#

# **Active Learning GrantPre-kindergarten through Grade 2**

## **Request for Proposals (RFP)**

August 2023

Virginia Department of Education
Department of Learning and Innovation

**Virginia Department of Education**

**Active Learning 2 Grant
Pre-Kindergarten-Grade 2**

**Request for Proposals**

**INTENT**

The intent of the Active Learning Grant is to provide funding to school divisions to encourage and implement active learning for students in pre-kindergarten through Grade 2 in various settings (in class, remote, hybrid). The funds may be used to support teachers through the creation of lessons, professional development, and/or the purchase of a platform featuring on-demand activities that integrate mathematics and English standards of learning content into movement-rich activities that can be used at school, and at home and on all devices.

School division or regional proposals must clearly describe plans for active learning represented in one of the two options provided in the Request for Proposal (RFP). Each school division should consider the instructional and operational design when developing a plan.

* **Instructional**: The Active Learning Grant proposal will be designed to encourage active learning, (in class, remote and hybrid), for students in pre-kindergarten through the second grade and should consider:
	+ alignment to the 2016 *Mathematics Standards of Learning* (SOL) while addressing [Virginia’s Early Learning and Developmental Standards (ELDS) Birth-Five Learning Guidelines](http://sbo.nn.k12.va.us/literacy/doc/preschool.pdf), the 2017 *English Standards of Learning focusing on literacy, writing, listening, speaking; the* [*Virginia Literacy Act*](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/english-reading-literacy/literacy/virginia-literacy-act) *(including evidence-based learning and the science of reading);* and the 2021 [Virginia *Early Learning and Development Standard*s](http://sbo.nn.k12.va.us/literacy/doc/preschool.pdf) (ELDS);
	+ integration of Virginia’s 5-C’s which includes: critical thinking, creative thinking, collaboration, communication, citizenship;
	+ funding that may be used to provide professional development to educators implementing the grant;
	+ funding that may be used to purchase a platform featuring on-demand activities that integrate mathematics and English standards of learning content into movement-rich activities;
	+ funding that may be used as stipends for teachers to create lessons and resources for active in class, remote and hybrid learning for students in pre-kindergarten through the second grade; and
	+ programming that can be used at school and at home and on all devices (e.g., computers, tablets, and phones).

**Mathematics instruction** should build on the natural curiosity of young learners through opportunities to explore the concepts of number, pattern, measurement, shape, space, and classification through real-world context that involves the use of hands-on manipulatives and active learning with a focus on the development of conceptual understanding, procedural knowledge, and mathematical application.

Consistent with the [Virginia Literacy Act](https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/english-reading-literacy/literacy/virginia-literacy-act), **essential foundational literacy instruction** follows a scope and sequence and focuses on literacy development, phonemic awareness, phonics, fluency, vocabulary, and comprehension. Instruction must be explicit, systematic, incorporate continuous practice and include but not limited to phoneme-grapheme correspondence, spelling, blending and reading words, and reading controlled (decodable) and uncontrolled (grade-level), simplistic pieces of text, utilizing guidance and support as needed.

* **Operational**: The program intent is to create active learning:
	+ communicated through reports on successful innovative practices and resources;
	+ shared lessons produced in the grant in an accessible format in #GoOpenVA;
	+ grounded in educational research;
	+ uniquely created by the school or division particular to its own community, setting, and/or identified educational demands; and
	+ meeting the requirements of the selected option in the RFP.

School divisions may either apply as an individual division or be part of one regional grant. An individual school division’s proposal may not exceed $30,000. A consortia of regional school division proposals may not exceed $75,000. Proposals may target one or more schools in each participating school division. It is anticipated that awards will be made on or about October 9, 2023. School divisions awarded the Active Learning Grants must be prepared to implement their models during the 2023-2024 school year.

**BACKGROUND**

The purpose of the funding is to provide grants to school divisions to encourage and implement active learning for students in pre-kindergarten through Grade 2 and in various settings (in class, remote, hybrid) during the 2023-2024 school year. The funds may be used to support teachers through the creation of lessons and/or the purchase of a platform featuring on-demand activities that integrate mathematics and English standards of learning content into movement-rich activities that can be used at school and at home and on all devices.

