



## **GRANT APPLICATION FOR SCHOOL DIVISIONS TO APPLY FOR TUITION GRANTS FOR LICENSED HIGH SCHOOL TEACHERS TO BE CONSIDERED FACULTY TO TEACH DUAL ENROLLMENT COURSES**

***FISCAL YEAR 2022-23***

### **COMPETITIVE GRANT APPLICATION**

#### **Grant Application for School Divisions to Apply for Grants for Licensed High School Teachers to be Considered Faculty to Teach Dual Enrollment Courses**

<b>Issue Date:</b>	March 10, 2023
<b>Title:</b>	Grant Application for School Divisions to Apply to Support Licensed High School Teachers to be Considered Faculty to Teach Dual Enrollment Courses
<b>Issuing Agency:</b>	State Council of Higher Education for Virginia
<b>Agency Contact:</b>	Abbie Handford Financial Aid Programs State Council of Higher Education for Virginia 101 N 14 <sup>th</sup> St, Monroe Bldg 10 <sup>th</sup> Fl Richmond, Virginia 23219
<b>Issued to:</b>	Virginia School Divisions and Superintendent Region Offices
<b>Funding Authority:</b>	Virginia General Assembly
<b>Grant Period:</b>	July 1, 2022 – June 30, 2023
<b>Application Submission Deadlines:</b>	May 15, 2023 for spring 2023 requests; May 15, 2023 for summer 2023 requests

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Interested applicants (school divisions) are requested to submit a grant application no later than 4 p.m. on May 15, 2023 for spring 2023 or summer 2023 semester funding requests.

Please direct all inquiries, questions, and requests for information to: Ms. Abbie Handford, State Council of Higher Education for Virginia (SCHEV), either by email to [abbiehandford@schev.edu](mailto:abbiehandford@schev.edu) or phone (804) 225-4072.

## Program Overview

The General Assembly Special Session I appropriated \$100,000 the first year and \$100,000 the second year from the general fund for the State Council of Higher Education for Virginia (SCHEV) to develop a grant program to support public high school teachers who are completing college coursework in order to become credentialed for dual enrollment courses. Specifically, this Dual Enrollment Support Grant, modeled after the successful Dual Enrollment Tuition Grant managed by the Virginia Department of Education, is designed to offer recruitment incentives to employees and/or to provide continuing education support for employees pursuing coursework to be credentialed to teach a dual enrollment course. Each of the Superintendents' Region offices may submit proposals with a total combined cost of no more than \$12,500 over the course of one year (2022-2023) to incentivize and support employees who are completing college coursework in order to become credentialed in order to become credentialed for dual enrollment courses.

All Virginia public school divisions are eligible to apply through the Superintendent's Region office. Program funds may be used to provide a completion bonus to teachers successfully securing a dual enrollment teaching credential or a grant to pay for tuition, fees, or books while enrolled into coursework leading to a dual enrollment teaching credential. Please be aware that there is no assurance that funds would be provided prior to purchase of books, but funds can be provided as a form of allowance or reimbursement.

In submitting a proposal to the Superintendent's region office, divisions will provide whatever information is deemed necessary by the Region office but to include an estimate the anticipated amount to be spent on bonuses (if applicable), the anticipated amount to be spent on tuition and related institutional fees (such as technology or library fees) and/or cost of supplies (such as books) and will provide an estimate of the number of individuals likely to benefit.

Each Superintendent's Region office may submit proposed completion bonuses of up to \$5,000 each for a future fiscal year, to be applied toward the \$12,500 annual limit for each region for a single award year. Each fiscal year is defined as the teacher completing

the agreement and eligible for release of funds for a period between July 1 and June 30 of the following year.

For 2022-23 only, Superintendent's Region offices may request reimbursement for tuition, fees and books for courses already completed or bonuses for credentials earned within the fall 2022 or spring 2023 terms. Payments will only be made for costs that are not otherwise covered by grants, scholarships or employer tuition reimbursement programs. Priority shall be given for current enrollments for payment of tuition, fees, or books; or those most recently receiving the Dual Enrollment teaching credential for those receiving bonus pay.

Subject to available funding, this program is anticipated to recur annually.

### **Application Procedures**

In order to be considered for selection, school divisions should submit a complete Proposal Cover Page and Teacher Information Form to their respective Superintendent's region office as well as any other information deemed necessary by that office.

