# Virginia Department of Education Application for Fiscal Year 2024 *Planning Grant* for School Divisions Pursuing the Development of an Extended School Year or Year-Round School Program for School Divisions or Individual Schools

## Background

The 2012 Joint Legislative Audit and Review Commission (JLARC) report, [Review of Year-Round Schools](http://jlarc.virginia.gov/pdfs/reports/Rpt430.pdf), was issued in October 2012.  It found that the Standards of Learning (SOL) test scores for the general student population were similar at year-round schools and traditional calendar schools.  However, certain student subgroups were more likely to improve their SOL test scores at a faster rate at year-round schools.

In support of the findings from the 2012 JLARC review, the General Assembly has included funding for Planning Grants in the Appropriation Act since 2014 to assist interested school divisions in establishing year-round school or extended school year programs.

## Application Deadline and Implementation Time Frame

The goal of the planning grant program is to support school divisions as they develop programs in order to create or improve capacity in the division to operate and sustain the program independently of long-term state funding.

Typically, school divisions may apply for grants of no more than $50,000 each for the division or individual schools to pursue the creation of new extended year or year-round school programs. Priority will be given to schools based on need, relative to the state accreditation ratings or similar federal designations. Applications must include evidence of commitment to pursue implementation in the subsequent 2023-2024 school year.

Recipients of funds may ***spend*** grant funds over two consecutive fiscal years. However, recipients of grant funds ***receive*** grant funds in one fiscal year. Recipients of grant funds are **NOT** automatically awarded grant funds over two consecutive fiscal years. Recipients of grant funds must ***apply*** each fiscal year in order to continue receiving grant funds each fiscal year. **This is an annual application.**

Any local school divisions interested in pursuing a Planning Grant to establish year-round schools or extended school year programs must submit a completed application and related materials to Calypso Gilstrap, Instructional Technology Specialist, at Calypso.Gilstrap@doe.virginia.gov **by 5 p.m. on Friday, August 4, 2023**.

**Calendar Note**: Please refer to §§ [22.1-79.1](https://law.lis.virginia.gov/vacode/22.1-79.1/) and [22.1-296](https://law.lis.virginia.gov/vacode/22.1-296/) of the *Code of Virginia*, relating to the school calendar and the opening day of the school year was approved by the General Assembly.

§ 22.1-79.1. Opening of the school year; approvals for certain alternative schedules.

A. Each local school board shall set the school calendar so that the first day students are required to attend school shall be no earlier than 14 days before Labor Day. In each school division in which the school board sets the school calendar so that the first day students are required to attend school is before Labor Day, such school board shall close each school in the school division from the Friday immediately preceding Labor Day through Labor Day. The Board of Education may waive this requirement based on a school board certifying that it meets the good cause requirements of subsection B.

B. For purposes of this section, "good cause" means a school division is providing its students, in the school year for which the waiver is sought, with instructional programs that are offered on a year-round basis by the school division in one or more of its elementary or middle or high schools. Any waiver provided pursuant to this subsection shall only apply to the opening date for those schools where such year-round instructional programs are offered. School divisions seeking to implement an Extended School Year or Year-Round School program with a school opening more than 14 days prior to Labor Day will need to submit a waiver to the Board of Education prior to the adoption of an Extended School Year or Year-Round School calendar. This waiver would apply to the year-round or extended school year school only.

§ 22.1-296. Payment of employees; reimbursement for private transportation; certain sick leave policies.

A. Each school board shall provide for the payment of teachers, principals, assistant principals, and other employees monthly, semimonthly, or biweekly, as may be determined by the school board.

However, school boards setting the school calendar so that the first day students are required to attend occurs prior to August 15 shall establish a payment schedule to ensure that all contract personnel are compensated for time worked within the first month of employment.

## Grant Award Details

Department staff will evaluate each application based on the criteria identified below in Section N - Application Rubric. Decisions about award amounts will consider factors including the amount of available funds, the number of applications recommended for funding, and the amounts requested in the recommended applications. Priority shall be given to schools based on need, based on state accreditation ratings, or similar federal designations. If the total amount requested in the applications recommended for funding exceeds the total amount of available funding, awards may be adjusted to reflect the difference.

If applying above the maximum, please complete the budget table provided in section L of the application to show how the requested without maximum would be spent. School divisions applying for a planning grant shall be required to provide a 20 percent local match, except for school divisions with schools that are in an Accredited with Conditions status and are rated at Level Three in two or more Academic Achievement for All Students school quality indicators or in a Denied Accreditation status. When considering the amount of funding without the funding maximums, school divisions should remember the required 20 percent local match.

