# VIRGINIA DEPARTMENT OF EDUCATION

**Planning Grant Application**  
**for a College Partnership Laboratory School**

## **GENERAL INFORMATION**

1. Public institutions of higher education (IHE); public higher education centers, institutes, or authorities; or eligible institutions of higher education as defined in the Tuition Assistance Grant Program, as provided in [§ 23.1-628](https://law.lis.virginia.gov/vacode/title23.1/chapter5/section23.1-628/), (eligible entity or entities) may apply for a Virginia Board of Education (Board) College Partnership Laboratory School Planning Grant (Planning Grant).
2. Each Planning Grant Applicant(Applicant) seeking a Planning Grant must read and comply with the Instructions for Application for a Planning Grant for a College Partnership Laboratory School (Lab School), which are available on the Virginia Department of Education’s (Department) website, and fully complete this Planning Grant Application (Application) to be eligible for a Planning Grant.
3. Applications may be submitted on a rolling basis and will be evaluated for Planning Grant awards based on factors set forth herein.
4. **Planning Grant Term: This Application is for a one-time Planning Grant, the term (Term) for which will not exceed 12 months from the date of any award hereunder.**
5. The completed PDF version of the Application and related materials must be sent to [labschools@doe.virginia.gov](mailto:labschools@doe.virginia.gov?subject=Inquiry%20re:%20Lab%20School%20Planning%20Grants) by email. The Department may return or reject an Application that is incomplete.
6. Please contact [labschools@doe.virginia.gov](mailto:labschools@doe.virginia.gov?subject=Inquiry%20re:%20Lab%20School%20Planning%20Grants) by email if there are any questions about the Application process.

**A.1. KEY CONTACTS, SUBMISSION DATE, AND FUNDING REQUEST**

1. **Name of Eligible Entity (Planning Grant Applicant):** Click or tap here to enter text.
2. **Address of Eligible Entity (Planning Grant Applicant):** Click or tap here to enter text.
3. **Name of Authorized Official Representative:** Click or tap here to enter text.
4. **Email Address for Authorized Official Representative:** Click or tap here to enter text.
5. **Telephone Number for Authorized Official Representative:** Click or tap here to enter text.
6. **Name of Contact Person for Application:** Click or tap here to enter text.
7. **Email Address for Contact Person for Application:** Click or tap here to enter text.
8. **Telephone Number for Contact Person for Application:** Click or tap here to enter text.
9. **Name of Partnering School Division (if applicable):** Click or tap here to enter text.
10. **Name of School Board Chairman of Partnering School Division(s) (if applicable):** Click or tap here to enter text.
11. **Email Address for School Board Chair of Partnering School Division(s) (if applicable):** Click or tap here to enter text.
12. **Name of Superintendent of Partnering School Division(s) (if applicable):** Click or tap here to enter text.
13. **Email Address for Superintendent of Partnering School Division(s) (if applicable):** Click or tap here to enter text.
14. **Name of Industry or Community Partner(s) (if applicable):** Click or tap here to enter text.
15. **Name of Contact Person for Industry or Community Partner(s) (if applicable):** Click or tap here to enter text.
16. **Email Address for Industry or Community Partner(s) (if applicable):** Click or tap here to enter text.
17. **Phone Number for Industry or Community Partner(s) (if applicable):** Click or tap here to enter text.
18. **Date of Submission:** Click or tap here to enter text.
19. **Amount of Funding Requested ($200,000 maximum):** Click or tap here to enter text.

## **B. DEFINITIONS**

1. **College Partnership Laboratory School:** In accordance with [Item 4-14](https://budget.lis.virginia.gov/item/2022/2/HB30/Chapter/4/4-14.00/) of the General Assembly’s 2022-2024 Biennium budget, the Code of Virginia § [22.1-349.1](http://law.lis.virginia.gov/vacode/22.1-349.1/) is amended and reenacted, and the types of IHE eligible entities to establish Lab Schools are defined as follows:
   1. "College Partnership Laboratory School" means a public, nonsectarian, nonreligious school in the Commonwealth established by a public institution of higher education*;* public highereducation center, institute, or authority; or an eligible institution, as defined in § [23.1-628](http://law.lis.virginia.gov/vacode/23.1-628/). Notwithstanding the provisions of § [22.1-349.5](http://law.lis.virginia.gov/vacode/22.1-349.5/), a public institution of higher education; a public higher education center, institute, or authority; or an eligible institution, as defined in § [23.1-628](http://law.lis.virginia.gov/vacode/23.1-628/) may submit an application for formation of a college partnership laboratory school.”
   2. An “eligible institution” as provided above is an institution of higher education as defined in the Tuition Assistance Grant Program in accordance with § [23.1-628](http://law.lis.virginia.gov/vacode/23.1-628/).
2. **At-risk student:** As provided in the Code of Virginia § [22.1-349.1](http://law.lis.virginia.gov/vacode/22.1-349.1/), "at-risk student" means a student having a physical, emotional, intellectual, socioeconomic, or cultural risk factor, as defined in Board criteria, that research indicates may negatively influence educational success.