**The General Assembly Appropriation Act has provided funding in the 2022-2024 budget (**[**Item 136**](https://budget.lis.virginia.gov/item/2022/2/HB30/Enrolled/1/136/)**) for competitive grants to be awarded.  *Active Learning Grants:***

***Out of this appropriation, $250,000 the first year and $250,000 the second year from the general fund shall be provided for grants to school divisions for encouraging active-in class, remote and hybrid learning for students in pre-kindergarten through the second grade. School divisions seeking to apply for this grant shall submit a proposal to the Department of Education outlining the intended use of funds and a projected number of students to be served. The Department shall establish criteria for awarding these funds. The funds may be used to purchase a platform featuring on-demand activities that integrate math and English Standards of Learning content into movement-rich activities that can be used at school, home and on all devices (i.e., computers, tablets, and phones).***

**ELIGIBILITY**

All Virginia public school divisions and full-time regional public schools and programs, with a local school board, are eligible to apply for an Active Learning Grant for grades pre- kindergarten-Grade 2.

**REPORTING**

Each school division with a funded proposal will provide the VDOE with an enrollment update by **December 15, 2023,** and an interim progress report by **February 23, 2024**. The final progress report will be due **June 30, 2024**. The report format will be provided at the time of award.

**TIMELINE**

Proposal Due – September 21, 2023, by 4 p.m.

Official Grant Award Notification Anticipated – October 9, 2023

Enrollment Update due - December 15, 2023

Interim Progress Report due - February 23, 2024

Final Progress Report due - June 30, 2024

The school division will submit the completed Active Learning Grant proposal, as described in this Request for Proposal (RFP). Proposals must be received electronically by the VDOE no later than **4 p.m. on September 21, 2023,** submitted to instruction@doe.virginia.gov with the subject line **Active Learning Grant RFP\_School Division Name.** The VDOE will work through the school division’s designated contact person, as provided by the division, for all matters related to the application. All contacts, negotiations, and notifications will be conducted through the school division designated contact person and the VDOE.

**PROPOSAL REVIEW**

VDOE staff will review proposals per requirements as defined in this RFP. If, in the judgment of the VDOE, an application is late or incomplete, the application will be omitted from the process. The decision of the VDOE is final. Applicants submitting proposals that are not awarded by the VDOE will be notified in writing.

An expert review panel will evaluate eligible proposals based on the required components and the established criteria. A holistic score will be applied to the plan for reflecting on the overall potential for positive impact on student outcomes, clarity of design, rationale, completeness, thoroughness, and presentation of “out-of-the-box” thinking.

**REQUIRED COMPONENTS**

Listed below are the required components of a school division proposal in the order they must appear. The narrative sections of the proposal must be single-spaced with one-inch margins, and the font used must be 12-point Times New Roman. The application may not exceed five (5) pages excluding the cover page, abstract, school information, and the budget forms. Applicants must adhere to the page limitations and may not append additional materials beyond that allowed in the application and list.

**Active Learning Grant Options:**School division(s) may apply for only ONE of the options for the grant and must include the following components.

**Option A: Active Learning School Division Plan including a Platform**

School divisions will create a plan to encourage and implement active in class, remote and hybrid learning for students in pre-kindergarten through Grade 2. The school division may purchase a platform featuring on-demand activities that integrate movement-rich activities with instruction on mathematics and English standards of learning that can be used at school and at home and on all devices. A strong proposal for Option A will include:

* provide an overview of the goals, performance targets/outcomes, and timeline of the plan that encourages and implements active in class, remote and hybrid learning for students in pre-kindergarten through Grade 2;
* provide details about the platform and tool that will be selected. Details must include an explanation of the on-demand activities that integrate the 2016 *Mathematics Standards of Learning* (SOL), the 2017 *English Standards of Learning* *focusing on literacy, writing, listening, speaking; the Virginia Literacy Act (including evidence-based learning and the science of reading)* and the 2021 *Early Learning and Development Standard*s (ELDS);
* provide details about the movement-rich activities that will be used at school and at home and on the devices;
* ground work in research and evidenced-based practices;
* allow for the creation of sample lessons that encourage active learning for students in pre-kindergarten through Grade 2 to use in support of movement-rich activities outside of the use of a platform’s proprietary materials;
* share written and video examples of exemplar lessons submitted to the VDOE, in an accessible format, in #GoOpenVA at the conclusion of the grant; and
* provide a description of the professional development for teachers and leaders.

**Option B: Active Learning School Division Plan with support from a Virginia’s Chief Movement Officer Trained Educator**

School divisions will create a plan to encourage active in class, remote and hybrid learning for students in pre-kindergarten through Grade 2. Plans under this option will create a partnership with an educator trained by the Virginia Chief Movement Officer Cadre (CMO) to provide resources and training for classroom teachers through a train-the-trainer model. If awarded, VDOE will assist with connecting selected grant school division recipients from the CMO Cadre. Together lessons and resources aligned with the Virginia Standards will be created to support active learning in pre-kindergarten through the second grade. Divisions will receive an additional stipend of $5000 for one trained CMO educator beyond their proposal. This funding is optional only if a trained CMO educator is utilized. A strong proposal for Option B will include:

* provide an overview of the goals, performance targets/outcomes, and timeline of the plan that encourages and implements active in class, remote and hybrid learning for students in pre-kindergarten through Grade 2;
* ground work in research and evidenced-based practices;
* facilitate opportunities for classroom teachers and specialists to collaborate with trained CMO educator to
	+ embed physical movement into the core curriculum.
	+ create lessons that encourage active learning for students in PK - Grade 2.
	+ review and utilize resources and training from the CMO to implement active learning lessons with fidelity.
	+ identify movement-rich lessons for in class, remote and hybrid learning environments.
	+ continuously evaluate the movement-rich activities infused in lessons and revise based on quality feedback designed at the local level.
	+ written and video examples of exemplar lessons will be submitted to the VDOE, in an accessible format, to be shared with #GoOpenVA at the end of the grant.
* provide an explanation of how this plan will align lessons to the 2016 *Mathematics SOL*, the 2017 *English SOL* and the 2021 VA *ELDS* content into movement-rich activities; and
* provide a description of associated professional development for teachers and leaders.

For each school participating, a School Information form should be completed. The form(s) should be attached as **Appendix A** in the division’s submitted proposal.

**PROPOSAL OVERVIEW**

1. **Cover Page and Abstract**

The cover page and abstract should not exceed two pages and be completed by the school division. School divisions will identify and submit a proposal for only **one option** for the Active Learning Grant. The cover page must be the first page of the application. All proposals must include an abstract briefly describing the plan including:

1. Brief synopsis of the school division and school(s) in which the grant will be implemented.
2. Overview of the school division or regional division’s active learning plan. Include how the plan will implement active learningin various settings (in class, remote, hybrid)and by grade level (pre-kindergarten through Grade 2) during the 2023-2024 school year.
3. **School Information**Data provided should be based on school(s) participating in the Active Learning Grant.
4. Name of school(s) participating and data about the school enrollment.
5. Reported by school(s): projected number of students to be served in the grant by grades pre-kindergarten, kindergarten, first, and second.
6. **Rationale for Encouraging Active Learning**
7. Rationale: Describe the background, conditions, analysis of data, and rationale leading to the need for active learning in one or more schools in the school division.
8. Best Practice: include how the school(s) and students will benefit from and share practices for application in other schools within the division.
9. Preparation: describe how the school division will communicate to internal and external stakeholders their plan to implement active learning and movement-rich activities.
10. **Goals and Performance Measurement**
11. Goals: Describe with details how this grant will support the goals of the school division.
12. Standards: Describe how the schools will provide for the integration of Mathematics SOL and English SOL content into movement-rich activities as well as the VA *ELDS* in pre-kindergarten.
13. Outcomes: Based on the selected option A or B, provide specifics about the performance targets/outcomes for the active learning plan and how they will be measured.
14. **Training and Strategic Partnerships**
	1. Preparation: Overview of how the division will prepare educators and educational leaders to implement the active learning plan.
	2. Sustainability: Description of how to continue to support the plan after initial exposure through sustained professional development.
	3. Partnerships: Describe the role of partnerships in the engagement of students in movement-rich activities.
15. **Timeline and Communication**
16. Describe how the planning grant will be implemented between October 9, 2023, and June 30, 2024.
17. Include a ***month-by-month timeline*** showing professional development, activities, staff responsibilities, and other pertinent planning information.
18. Identify stakeholders with connections in and beyond the organization who might help the division champion the work.