All applicants must provide assurances that they will adhere to state 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*. Consequently, the Planning Grantswill only be awarded to applicants whose proposals adhere to these laws, regulations, requirements, and standards.

## Grant Disbursements

Once an executed grant award agreement is in place, the Virginia Department of Education will issue payment for one-third of the award amount on the following dates:

* October 13, 2023
* January 19, 2024
* April 19, 2024

## Reporting Requirements

The grant recipient shall submit a Progress Report and an Annual Report. Templates for both reports will be provided as part of the grant award notification process.

* Midyear Progress Report will be due on or before **January 31, 2024**
* Annual Report will be due on or before **September 2, 2024**

## General Instructions

* Any school division interested in pursuing a Planning Grant to establish year-round schools or extended school year programs must submit a completed PDF version of the application and related materials to Calypso Gilstrap, Instructional Technology Specialist, at Calypso.Gilstrap@doe.virginia.gov **by 5 p.m. on Friday, August 4, 2023**. The Department may reject proposals that are incomplete or late.
* The division school superintendent and the chair of the local school board shall sign proposals.
* Proposals should be prepared simply and economically, providing a concise description of capabilities to satisfy the requirements of the Planning Grant application. Emphasis should be placed on completeness and clarity of content.
* All pages should be numbered.
* Each proposal should contain a completed application. The application is located on the [Department’s Website.](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/year-round-extended-year-schools) Any additional material provided with the application should be clearly referenced in the table of contents as an appendix in the order in which it is referenced in the application.

## Application Sections and Evaluation

1. General Information
2. Assurances and Signatures
3. Names and Physical Locations of Participating School(s)
4. Title and Program Description
5. School and Student Demographic Information
6. Goal and Planning Areas of Consideration
7. Proposed School Calendar (if applicable-see note below)
8. Teacher, Parent, and Community Involvement
9. Timeline of the Planning Process
10. Description of Capacity
11. Budget of Direct Costs (with $50,000 maximum)
12. Budget of Direct Costs (without $50,000 maximum)
13. List of Appendices (if applicable)
14. Application Rubric

## Contact Information

Please contact Calypso Gilstrap, Instructional Technology Specialist, at Calypso.Gilstrap@doe.virginia.gov or by phone at 804-225-2825 if you have any questions about this process.

## A. General Information

**School Division:** Click or tap here to enter text.

**Division Superintendent:** Click or tap here to enter text.

**Date of Submission:** Click or tap here to enter text.

**Division Contact:** Click or tap here to enter text.

**Telephone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Amount of Funding Requested ($50,000 maximum):** Click or tap here to enter text.

**Amount of Funding Requested Without the Maximum Limit:** Click or tap here to enter text.

All applicantsmust read the Instructions for Application for a Planning Grant for Local School Divisions Pursuing the Development of an Extended School Year or Year-Round School Program for School Divisions or Individual Schools before completing this application. Each applicant must comply with the instructions, which are available on the [Department’s Website.](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/year-round-extended-year-schools) **(NOTE: This is an annual application process)**

The completed application and related materials must be emailed to Calypso Gilstrap, Instructional Technology Specialist, at Calypso.Gilstrap@doe.virginia.gov **by 5 p.m. on Friday, August 4, 2023**. The Department may reject proposals that are incomplete or late.

Please contact Calypso Gilstrap, Instructional Technology Specialist, at Calypso.Gilstrap@doe.virginia.gov or by phone at 804-225-2825 if you have any questions about this process.

## B. 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(s), 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 Extended School Year or Year-Round School for School Divisions or Individual Schools*, and that the applicant understands and will comply with the assurances.

The applicant assures that the school division plans to implement the Extended School Year or Year-Round School program(s) in the 2023-2024 school year.

Signature of School Division Superintendent:

Date: Click or tap here to enter text.

Signature of Chairman of School Board:

Date: Click or tap here to enter text.

## C. Names and Physical Locations of Participating School(s)

Names: Click or tap here to enter text.

Physical Locations: Click or tap here to enter text.

## D. Title and Program

Title of the proposed program: Click or tap here to enter text.

General description of the program *(2-3 paragraphs maximum)*: Click or tap here to enter text.

Rationale for the program *(2-3 paragraphs maximum)*: Click or tap here to enter text.

Expected benefits *(2-3 paragraphs maximum):* Click or tap here to enter text.

Content areas addressed: Click or tap here to enter text.

Length of program: Click or tap here to enter text.

Dates of program: Click or tap here to enter text.

Time of day program will occur: Click or tap here to enter text.

## E. School and Student Demographic Information

Describe the selected population and discuss why they were selected. Include the number of students, reporting group(s), and grade level(s).

Click or tap here to enter text.

Describe the community the school(s) serves.

Click or tap here to enter text.

## F. Goal and Planning Areas of Consideration

Use the space below to enter the goal of the program and to identify areas associated with the needs of the division and/or school(s). **Note:** Performing a needs assessment is recommended to aid in providing the following information.

State the overall goal for the program.

Click or tap here to enter text.

Identify the various stakeholder groups connected to the program.

Click or tap here to enter text.

Identify potential allies, partners, and potential funding sources.

Click or tap here to enter text.

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

Click or tap here to enter text.

Discuss any relevant research tied to the goal of the program.

Click or tap here to enter text.

List the names and current job title of committee members who will take place in the planning process.

Click or tap here to enter text.

## G. Proposed School Calendar

If the program will require a change to the division calendar or the school calendar, include a copy of the proposed calendar as an appendix.

## H. teacher, parent, and community involvement

Describe the involvement of teachers, parents, the community, organizations, etc., in the development and implementation of the program.

Click or tap here to enter text.

## I. Timeline of the planning process

Provide a timeline of the planning process that includes major initiatives and tasks.

Click or tap here to enter text.

## J. Description of Capacity

The goal of the grant program is to support school divisions as they develop and implement programs in order to create or improve capacity in the division to operate and sustain the program independently of long-term state funding.

Click or tap here to enter text.

Please describe the capacity of your division/school to implement this program.

Click or tap here to enter text.

## K. Budget of Direct Costs (with $50,000 maximum)

Complete the budget table below. 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 the budget table and the goals, objectives, and strategies of the proposed grant program. All expenses must be directly related to the proposed grant activities.

| **Category** | **Description of Expenses** | **State Funding** | **\*\*20% Match** |
| --- | --- | --- | --- |
| **1000 – Personal Services** |  |  |  |
| **2000 – Employee Benefits** |  |  |  |
| **3000 – Purchased/Contractual Services** |  |  |  |
| **4000 – Internal Services** |  |  |  |
| **5000 – Other Services** |  |  |  |
| **6000 – Materials and Supplies** |  |  |  |
| **Total** |  | \* |  |

**\* Total cannot exceed $50,000  
\*\*20% match is required** except for school divisions with schools that are in an accredited with conditions status and are rated at level three in two or more academic achievement for all students school quality indicators or in a denied accreditation status.

**Please visit the** [**Virginia Department of Education OMEGA object codes universal guidelines**](https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/omega) **for a complete description of the budget categories.**

## L. Budget of Direct Costs (without $50,000 maximum)

Complete the budget table below. 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 the budget table and the goals, objectives, and strategies of the proposed grant program. All expenses must be directly related to the proposed grant activities.

| **Category** | **Description of Expenses** | **State Funding** | **\*\*20% Match** |
| --- | --- | --- | --- |
| **1000 – Personnel Services** |  |  |  |
| **2000 – Employee Benefits** |  |  |  |
| **3000 – Purchased/Contractual Services** |  |  |  |
| **4000 – Internal Services** |  |  |  |
| **5000 – Other Services** |  |  |  |
| **6000 – Materials and Supplies** |  |  |  |
| **Total** |  |  |  |

**\*\*20% match is required** except for school divisions with schools that are in an accredited with conditions status and are rated at level three in two or more academic achievement for all students school quality indicators or in a denied accreditation status.

**Please visit the** [**Virginia Department of Education OMEGA object codes universal guidelines**](https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/omega) **for a complete description of the budget categories.**

## M. List of Appendices (if applicable)

Please list the appendices, if applicable.

Click or tap here to enter text.

## N. Extended School Year, Year-Round School Application Rubric

| **Area of Consideration** | **Description** | **Points Available** |
| --- | --- | --- |
| Targeted population(s) of students | Target populations are identified and described sufficiently. The program specifically targets one or more reporting groups listed in JLARC review of year-round schools report (Black, Hispanic, ESL, or ECD students). | 15 |
| Clarity of goal | The goal of the program is clear and attainable. | 10 |
| Stakeholder identification | The stakeholder groups are clear and appropriately identified. | 10 |
| Identification of potential allies, partners, and funding sources | Potential allies, partners, and funding sources are described and tie tightly to the overall goal of the program. | 10 |
| Identification of potential barriers | Potential barriers are identified with possible means of mitigating them provided. | 10 |
| Relevant research | Relevant research tied to the overall goal of the program is presented. | 10 |
| Committee members | Committee members represent a population with diverse yet appropriate experience, skills, and knowledge. | 10 |
| Collaboration | Evidence of collaboration with outside stakeholders (community members, parents, organizations, college/universities, etc.). | 10 |
| Timeline | The timeline is reasonable and addresses major milestones. | 15 |