The Superintendent Region's office will identify those proposals to be funded, totaling up to \$12,500. The Superintendent's Region office may submit additional proposals for SCHEV consideration, if funds remain available.

Proposals should be submitted electronically to [AbbieHandford@schev.edu](mailto:AbbieHandford@schev.edu), **with the Subject Line of DUAL ENROLLMENT GRANT**. Please note: The application must be received by SCHEV, **no later than 4 p.m., Eastern Daylight Time (EDT), on May 15, 2023**. Proposals that are received after the deadline will not be accepted unless the deadline is modified by SCHEV.

#### **Email Address:**

[abbiehandford@schev.edu](mailto:abbiehandford@schev.edu)

Please include in the subject line: DUAL ENROLLMENT GRANT

## **General Assembly Appropriation**

The Virginia General Assembly appropriated \$100,000 from the general fund (Fiscal Year 2023) to provide tuition grants or other assistance to be specifically allocated solely for licensed public high school teachers pursuing additional credentialing requirements necessary to be considered faculty who are qualified to teach dual enrollment courses in high schools in their local school division. Below is the Appropriation language outlining the requirements for the grants. This text details the revisions from the Special Session in the requirements for the tuition grants.

### **2022 Special Session I, Item 142, L.**

**L. Out of this appropriation, \$100,000 the first year and \$100,000 the second year from the general fund is designated for the State Council of Higher Education for Virginia to develop a grant program to support public high school teachers who are completing college coursework in order to become credentialed for dual enrollment courses.**

## **2022-2023 Grant Requirements**

The criteria set forth in **Item 142, L.** from the 2022 Special Session I must be met.

To receive payment towards tuition, fees and books, the grant recipient must be employed as a licensed teacher within a Virginia public secondary school and enrolled in or have completed courses required in order to obtain a credential for teaching Dual Enrollment courses at a Virginia public or nonprofit private institution of higher education. The teacher and the division are responsible to ensure that the course submitted for tuition grant is an approved course by the participating (dual enrollment) Virginia public or nonprofit private institution of higher education.

The lifetime maximum dual enrollment tuition grant award for each approved eligible teacher is \$7,500.

To receive a bonus payment, the teacher must have completed all required course work and be credentialed to teach a Dual Enrollment course. The maximum credential completion bonus is no more than \$5,000 for each credential earned. Divisions may propose smaller amounts in order to award more credential bonuses.

Eligibility for access to these dual enrollment tuition grant awards and/or credential completion bonuses shall be determined through an application process submitted to the Superintendent's Region office who will then submit proposals to SCHEV totaling no more than \$12,500 annually. There shall be no commitment of funds until the application is reviewed and approved by SCHEV.

In the application process, the applying school division shall include:

- i) an explanation of why such dual enrollment **tuition grant** or credential **completion bonus** is warranted,
- ii) the dual enrollment course or courses that shall be taught by the recipient at a Virginia public secondary school upon the recipient's successful completion of required coursework for appropriate credentialing to teach such dual enrollment courses,
- iii) the projected annual student enrollment anticipated at public high school dual enrollment courses taught by the recipient,
- iv) the dates of enrollment for the courses leading the earning the Dual Enrollment credential, and
- v) if a bonus is intended, the anticipated year in which a completion bonus is anticipated to be earned.

Priority: If requests exceed the appropriation, SCHEV will consider the geographic distribution of grant recipients. If funds are not fully expended, SCHEV may request additional proposals from the Superintendent's Region offices.

### **Reporting Requirements by the State Council Of Higher Education For Virginia**

SCHEV shall compile and report the application information for each applying school division and also shall report the number of recipients and amount of funds awarded to each school division, the Virginia public or nonprofit private institution of higher education receiving tuition, the credentialing area pursued by recipients, and dual enrollment courses offered after the recipient's successful completion of the pursued credentialing. School divisions receiving a grant will be required to submit a final report to the SCHEV in a format provided.

## **Method of Payment**

### **Credential completion bonus:**

The school division will be responsible to submit to SCHEV the invoice from the division for bonuses to be awarded. The invoice must include the following information:

- School Division and name of High School, including city or county.
- Invoice Number;
- Teacher's Full Name;
- License Number;
- Verification that the teacher is now certified to teach a Dual Enrollment course;
- Office and account numbers to whom transfer of funds must be made for payment of the bonus to the teacher.