For the purpose of these guidelines and any Planning Grant awards, “at-risk students” include (a) students who have experienced learning loss as the result of the COVID-19 pandemic; (b) students served by low-performing schools that are designated as “accredited with conditions” or “accreditation denied” based on the Virginia Board of Education’s accreditation ratings; and (c) students attending schools identified under the Every Student Succeeds Act within three support categories: (i) Comprehensive Support and Improvement, (ii) Targeted Support and Improvement, or (iii) Additional Targeted Support Category.

1. **Regional diversity:** For the purpose of evaluation of this Application, regional diversity reflects representation from each of the Department’s eight Superintendent [regions](https://www.doe.virginia.gov/directories/schools/school_info_by_regions.shtml).

## **C. ASSURANCES AND SIGNATURES**

1. **ASSURANCES**
   1. 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 Board’s *Regulations Establishing Standards for Accrediting Public Schools in Virginia*.
   2. The Applicant assures that all elements of the proposed school(s) will comport with all applicable state and federal laws and regulations.
   3. The Applicant certifies that to the best of his/her knowledge the information in this Application is correct, that all Application elements have been addressed as required in this Application, and that the Applicant understands and will comply with the assurances.
   4. The Applicant agrees to conduct a review of their planning phase, and submit milestones and deliverables as required, including, but not limited to, a comprehensive report with details for the projected Lab School implementation, expenses, and other items as may be prescribed by the Department.
   5. Applicants receiving a Planning Grant are expected, by the end of the term of such grant, to submit a subsequent application for the launch of a Lab School to the Department, for review and approval by the Board.
   6. Applicant provides assurance to subscribe to the following reporting requirements timetable:

|  |  |
| --- | --- |
| **TIMELINE** | **BENCHMARK AND DELIVERABLES** |
| On or before the end of the first quarter of the grant term | Awardee must present a proposed list of milestones, measures of success, and deliverables. |
| On or before the end of the second quarter of the grant term | Awardee must submit a progress report in order to be eligible for the second installment of the award. |
| On or before the end of the third quarter of the grant term | Awardee must present progress on milestones and deliverables, including submission to the Board of an application for approval to launch a Lab School. |
| On or before the end of the grant term | Awardee is expected to have attained approval by the Board to launch a Lab School. |

1. **SIGNATURES**
   1. Higher Education Authorization:

Signature of [AUTHORIZED REPRESENTATIVE of public institution of higher education; public higher education center, institute, or authority; or an eligible institution]:

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Printed Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter text.

* 1. Fiscal Agent Authorization (if applicable):

Signature of Division Superintendent of Fiscal Agent School Division:

Printed Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter text.

* 1. Signature of Chairman of School Board of Fiscal Agent:

Printed Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Date: Click or tap here to enter text.

## **D. REGIONAL AND APPLICANT DIVERSITY**

1. Planning Grants will be awarded in a manner that encourages ready access to Lab School options and the establishment of Lab Schools in each of the Department’s [eight Superintendent regions](https://www.doe.virginia.gov/directories/schools/school_info_by_regions.shtml).
2. Indicate Superintendent Region of Proposed of Lab School: Click or tap here to enter text.
3. Indicate Proposed Name(s) of Lab School: Click or tap here to enter text.
4. Identify Proposed Physical Location(s) of Lab School: Click or tap here to enter text.

## **E. PROGRAM DESCRIPTION, GOAL, AND TIMELINE**

1. **PROGRAM DESCRIPTION**
   1. General description of the program *(2-3 paragraphs maximum)*: Click or tap here to enter text.
   2. Rationale for the program *(2-3 paragraphs maximum)*: Click or tap here to enter text.
   3. Nature of innovation proposed for the program, including how it will improve student academic proficiency, mastery, college and career readiness, and long-term outcome goal *(2-3 paragraphs maximum):* Click or tap here to enter text.
   4. Expected student learning benefits *(2-3 paragraphs maximum):* Click or tap here to enter text.
   5. Expected teacher learning and professional development benefits *(2-3 paragraphs maximum):* Click or tap here to enter text.
   6. Content areas addressed: Click or tap here to enter text.
2. **GOAL**

State the overall proposed goal for the Lab School:

Click or tap here to enter text.

1. **TIMELINE**

Provide a timeline of the planning process, including the proposed date/school year for launch of the proposed Lab School:

Click or tap here to enter text.

## **F. STUDENT POPULATION AND RELEVANT RESEARCH**

1. **TARGETED STUDENT POPULATION**
   1. Describe the student population planned for the proposed Lab School, including the number of students, reporting group(s), and grade level(s) contemplated, and discuss why the specific student population is targeted to attend the Lab School.

Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
| **PROPOSED GRADES TO BE SERVED FOR THE FULL TERM OF THE APPROVED LAB SCHOOL CONTRACT**  **(PLEASE CHECK ALL THAT APPLY\*)** | | | |
| Pre-K |  | Sixth Grade |  |
| Kindergarten |  | Seventh Grade |  |
| First Grade |  | Eighth Grade |  |
| Second Grade |  | Ninth Grade |  |
| Third Grade |  | Tenth Grade |  |
| Fourth Grade |  | Eleventh Grade |  |
| Fifth Grade |  | Twelfth Grade |  |

\*If the Applicant intends to add or change grade levels at some point during the Lab School’s operation, please also provide this information in Section E. Program Description.

* 1. Describe the community(ies) the school(s) serves:

Click or tap here to enter text.

* 1. If the Lab School is going to have a specialized focus (e.g., Science, Technology, Engineering, Mathematics [STEM], at-risk students, special education, career and technical education, gifted education, classical education, etc.), please describe the focus:

Click or tap here to enter text; enter ‘not applicable’ if there is not a specialized focus for the Lab School.

1. **RELEVANT RESEARCH**

Discuss any relevant research tied to the proposed student population and overall goal of the Lab School to demonstrate that it will improve student academic proficiency, mastery, college and career readiness, and long-term outcomes:

Click or tap here to enter text.

## **G. COLLABORATION AND STAKEHOLDER INVOLVEMENT**

1. Describe the involvement of local school divisions, community-based organizations, employers, teachers, and parents in the planning, development, and implementation of the proposed Lab School:

Click or tap here to enter text.

1. If the Lab School is going to be in partnership with a local school division(s), please briefly describe the partnership:

Click or tap here to enter text; enter ‘not applicable’ if there is not a partnership with a local school division(s) for the Lab School.

## **H. SUSTAINABILITY**

1. The goal of the Lab School Planning Grant program is to support public institutions of higher education; public higher education centers, institutes, or authorities; or eligible institutions of higher education as defined in the Tuition Assistance Grant Program, as defined in [§ 23.1-628](https://law.lis.virginia.gov/vacode/title23.1/chapter5/section23.1-628/), as they develop and implement programs in order to create or improve capacity to operate and sustain a Lab School independently of long-term state funding, and in a manner that promotes quality, innovation, and program results.
2. Describe the Applicant’s capacity to implement a Lab School:

Click or tap here to enter text.

1. Identify potential affiliates, partners, and describe potential sustainable funding sources:

Click or tap here to enter text.

1. Identify potential barriers to the planning process and possible ways to address them:

Click or tap here to enter text.

## **I. BUDGET OF DIRECT COSTS (WITH $200,000 MAXIMUM)**

1. Complete the budget table below outlining the financial plan of how the Planning Grant will be used in the effort to establish the proposed Lab School. The Planning Grant Term and use of funds may not exceed 12 months from the date of award.
2. Only include direct operating costs. Indirect costs and capital outlay costs are not allowed. Include a description of expenses that explains appropriateness of expenses based on the category descriptions shown below.
3. All expenses must be directly related to the proposed Planning Grant activities. Applicants are not guaranteed the requested award amount and any award may be proportionally adjusted according to Application’s weighted Planning Grant Application Evaluation Rubric score and to reflect only those expenditures that are designated as permissible.
4. **Note: Any unspent Planning Grant funds remaining at the end of the Term must be returned by the recipient to the Department.**

| **CATEGORY** | **DESCRIPTION OF EXPENSES** | **FUNDING REQUESTED** |
| --- | --- | --- |
| **1000 – Personal Services** |  |  |
| **2000 – Employee Benefits** |  |  |
| **3000 – Purchased/Contractual Services** |  |  |
| **4000 – Internal Services** |  |  |
| **5000 – Other Services** |  |  |
| **6000 – Materials and Supplies** |  |  |
| **Total** |  | **\*** |

**\* Total cannot exceed $200,000 with additional funding considered at the discretion of the Department on a case-by-case basis and in accordance with available funds.**

Please visit the [Virginia Department of Education OMEGA object codes universal guidelines](https://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/omega-object-codes.pdf) for a complete description of the budget categories.

Click or tap here to enter text.

## APPENDIX: PLANNING GRANT APPLICATION EVALUATION rubric

For the Applicant’s information, the following will be used as the Planning Grant Application Evaluation Rubric for this Application. Applicant does not need to complete this section.

| **AREA OF CONSIDERATION** | **DESCRIPTION** | **POINTS AVAILABLE** |
| --- | --- | --- |
| Targeted Student Population(s) and Relevant Research | Application proposes intention to serve at-risk students and/or offer a new, innovative model of instruction grounded in evidence-based practices to improve student academic proficiency, mastery, college and career readiness, and long-term outcomes. | **30** |
| Clarity of Program Description Goal, and Timeline | The program description and goal are clear and attainable. Indication of programmatic, operational, and infrastructural capacity to advance an application to launch a Lab School program, as well as launch a Lab School no later than the 2024-2025 school year. Additional preference will be given to applicants with an earlier Lab School launch timeline. | **20** |
| Sustainability | Evidence of institutional commitment to the viability of a Lab School in a manner that promotes quality, innovation, program results, and sustainability. | **20** |
| Collaboration | Evidence of engagement and collaboration with stakeholders, including local school divisions, community-based organizations, employers, teachers and parents. | **15** |
| Regional and Applicant Diversity | Evidence of diversity of location, with the goal of Lab Schools in each Superintendent region. For applicant diversity, preference will be given to new applicants in the event a concurrent applicant has previously received a Planning Grant during the current application period. | **15** |