**Virginia Department of Education**

**Application for a Planning Grant for Existing Extended School Year Programs/Year-Round**

**School Programs in Local School Divisions**

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

**School Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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

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

1. Instructions

All applicantsmust read the *Instructions for* *Application for a Planning Grant for Existing Extended School Year Programs/Year-Round School Programs in Local School Divisions* before completing this application. Each application must comport with this process which is available on the department’s Web site at [Year-Round School Planning Grant and Instructions](http://www.doe.virginia.gov/instruction/year-round/index.shtml) under Additional Information – Solicitation for Application for a Planning Grant for Existing Extended School Year Programs/Year-Round School programs in Local School Divisions.

**The completed PDF version of the application and related materials must be e-mailed to the Virginia Department of Education Office of Policy at** **Policy@doe.virginia.gov** **by 5 p.m. October 25, 2013.** If an application is not received by that timeline, it may not be considered.

An incomplete application may be rejected.

**Virginia 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 Extended School Year Programs/Year-Round School Programs in Local School Divisions**

1. 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 Grant Coordinator
* Names and Description of Any Committees Involved in Planning Process
* Purpose, Goals, and Objectives of the Extended School Program/Year-Round School Program
* Explanation as to Why This School Wishes to Pursue this Program and the Necessity in Opening Prior to Labor Day
* Logistics for Transportation and Other Support Services Affected by an Extended School Program/Year-Round School 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 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 Extended School Year Programs/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 implement the proposed changes in the extended school year program/year-round school program by the 2014-2015 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. Name of the School Division and Names and Location of Participating Schools.
3. Name and Contact Information for Grant Coordinator.
4. Names and Description of Any Committees Involved in the Planning Process.
5. Purpose, Goals, and Objectives of Extended School Year Program/Year-Round School Program.Include the title of the program or activity, a program description, including intersession remediation or enrichment programs to be provided**,** the rationale for the program, 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 grades 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 of its current academic program and closing of the achievement gap (if any) in its application and its findings. Please explain how you will determine and review potential program differences and academic enhancements for these programs as part of the planning process.
6. Explanation as to Why this School Division or School Wishes to Pursue this Grant Funding and Any Necessity for Opening Prior to Labor Day. Include the proposed school year calendar’s opening and closing dates as well as a general description of the school calendar and duration of the waiver. This explanation must show that this request meets 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, if applicable.
7. Logistics for Transportation and Other Support Services Affected by an Extended School Year Program/Year-Round School Program.
8. Anticipated Outcomes. Include an explanation as to why it is believed the program will be a success.
9. School Demographic Information.Include number of students affected, including demographic information describing the students who will be attending and the community the school serves.
10. Description of Proposed Activities. Include a description of proposed 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.
11. Evaluation Procedures and Data. Include mechanisms for measuring goals and objectives, and analysis of data, to determine how this program will support an expected increase in proficiency in student academic achievement and address any achievement gap.

1. Timeline and Description of the Initiatives and Tasks Involved in the Planning Process.
2. Budget: Direct Costs.
3. Budget Narrative.
4. Salaries and Wages.
5. Employee Benefits.
6. Travel.
7. Materials and Supplies.
8. Amount and Source of other Contributions.
9. Amount of Funding for Planning Requested.
10. Appendices