If a teacher bonus is due, SCHEV will authorize an interagency transfer of funds to facilitate disbursement of funds to the individual through the standard payroll process.

### **Tuition, fee, and books grant:**

SCHEV shall make tuition, fee and book payments on behalf of the grant recipients directly to the regionally accredited Virginia public or nonprofit private institution of higher education.

## APPLICATION

### 2022-2023 GRANT APPLICATION FOR SCHOOL DIVISIONS TO APPLY FOR TUITION GRANTS FOR LICENSED HIGH SCHOOL TEACHERS TO BE CONSIDERED FACULTY TO TEACH DUAL ENROLLMENT COURSES

#### Proposal Cover Page

Applying School Division: \_\_\_\_\_

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

Name of Division Superintendent: \_\_\_\_\_

Name of Grant Contact: \_\_\_\_\_

Title: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number Tuition Grants Requested for High School Teachers: \_\_\_\_\_  
(Attach the form for each teacher.)

Total State Funding Amount Requested: \$ \_\_\_\_\_

#### Certification by the Division Superintendent:

I certify to the best of my knowledge that the information in this proposal is correct; the filing of this proposal is duly authorized by the school board/division; and the division will adhere to the requirements of the grant. This school division will submit to SCHEV an invoice, including payment information, from the regionally accredited Virginia public or nonprofit private institution of higher education for the tuition cost for the course with the detailed information as specified. **I certify that the high school teachers whose names are submitted are enrolled in credit courses approved by the participating Virginia public or nonprofit private institutions of higher education or have completed a credential to teach dual enrollment course curriculum available for public high school students.**

\_\_\_\_\_  
Typed or Printed Name of Division Superintendent or Designee

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Division Superintendent or Designee

\_\_\_\_\_  
Date

**2022-2023 GRANT APPLICATION FOR SCHOOL DIVISIONS TO APPLY FOR TUITION GRANTS FOR LICENSED HIGH SCHOOL TEACHERS TO BE CONSIDERED FACULTY TO TEACH DUAL ENROLLMENT COURSES**

**TEACHER INFORMATION**

This form is to be completed for each high school licensed teacher applying for tuition grants to be considered faculty to teach dual enrollment courses. **Incomplete forms may not be accepted.**

**Please complete for each high school teacher. If you need additional space, please duplicate the page.**

Full Name (First, Middle, Last): \_\_\_\_\_

License Number: \_\_\_\_\_ - \_\_\_\_\_ (Please include prefix and number of current Virginia teaching license)

Home Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Name and location of high school where teacher is employed and current teaching assignment

School Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Teaching Assignment: \_\_\_\_\_

**ELIGIBLE TEACHERS MUST BE ENROLLED IN DUAL ENROLLMENT CREDIT COURSE CURRICULUM APPROVED BY THE PARTICIPATING OF HIGHER EDUCATION AVAILABLE FOR PUBLIC HIGH SCHOOL STUDENTS.**

**Please respond to the following:**

Name of the regionally accredited Virginia public or nonprofit private institution of higher education where the teacher enrolled in a relevant content course/teaching discipline approved for dual enrollment: \_\_\_\_\_

Student identification number at the eligible institution of higher education: \_\_\_\_\_

Course number and name of content course requesting tuition grant:\* \_\_\_\_\_  
(included course prefix, such as CHEM-502: Analytical Chemistry)

Tuition cost of course, fees and estimated book allowance: \$ \_\_\_\_\_

Dual Enrollment area pursued by teacher: \_\_\_\_\_

Dual Enrollment course(s) that will be offered and projected student enrollment in the recipient taught public high school dual enrollment course: \_\_\_\_\_

How many additional semester hours are needed to become eligible to teach dual enrollment: \_\_\_\_\_

Please provide an explanation of why the grant is warranted: \_\_\_\_\_

**If a bonus payment is intended:**

The date the credential to teach a Dual Enrollment course anticipated to be earned: \_\_\_\_\_

The amount of the bonus intended to be paid once the credential is earned: \$ \_\_\_\_\_

\* The teacher and division should have verification that the course(s) is/are approved for the dual enrollment area. Faculty members teaching associate degree courses designed for transfer to a baccalaureate degree have earned a doctorate or master's degree in the teaching discipline or master's degree with a minimum of 18 graduate semester hours in the teaching discipline.