**Virginia Department of Education**

**Application for a Planning Grant for**

**Existing Year-Round School Programs**

**In School Divisions**

**FY 2014 - 2015**

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

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

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

**Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Amount of Funding Requested ($50,000 maximum)**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Instructions

All applicants must read the *Instructions for* *Application for a Planning Grant for Existing Year-Round School Programs in School Divisions* before completing this application. Each application must comport with this process which is available on the Department’s Web site at <http://www.doe.virginia.gov/instruction/year-round/index.shtml> under Additional Information - Solicitation for Application for a Planning Grant for Existing Year-Round Programs.

The completed PDF version of the application and related materials must be e-mailed to the Department of Education, Office of Policy, at policy@doe.virginia.gov by 5 p.m., September 12, 2014. If an application is not received by that timeline, it may not be considered.

An incomplete application may be rejected.

**Department of Education Contact Information**

Please contact the Office of Policy at the Virginia Department of Education by e-mail at policy@doe.virginia.gov or at 804-225-2092 if you have any questions about the application process.

**Application for a Planning Grant for Existing Year-Round**

**School Programs in Local School Divisions**

Each application must include the following:

* Application Table of Contents
* Assurances and Signatures
* Executive Summary
* Name of the School Division and Participating Schools
* Name and Contact Information for the Grant Coordinator
* Names and Description of Any Committees Involved in Planning Process
* Purpose, Goals, and Objectives of the Year-Round Program
* Explanation as to Why This School/School Division Wishes to Modify/Expand this Program and the Necessity in Opening Prior to Labor Day
* Logistics for Transportation and Other Support Services Affected by a Year-Round Program
* Anticipated Outcomes
* Demographic Information
* Description of Proposed Activities Related to the Involvement of Teachers, Parents, and the Community in the Development and Implementation of the Program
* Evaluation Procedures and Data
* A Timeline and Description of the Planning Initiatives and Tasks
* Budget
* Appendices
1. 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, 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 Planning Grant for Existing Year-Round School Programs in Local School Divisions*, and that the applicant understands and will comply with the assurances.

The applicant assures that the applicant school division plans to pursue implementation of the proposed revisions in the existing year-round program in its division or in individual schools by the 2015-2016 school year.

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Signature of School Division Superintendent Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Chairman of School Board Date

1. EXECUTIVE SUMMARY OF PLANNING GRANT PROPOSAL

C. Name of the School Division and Names and Physical Location of Participating Schools

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

E. Name and Description of Committee(s) Involved in Planning Process

F. Purpose, Goals, and Objectives of Year-Round Program.Include the title of the existing program or activity; a program description, including intersession remediation or enrichment programs to be provided**;** the rationale for the program; expected benefits; the 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. Since these programs are currently in place, each applicant is required to address the enhancement or expansion of its current academic program and closing of the achievement gap (if any) or in its application and findings. Please explain how you will determine and review potential program difference and academic enhancements for these programs as part of the planning process.

G. Explanation as to Why this School Division or School Wishes to Pursue this Grant Funding. Include the proposed school year calendar’s opening and closing dates as well as a copy of the proposed school calendar.

H. Logistics for Pupil Transportation and Other Support Services Affected by the Proposed Program

1. Anticipated Outcomes. Include an explanation as to why it is believed the proposed program will be a success.

J. School Demographic Information.Include number of students affected, including demographic information describing the students who will be attending the proposed program and the community the school serves.

K. Description of Proposed Activities. Include a description of proposed planning activities that will facilitate the involvement of teachers, parents, and the community inthe development and implementation of the program and build partnerships in the business community.

L. Evaluation Procedures and Data. Include mechanisms for measuring goals and objectives, and analysis of data, to determine how the proposed program will support an expected increase in proficiency in student academic achievement and address any achievement gap.

M. A Timeline and Description of the Initiatives and Tasks Involved in the Planning Process.

N. Budget: Direct Costs.

1. Budget Narrative:
2. Salaries and Wages:
3. Employee Benefits:
4. Contractual costs:
5. Travel:
6. Materials and Supplies:
7. Amount and Source of other Contributions:
8. Amount of Funding for Planning Requested ($50,000 max.):

O. Appendices.