# Project Graduation application

# Academic Year Academy 2015-2016

Please submit proposals by e-mail in .pdf format to [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov) by **Friday, October 9, 2015**. The document should be saved with the extension containing the name of the school division followed by PGAYApp2015. Example: WYZCountyPGAYApp2015.pdf.

After the application is received, a confirmation e-mail will be sent to the program coordinator.

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| **Contact Information – Please complete** |

Name of School Division:  School Division Number**:**      

**Project Graduation Program Coordinator Contact Information:**

Prefix:       Name:       Title:

Phone Number including area code and extension:

E-mail Address:

**Finance Officer Contact Information:**

Prefix:       Name:

Phone Number including area code and extension:

E-mail Address:

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| **Funding Information – Please complete** |

Total Funding Requested:       Total # of Students to be Served:

Per Student Cost:       Total # of Instruction Hours to be Provided:

Total # of Teachers:

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| **Priorities – Please check all that apply** |

**First Priority:** Seniors or term graduates lacking verified credits needed to graduate in any core subject, i.e., English, mathematics, history, or science

**Mathematics**  **Science**  **English**   **History**

**Second Priority:** Current juniors lacking verified credits in mathematics or English (Algebra I, Geometry, Algebra II, English/reading, or English/writing)

**Mathematics  English**

**Third Priority:** Current freshmen or sophomores lacking a verified credit in mathematics (Algebra I, Geometry, or Algebra II)

Mathematics

Project Graduation Budget Proposal

Academic Year Academy 2015-2016

Funds provided under this program will supplement, not supplant, federal, state, and local funds that school divisions and schools would otherwise receive.

To support the budgeting process, the Department has prepared an Excel spreadsheet and posted it to the [Project Graduation Web site](http://www.doe.virginia.gov/instruction/graduation/project_graduation/index.shtml). The electronic budget spreadsheet has formulas built into it that are intended to help applicants produce the proposed budget. You may complete either version of the budget you prefer (Excel or Word table below).

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| **Division or Region:** |  | | | | |
|  | **Budget Period: October 1, 2015 – June 30, 2016** | | | | |
| Personal Services 1000 | **PLEASE NOTE: Teachers should be paid at an hourly rate commensurate with typical hourly pay in the division for tutoring. Teacher stipends may include 15 minutes of teacher planning time for every hour of tutoring. Coordinator and other administrative stipends should also be included here. Provide justification for any Coordinator stipends that exceed 10% of total budget request.** | | | | |
| Description | # of Teachers | Hourly Rate | # of hours per teacher | Total |
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| **Total Personal Services - 1000** | | | | $0.00 |
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| Employee Benefits 2000 | **FICA (7.65%) or other benefits should be included in this section of the budget.** | | | | |
| Description | % | Total Stipend | | Total |
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| **Total Employee Benefits - 2000** | | | | $0.00 |
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| Purchased Contracted Services 3000 | **Funds may not be used to purchase software or yearly subscriptions for online tutorials.** | | | | |
| Description | Quantity | Per Item Cost | | Total |
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| **Total Purchased Contracted Services - 3000** | | | | $0.00 |
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| Internal Services 4000 |  | | | | |
| Description | Quantity | Per Item Cost | |  |
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| **Total Internal Services - 4000** | | | | $0.00 |
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| Other Charges 5000 | **Transportation, site support, and other administrative costs should be listed here.** | | | | |
| Description | Quantity | Per Item Cost | |  |
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| **Total Other Charges - 5000** | | | | $0.00 |
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| Materials and Supplies 6000 | **Materials and supplies, food and snacks, and student incentives should be listed here. Please provide justification for incentives that are more than $25 per student. Funds may not be used for physical or technological infrastructure components such as tablet devices, computers and calculators. Funds may not be used for coach/tutorial books.** | | | | |
| Description | Quantity | Per Item Cost | |  |
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| **Total Materials and Supplies - 6000** | | | | $0.00 |
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| **Total Budget** | | | | | **$0.00** |

**Project Graduation Assurances**

Academic Year Academy 2015-2016

Assurance is given that:

1. The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.

2. The school division will adopt and use proper methods of administering the program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out the program; and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.

3. The school division will cooperate in carrying out any evaluation of the program conducted by or for the state educational agency.

4. The school division will use such fiscal control and fund accounting procedures to ensure proper disbursement of, and accounting for, state funds paid to the LEA under the program.

5. The school division will make reports to the Virginia Department of Education as may be necessary to perform its duties in carrying out the program; and maintain such records, provide such information, and afford access to the records as the state educational agency may find necessary.

6. The school division agrees that funds provided under this program will supplement, not supplant, federal, state, and local funds that local educational agencies and schools would otherwise receive.

7. The school division has confirmed the alignment of all materials purchased through this grant with the current Standards of Learning for each subject area.

8. The school division has confirmed that the Academy will serve targeted students who have received passing grades for the standard credit-bearing course(s) but failed the required Standards of Learning (SOL) assessment needed to verify credit(s) to complete their diploma requirements.

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| **Signature of Division Superintendent:** |  | **Date:** |
| **School Division:** |  | |