

**Application Instructions
Project Graduation
Academic Year Academy 2014-2015**

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 24, 2014**

Reimbursement Request Due: **May 15, 2015**

Final Project Evaluation Due: **July 2, 2015**

Period of Award: **December 1, 2014 – June 30, 2015**

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 2014-2015 grants are funded from the fiscal year 2015 Lottery funds as provided in the state budget adopted by the 2014 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 2015.

The grant period is December 1, 2014 to June 30, 2015. 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, 2015**. 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 if you need assistance completing the form. The [OMEGA Users Guide](#) is also available for additional help.

The due date to submit the last reimbursement request should not impact the remediation. The school division will need to obligate the project expenses through the end of the academy prior to

submitting the reimbursement request. If the school division later determines that the actual costs for the Academy were less than the total payments from the reimbursement requests, the difference must be returned to the Department of Education. The refund check should be made payable to The Treasurer of Virginia and the memo section of the check should state 'Refund of FY 2015 Project Graduation Academic Year Academy overpayment.'

Please mail the check to:
Virginia Department of Education
Office of Financial Systems and Reporting
P.O. Box 2120
Richmond, VA 23218-2120

Acceptable Use of Funds:

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

- teacher/tutor salaries/stipends;
- student and teacher incentives, including snacks and to encourage participation (limited to a maximum of \$25 per student);
- instructional resources aligned to the current SOL, for tutorials and administration of approved substitute tests;
 - [SOL Substitute Tests for Verified Credit](#) – through 2014-2015 School Year;
- 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 such as tablet devices, computers, and calculators.
- Funds **may not** be used to purchase software or yearly subscriptions for online tutorials.
- 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 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 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 24, 2014.

Applicants must submit proposals electronically by e-mail in .pdf format to Kim.Powell@doe.virginia.gov at the Virginia Department of Education by **Friday, October 24, 2014**. The electronic document must be saved with the extension containing the Name of the School Division followed by PGAYApp2014. Example: WYZCountyPGAYApp2014.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.