1. **Evaluation and Reflection**This section should describe the plan to use data to monitor and reflect on the efficacy of the innovations. Data monitored and collected should include a brief evaluation plan that, at a minimum, assesses:
2. the effectiveness of the processes employed for the option selected; and
3. the structure, effectiveness, and necessary adjustments to the initial work plan.
4. **Budget**Proposals will provide an overview of the total budget for the option selected and then the details by budget object code.
5. **Option A: Active Learning School Division Plan including a Platform**
* An individual school division’s proposal may not exceed $30,000. A consortia of regional school division proposals may not exceed $75,000.
* Funding may provide for materials and consumables up to 30 percent of the total budget requested. The materials must have a direct relationship to active learning lessons. Examples include but are not limited to:
	+ professional development books/materials/resources;
	+ training materials; and
	+ notebooks, flash drives and other materials related to specific project planning goals.
* Funding may be used for instructional technology devices up to 50 percent of the total budget request.
* Funding may be used for a platform up to 75 percent of the total requested.
* Funding may be used for teacher release time (substitute teachers) and pay for staff time outside of the workday for the creation of active learning lessons or professional development.
* Unallowable budget items for Option A include, but are not limited to:
	+ classroom materials or sets of materials;
	+ food or refreshments at planning and work sessions or meetings;
	+ construction or renovation of facilities; and
	+ travel.

**b**. **Option B: Active Learning School Division Plan including support from a Chief Movement Officer Trained Educator**

* **An individual school division’s proposal may not exceed $30,000. A consortia of school divisions’ proposal may not exceed $75,000. NOTE: the “Total” may reflect the additional $5000 if using Option B to reflect the optional CMO educator stipend.**
* Funding may be used for teacher release time (substitute teachers) and pay for staff time outside of the workday for the creation of active learning lessons or professional development.
* Funding may provide for materials and consumables up to 40 percent of the total budget requested. The materials must have a direct relationship to active learning lessons. Examples include but are not limited to:
	+ professional development books/materials/resources;
	+ training materials; and
	+ notebooks, flash drives and other materials related to specific project planning goals.
* Funding may be used for instructional technology devices up to 50 percent of the total budget request.
* If utilized, the funding needs to indicate the $5000 stipend for the trained CMO educator that will be provided by VDOE in addition to the budget proposal to cover this expense. **The “Total” may reflect the additional $5000 if using Option B to reflect the optional CMO educator stipend.**
* Unallowable budget items for Option B include, but are not limited to:
	+ classroom materials or sets of materials;
	+ food or refreshments at planning and work sessions or meetings;
	+ construction or renovation of facilities;
	+ travel; and
	+ platforms: See Option A.

Expenditures should be organized under the following categories on the Project Budget forms provided in this RFP, found on pages 14-18, or a reasonable facsimile thereof. Please refer to the [OMEGA Object Codes document](http://www.doe.virginia.gov/school_finance/budget/grants_acct_reporting/omega/omega-object-codes.pdf) to determine correct categories for OMEGA.

