Each grant proposal will include:

- Cover Page
- Proposal Narrative
- Table of Estimated Number of Student Participants
- Budget Proposal
- Assurances

### **ELECTRONIC SUBMISSIONS ARE DUE BY OCTOBER 25, 2013.**

Applicants must submit proposals electronically by e-mail in .pdf format to [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov) at the Virginia Department of Education by **Friday, October 25, 2013**. The electronic document must be saved with the extension containing the Name of the School Division followed by PGAYApp2013. Example: WYZCountyPGAYApp2013.pdf. After the application is received, a confirmation e-mail will be sent to the program coordinator.

If you have any questions or need further information, please contact Kim Powell, grants and reports manager, Office of Science and Health Education, Virginia Department of Education by telephone at (804) 225-3609 or by e-mail at [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov).