# Virginia Department of Education Instructions for Application for Fiscal Year 2023 *Start-up 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 fiscal year 2024 Start-up grants will fund implementation of Extended School Year or Year-Round School programs in the 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 Start-up Grant to implement a year-round schools or extended school year program 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 4th, 2023.** The Department may reject proposals that are incomplete or late.

**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.

Typically, annual start-up grants for an Extended School Year or Year-Round School of up to $300,000 per school may be awarded for a period of up to two years after the initial implementation year.

School divisions applying for a grant shall be required to provide a twenty percent local match to the grant amount received from an extended/enriched school year or year-round school start-up grant. When considering the amount of funding without the funding maximums, school divisions should remember the required 20 percent local match.

After the third consecutive year of successful participation, all grant awards shall be based on a shared split of the grant between the state and participating school division's local composite index. Such continuing schools shall remain eligible to receive a grant based on the 2012 JLARC Review of Year Round Schools' researched base findings.

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 Start-up grantswill only be awarded to applicants whose proposals adhere to these laws, regulations, requirements, and standards.

**Typically, schools that have an Accredited with Conditions status and are rated at Level Three in two or more Academic Achievement for All Students school quality indicators, or schools that qualified for the per school grant up to $400,000 under the previous Standards of Accreditation Denied Accreditation status, please refer to the following instructions.**

**The per school amount may be up to $400,000** in the case of schools that have an Accredited with Conditions status and are rated at Level Three in two or more Academic Achievement for All Students school quality indicators, or schools that had an Accredited with Conditions status and were rated at Level Three in two or more Academic Achievement for All Students school quality indicators when the initial application was made.

Schools that qualified for the per school grant up to $300,000 under the previous Standards of Accreditation Denied Accreditation status remain eligible for funding for the initial three year period; after that period, such schools are subject to eligibility under the current Standards of Accreditation.

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 **do not need to provide a twenty percent grant match for the first three implementation years**.

In the case of any school division 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 that apply for funds, the school division shall also **consult with the Superintendent of Public Instruction or designee on all recommendations regarding instructional programs or instructional personnel prior to submission to the local board for approval**.

**After the third consecutive year of successful participation, all grant awards shall be based on a shared split of the grant between the state and participating school division's local composite index**. This includes schools that were Accredited with Conditions and are rated at Level Three in two or more Academic Achievement for All Students school quality indicators. Such continuing schools shall remain eligible to receive a grant based on the 2012 JLARC Review of Year Round Schools' researched base findings.

## 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 application and related materials to Calypso Gilstrap, Instructional Technology Specialist, at Calypso.Gilstrap@doe.virginia.gov **by 5 p.m. on Friday, August 4th, 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 Start Up 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, Objectives, Strategies, Metrics, and Assessment Instruments
7. Proposed School Calendar (if applicable-see note below)
8. Collaboration
9. Timeline of Initiatives and Tasks
10. Description of Capacity
11. Budget of Direct Costs (with set maximum)
12. Budget of Direct Costs (without set 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 With 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 Start-up Grant for 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. (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 Start-up 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 applicant school division plans to implement the Extended School Year or Year-Round School program(s) in the 2022-2023 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 Description

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, Objectives, Strategies, Metrics, and Assessment Instruments

Use the space on the next page to enter the Goal of the program and up to three Objectives with related strategies, metrics, and assessment instruments. If additional space is needed, please attach an appendix.

***REQUIREMENT:***

**For an Extended School Year program**, *at least one objective must be tied to the metric “Student Achievement.”*

**For a Year-Round School program**, *at least one objective must be tied to the metric “Student Achievement” and one objective must be tied to the metric “Chronic Absenteeism.”*

**Definitions of Terms:**

Goal - *“What do you hope to accomplish through the program overall?”*

Objective - *“What is your SMART objective?” SMART = specific, measureable, attainable, relevant, and time-bound*

Strategies - *“What specific steps will you take to meet your objective?”*

Metric - *“What are you measuring?”*

Assessment instrument- *“What tool will you use to assess the outcomes?”*

**Overall goal for the program:** Click or tap here to enter text.

***Objective 1:*** Click or tap here to enter text.

Strategies: Click or tap here to enter text.

Metric to be used for evaluation and reporting of Objective 1: Click or tap here to enter text.

Assessment instrument to be used for evaluation and reporting of Objective 1:

Click or tap here to enter text.

***Objective 2:*** Click or tap here to enter text.

Strategies: Click or tap here to enter text.

Metric to be used for evaluation and reporting of Objective 2: Click or tap here to enter text.

Assessment instrument to be used for evaluation and reporting of Objective 2:

Click or tap here to enter text.

***Objective 3:*** Click or tap here to enter text.

Strategies: Click or tap here to enter text.

Metric to be used for evaluation and reporting of Objective 3: Click or tap here to enter text.

Assessment instrument to be used for evaluation and reporting of Objective 3:

Click or tap here to enter text.

## G. Proposed School Calendar

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

Click or tap here to enter text.

## H. Collaboration

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 Initiatives and Tasks

Provide a timeline of the implementation 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.

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 maximum)

Complete the budget table below. Only include direct operating costs. Indirect 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. Please see the instructions for detailed information.

**If applying for funds for a 1st, 2nd, or 3rd year start-up grant, please complete this table.**

**Budget Table for Start-up grant in Years 1, 2, or 3**

| **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** |  | \* |  |

**\*The total in this cell should match the total amount of funding requested with maximum on page one of the application.**

**\*\*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.**

If applying for funds for a **start-up grant that is in Year 4 or later**, please enter [the Local Composite Index](https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/composite-index-of-local-ability-to-pay) where indicated then complete this table. Additional help calculating the shared split based on the Local Composite Index is posted on the [Year-Round & Extended Year Schools webpage.](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/year-round-extended-year-schools)

The local composite index is

**Budget Table for Start-up grant in Year 4 or later.**

| **Category** | **Description of Expenses** | **State Funding** | **Shared split based on** **Local Composite Index** | **Total Project Cost** |
| --- | --- | --- | --- | --- |
| **1000 – Personnel Services** |  |  |  |  |
| **2000 – Employee Benefits** |  |  |  |  |
| **3000 – Purchased/Contractual Services** |  |  |  |  |
| **4000 – Internal Services** |  |  |  |  |
| **5000 – Other Services** |  |  |  |  |
| **6000 – Materials and Supplies** |  |  |  |  |
| **Total** |  | **\*** |  |  |

\*The total in this cell should match the total amount of funding requested with maximum on page one of this application.

**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 maximum)

Complete the budget table below. Only include direct operating costs. Indirect 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. Please see the instructions for detailed information.

**If applying for funds for a 1st, 2nd, or 3rd year start-up grant, please complete this table.**

**Budget Table for Start-up grant in Years 1, 2, or 3**

| **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** |  | \* |  |

\*The total in this cell should match the total amount of funding requested without maximum on page one of the application.

**\*\*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.**

If applying for funds for a **start-up grant that is in Year 4 or later**, please enter [the Local Composite Index](https://www.doe.virginia.gov/data-policy-funding/school-finance/budget-grants-management/composite-index-of-local-ability-to-pay) where indicated then complete this table. Additional help calculating the shared split based on the Local Composite Index is posted on the [Year-Round & Extended Year Schools webpage.](https://www.doe.virginia.gov/teaching-learning-assessment/specialized-instruction/year-round-extended-year-schools)

The local composite index is

**Budget Table for Start-up grant in Year 4 or later.**

| **Category** | **Description of Expenses** | **State Funding** | **Shared split based on** **Local Composite Index** | **Total Project Cost** |
| --- | --- | --- | --- | --- |
| **1000 – Personnel Services** |  |  |  |  |
| **2000 – Employee Benefits** |  |  |  |  |
| **3000 – Purchased/Contractual Services** |  |  |  |  |
| **4000 – Internal Services** |  |  |  |  |
| **5000 – Other Services** |  |  |  |  |
| **6000 – Materials and Supplies** |  |  |  |  |
| **Total** |  | **\*** |  |  |

\*The total in this cell should match the total amount of funding requested without maximum on page one of this application.

**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)

Appendices:

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). | 20 |
| Clarity of Goal | The goal of the program is clear and attainable. | 10 |
| Clarity of Objectives | The objectives are SMART in nature (specific, measurable, realistic, and time-bound). | 10 |
| Appropriateness and feasibility of strategies | The strategies listed appropriately address the objective(s) and are feasible to implement within the constraints of the program. | 10 |
| Appropriateness of the metric(s) and related assessment instruments | The metric(s) and related assessment instruments accurately measure identified outcomes of the program. The metrics adhere to the requirement listed in section F. | 15 |
| Collaboration | Evidence of collaboration with outside stakeholders (community members, parents, organizations, college/universities, etc.). | 15 |
| Timeline | The timeline is reasonable and addresses major milestones. | 10 |
| Capacity | The division/school demonstrate capacity for creating-sustaining the program. | 10 |