**Virginia Department of Education**

**Application for a Start-Up Grant for an Extended School Year or Year-Round School Program for School Divisions or Individual Schools**

**FY 2016 - 2017**

**School Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Division Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Submission: \_\_\_\_\_\_\_\_**

**Division Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of Funding Requested:** ($300,000 maximum; $400,000 maximum for Accreditation Denied schools) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Applicantsmust read the Application Instructions for the FY 2016 - 2017 Start-Up Grant for an Extended School Year or Year-Round School Program, found at <http://www.doe.virginia.gov/instruction/year-round/index.shtml> under Additional Information. Each application must comport with this process. The completed PDF version of the application and related materials must be e-mailed to the Virginia Department of Education, Division of Instruction, **by 5 p.m. on June 3, 2016,** at [instruction@doe.virginia.gov](mailto:instruction@doe.virginia.gov). If an application is not received by that timeline, it may not be considered. An incomplete application may be rejected.

Please contact Dr. John W. “Billy” Haun at [Billy.Haun@doe.virginia.gov](mailto:Billy.Haun@doe.virginia.gov) or 804-225-2034 at the Virginia Department of Education if you have any questions about the application process.

**Application**

Each application must include the following:

1. Assurances and Signatures
2. Executive Summary
3. Comprehensive Description of the year-round or extended year project
4. The name and address of the school division, participating schools, and grant coordinator contact information.
5. The purpose, title, and description of the program, including goals and objectives and anticipated outcomes based upon the start-up work completed.
6. The names and roles of any other organizations or school divisions involved in the program and other relevant information.
7. Information on the necessity of opening prior to Labor Day (if applicable), including opening and closing dates as well as a copy of the school calendar and duration of the waiver. (Note: School divisions that do not currently open schools prior to Labor Day but seek to implement an Extended School Year or Year-Round School program in a school opening prior to Labor Day will need to submit a waiver to the Board of Education prior to the adoption of an Extended School Year or Year-Round School calendar. This waiver would apply to the applicant school only.) This explanation must show that this request is expected to meet the “good cause” requirements of § [22.1-79.1.B.3](http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+22.1-79.1), *Code of Virginia*,related to year-round schools.
8. Logistics for transportation and other support services affected by a year-round or extended year program.
9. Estimated student enrollment, including projected demographic information and the community served, and grades to be served.
10. A description of proposed community engagement and partnership activities to build support for the program and ensure sustainability.
11. Evaluation procedures, including mechanisms for measuring goals, objectives, and data included on the *Year Round Education and Extended School Year Annual Report Evaluation Matrix.*
12. A timeline and description of the initiatives and tasks involved in the start-up process.
13. Assurances and Signatures.

By signing and submitting this application, the applicant assures that it will adhere to state and federal laws and regulations governing public schools, including the Virginia *Standards of Quality*, the Virginia *Standards of Learning*, and the Virginia Board of Education’s *Regulations Establishing Standards for Accrediting Public Schools in Virginia*.

The applicant assures that all elements of the proposed school(s), including, but not limited to the school facility and location and school year calendars, will comport with all state and federal laws and regulations.

The applicant certifies that to the best of his/her knowledge the information in the application is correct, that the applicant has addressed all application elements as required in the *Application for a Start-Up Grant for Extended School Year or Year-Round School for School Divisions or Individual Schools*, and that the applicant understands and will comply with the assurances.

The applicant assures that the applicant school division plans to implement the Extended School Year or Year-Round School program(s) in the 2016-2017 or 2017-2018 school year.

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Signature of School Division Superintendent Date

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Signature of Chairman of School Board Date

1. Executive Summary
2. Comprehensive Project Description

a. Name of the School Division and Names and Addresses of Participating Schools

b. Name and Contact Information for Grant Coordinator(s)

c. Purpose, Goals, and Objectives of the Extended School or Year-Round School Program.Include the title of the proposed program or activity; a program description, including intersession remediation or enrichment programs**;** the goals and objectives; and expected anticipated outcomes based upon planning work.

d. Names and roles of any other organizations, including colleges, universities, and other postsecondary organizations and community organizations that are involved in the program; the proposed grades to be served; the names of any other school divisions involved in the program and their roles; and other relevant information.

e. Information on the necessity of opening prior to Labor Day, including opening and closing dates as well as a copy of the school calendar and anticipated duration of any waiver. (Note: School divisions that do not currently open schools prior to Labor Day but seek to implement an Extended School Year or Year-Round School program in a school opening prior to Labor Day will need to submit a waiver to the Board of Education prior to the adoption of an Extended School Year or Year-Round School Calendar. This waiver would apply to the applicant school only.) This explanation must show that this request is expected to meet the “good cause” requirements of § [22.1-79.1.B.3](http://lis.virginia.gov/cgi-bin/legp604.exe?000+cod+22.1-79.1), *Code of Virginia*,related to year-round schools.

1. Logistics for transportation and other support services affected by an Extended School Year or Year-Round School program.
2. Estimated student enrollment, including projected demographic information, the community served, and grades to be served.
3. A description of proposed community engagement and partnership activities to build support for the program and ensure sustainability.
4. Evaluation procedures, including mechanisms for measuring goals and objectives demonstrating student achievement goals (aligned with the *Year Round Education and Extended School Year Annual Report Evaluation Matrix*)
5. A timeline and description of the initiatives and tasks involved in the start-up process.
6. **Budget**

Attach a budget listing direct costs associated with start-up of the year-round or extended year program. Program costs must be categorized using the following expenditure object codes and categories:

State Funds 20% Local Match\*

* 1000 – Personnel Services
* 2000 – Employee Benefits
* 3000 – Purchased/Contractual Services
* 4000 – Internal services
* 5000 – Other services
* 6000 – Materials and Supplies

\*(If applicable – no Accreditation Denied schools in the division)

1. **Appendix**

Attach any additional materials for grant funding consideration.