* + Personal Services (1000): This includes salaries and wages for employees and other staff working on the two-year plan. Costs for staffing should reflect instructional and administrative salaries that are appropriate outside of normal work responsibilities. Entries should identify project staff positions; the appropriate rate of pay per hour, day, week, or month; and the total amount of time to be charged to the project.
	+ Employee Benefits (2000): This includes job-related benefits that are provided to employees as part of their total compensation. Fringe benefits include the employer’s portion of FICA, retirement, insurance (life, health, disability, etc.), and employee allowances.
	+ Purchased/Contractual Services (3000): This includes fees for special professional services to the project by individuals or firms not involved as project staff (employees) of the division(s). Include name and title of consultant, and the type of consultant services to be provided.
	+ Internal Services (4000): This includes charges from an Internal Service Fund to other functions, activities, or elements of the organization for the use of internal services, such as print shops, central purchasing/central stores, or parking.
	+ Other Charges (5000):
		- Stipends should be included in this section. The stipend rate should be consistent with the standard rate of the school division(s).
	+ Supplies and Materials (6000): This includes supplies, materials, and services directly consumed in the course of the planning process. This category includes office supplies; educational materials for participants; books and audiovisual materials; and postage, printing, publication, and photocopying services.
	+ Each line item should also contain a brief justification/rationale explaining the need for the line item as it relates to the success of the proposal.
	+ If you have a specific budget question, please contact Shawna LeBlond, Interim Grants and Reports Manager for the Office of STEM and Innovation at vdoe.stem@doe.virginia.gov.

 **1. APPLICATION COVER PAGE, ABSTRACT, DIVISION INFORMATION,**

**School Division(s):**

**Superintendent’s Region (enter I-VIII):**

**Mailing Address:**

**Division Superintendent(s):**

**Email:**

 **Division or Regional Contact Person:**

**Title:**

**Email:
Phone:**

**Option Selected (choose only ONE for the division/region):**

* **Option A: Active Learning School Division Plan including a Platform**
* **Option B: Active Learning School Division Plan including Support from a Virginia’s CMO Trained Educator**

**DIVISION or REGIONAL DATA**
*Narrative:*

1. **PROPOSAL ABSTRACT: Overview of the active learning plan under consideration**

***Division Data for Pre-kindergarten, Kindergarten, Grade 1, Grade 2. Provided responses in chart form:***

1. **Projected number of schools in the division(s) participating in the Active Learning Grant:**
2. **Projected TOTAL number of students in the division participating in the Active Learning Grant:**
3. **Projected number of students in the division participating in the Active Learning Grant by GRADE LEVEL- Pre-kindergarten, Kindergarten, Grade 1, Grade 2:**

**CERTIFICATION BY AUTHORIZED OFFICIAL**

*The applicant certifies that to the best of his/her knowledge the information in this application is correct and that the filing of this application is duly authorized by the local school board of this School Division.*

**Typed or Printed Name of Division Superintendent:**

**Signature of Division Superintendent:**       **Date:**

 **2. SCHOOL INFORMATION**

***Directions: Complete ONE form for each school participating in the Active Learning Grant.***

**School Division:**       **School Name:**

**Principal: Email:**

**School Grant Contact Person Name: Email:**

**School 2022-2023 Accreditation Status:**

**SCHOOL DATA
*This section reflects school level data for Pre-kindergarten, Kindergarten, Grade 1, and Grade 2. Provided responses in chart form.***

1. **Total School Enrollment:**
2. **Projected TOTAL student enrollment at the school: Pre-kindergarten, Kindergarten, Grade 1, Grade 2:**

1. **Projected number of students enrolled at the school to be served in the Active Learning Grant by GRADE LEVEL- Pre-kindergarten, Kindergarten, Grade 1, Grade 2:**

***Narrative:***

**3. RATIONALE FOR ENCOURAGING ACTIVE LEARNING**

**4. GOALS AND PERFORMANCE MEASUREMENT**

**5. TRAINING AND STRATEGIC PARTNERSHIPS**

**6. TIMELINE AND COMMUNICATION**

**7. EVALUATION AND REFLECTION**

**8. BUDGET: Overall budget amount for Option A or Option B is $\_\_\_\_\_\_\_**

## **Option Selected: Applying School Division:Project Budget**

**An individual school division’s proposal may not exceed $30,000. A consortia of school divisions’ proposal may not exceed $75,000. The “Total” may exceed this amount to include the additional $5000 stipend for the CMO trained educator stipend in Option B only.**

**Period of Award: October 9, 2023–June 30, 2024**    Personal Services 1000

Salaries and wages for employees for time worked outside normal contract hours.

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| --- | --- | --- | --- | --- | --- |
| **Job Title/Project Role** | **Justification/Rationale** | **Rate of Pay** | **State Funding** | **(Optional) In-Kind Funding** | **Total Cost** |
|  |       |        |       |       | $0 |
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|       |       |       |       |       | $0 |
| **Total Personal Services 1000** |  |  | $0 | $0 | $0 |

\**Justification/Rationale: Please provide a brief statement on how this position is crucial to the success of the project*

Employee Benefits 2000

Job-related benefits for stipends only. For this grant, it may be used for paying teachers completing work for the grant.

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| --- | --- | --- | --- | --- |
| **Job Title/Project Roles** | **Percent of benefits** | **State Funding** | **In-Kind Fund Source** | **Total Cost** |
|       |       |       |       | $0 |
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| **Total Employee Benefits 2000** |  | $0 | $0 | $0 |

### Purchased/Contractual Services 3000

Fees for special professional services by individuals or firms not involved as project staff, i.e., consultants.

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| --- | --- | --- | --- | --- |
| **Description (Please provide detailed cost calculations.)** | **Justification/Rationale** | **State Funding** | **(Optional) In-Kind Funding** | **Total Cost** |
|       |       |       |       | $0 |
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| **Total Purchased Contractual Services 3000** |  | $0 | $0 | $0 |

\**Justification/Rationale: Please provide a brief statement on how this service is crucial to the success of the project*

### Internal Services 4000

Charges from an Internal fund to other activities of the organization such as print shops or central purchasing/central stores.

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| **Description (Please provide detailed cost calculations.)** | **Justification/Rationale** | **State Funding** | **(Optional) In-Kind Funding** | **Total Cost** |
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| **Total Internal Services 4000** |  | $0 | $0 | $0 |

\**Justification/Rationale: Please provide a brief statement on how this service is crucial to the success of the project*

Other Charges 5000

Includes stipends.

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| --- | --- | --- | --- | --- |
| **Description (Please provide detailed cost calculations.)** | **Justification/Rationale** | **State Funding****(Optional) In-Kind Funding** | **State Funding****(Optional) In-Kind Funding** | **Total Cost** |
|       |       |       |       | $0 |
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| **Total Other Charges 5000** |   | $0 | $0 | $0 |

\**Justification/Rationale: Please provide a brief statement on how this service is crucial to the success of the project*

### Materials and Supplies 6000

Office supplies, educational materials, books, postage, printing, publication and photocopying services.

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| --- | --- | --- | --- | --- |
| **Description (Please provide detailed cost calculations.)** | **Justification/Rationale** | **State Funding** | **(Optional) In-Kind Funding** | **Total Cost** |
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|       |       |       |       | $0 |
| **Total Materials and Supplies 6000** |  | $0 | $0 | $0 |

\**Justification/Rationale: Please provide a brief statement on how this material or supply is crucial to the success of the project*

### **Total Project Budget for Active Learning Grant**

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **State Funding** | **(Optional) In-Kind Funding** | **Total Budget** |
| Personal Services (1000) | $0 | $0 | $0 |
| Employee Benefits (2000)  | $0 | $0 | $0 |
| Purchased/Contractual Services (3000) | $0 | $0 | $0 |
| Internal Services (4000)  | $0 | $0 | $0 |
| Other Charges (5000) | $0 | $0 | $0 |
| Material and Supplies (6000) | $0 | $0 | $0 |
| **Total Project Budget**  *\*Note Total may exceed limit by $5000 if utilizing CMO Stipend in Option B only.* | **$0** | **$0** | **$0\*** |