



APPLICATION GUIDELINES

OK-ACTS PHASE II

**PARTNERSHIP GRANTS
FY – 12**



OETT/OK-ACTS Phase II 2012 Grant Guidelines
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OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST

FY 12 – OK-ACTS PHASE II PARTNERSHIP GRANTS

Overview

Mission:

The mission of the **Oklahoma Educational Technology Trust (OETT)** is to equip Oklahoma common schools and Career Technology students with the technology and technological skills necessary to compete in the global marketplace. The Trust provides funds for computer and telecommunications equipment, infrastructure, leadership and professional development to implement and advance integration of technology into classroom instruction. Southwestern Bell Communications (now AT&T) provided \$30 million in initial funding for the Trust in 2001.

Grants:

The **Oklahoma Educational Technology Trust (OETT)** has funded over \$1.6 million to provide laptop computers and professional development for Oklahoma school superintendents and administrators participating in Phase I leadership training provided by **Oklahoma: Achievement through Collaboration and Technology Support (OK-ACTS)**. **OETT's** ten year (2002-2012), \$12.6 million Phase II grant initiative provides individual school site and/or district competitive grants. Each **OETT** grant award will receive a maximum of \$40,000, which includes technology equipment and up to \$4,000 in staff release time plus \$25,000 of professional development provided by **OK-ACTS**. Grant recipients will be required to provide a 10% match of \$4,000 that can be used for technology equipment or substitutes or stipends for staff.

Eligibility:

All schools and/or districts whose superintendents and/or administrators **have completed OK-ACTS Phase I** are eligible to apply for FY-12 Phase II grant awards unless the specific school/district is a previous grant recipient.

Grant Application Guidelines and Submission:

The grant application guidelines will be available November 10, 2011 on the OETT website (www.oett.org) and the K20 Center website (www.K20center.ou.edu). Grant applications will be submitted online at www.oett.org

Timeline:

- | | |
|--------------------------------|-------------------------------|
| • Official Grant announcement | November 10, 2011 |
| • Grant writing teleconference | December 13, 2011 (1:30-3 pm) |
| • Grant application deadline | February 6, 2012 (5 p.m.) |
| • Grant recipient notification | May 2012 |

Contact Information:

For assistance with eligibility and grant application:

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OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST
OK-ACTS Phase II 2012 PARTNERSHIP GRANT

APPLICATION REQUEST

This application request represents the efforts of a partnership between **Oklahoma Educational Technology Trust (OETT)** and OK-ACTS to invite and enable districts and/or schools to apply for funding by conceptualizing programs that will improve student achievement through technology, professional development, and effective leadership. This grant is limited to district superintendents and/or school head principals who have completed all OK-ACTS Phase I requirements. OK-ACTS Phase I completion requirements are located in Appendix A. OK-ACTS Phase I provides professional development opportunities for leadership development and technology integration for superintendents and principals in Oklahoma in a comprehensive, cohesive, and systemic manner. During Phase I, administrators receive a laptop computer to help them engage in collaborative networking for the purpose of improving student achievement and facilitating systemic whole school change based on the I.D.E.A.L.S. framework and 10 Practices of High Achieving Schools. Administrators who have completed Phase I are eligible to continue their leadership development and technology integration by applying for OETT/OK-ACTS Phase II grants.

An eligible applicant is a public school or district that has an OK-ACTS Phase I trained administrator and has not received an OETT grant. Funding total per grant is a maximum of \$40,000 which includes technology equipment and up to \$4,000 in staff release time. Grantees must document a 10% match (\$4,000) for technology equipment and/or staff release time for professional development, resulting in a total grant budget of up to \$44,000. All grantees also receive \$25,000 in professional development through OK-ACTS.

PROJECT OBJECTIVES

The grant implementation plans should be designed to use technology for authentic learning opportunities to improve student achievement as well as a tool to facilitate a professional learning community. The applicant will involve others in creating and implementing a program funded by this grant that contributes to students' academic success using technology. The applicant will apply high achieving school practices learned in OK-ACTS Phase I to develop professional learning communities within the school and attend all aspects of the grant meetings, including professional development sessions. The application of the participating schools will address how OK-ACTS Phase II and other professional development opportunities will assist teachers in using technology that supports authentic teaching and learning.

Funded projects must demonstrate:

1. technology contributions to student achievement;
2. implementation of three of the 10 High Achieving School Practices in the school's culture to accomplish grant goals (Practice One required: Shared Vision);
3. a plan to address the following goals (considerations i.e., needs, structures, committees, processes, etc.):
 - a. use of technology in authentic ways,
 - b. development of effective strategies to improve academic performance, and
 - c. participation in a professional learning community.

Prior to developing an application, the applicant should consider the following questions.

- Which three of the 10 High Achieving School Practices will be implemented into the school's culture and how? (*Practice One: Shared Vision* must be selected for implementation.)
- What are the specific, measurable goals of the grant?
- How will the proposed grant assist in implementing the grant goals?
- How will technology be used to improve student achievement and meet grant goals?
- How will the applicant and its stakeholders (teachers, students, parents, community members, and administrators) work together as a learning team to develop and support grant goals?
- How will the applicant create a collaborative culture in which staff members work together to accomplish important goals?
- How will the applicant develop or sustain a professional learning community?
- How will the applicant evaluate and measure the success of programs implemented with funding from this grant?
- What are the timelines for implementing the three practices to accomplish grant goals?

CONDITIONS FOR APPLICATION SUBMISSION AND OTHER REQUIREMENTS.

- Complete all OK-ACTS Phase I requirements (Appendix A)
- Complete all three parts of the application process (available at www.oett.org):
 - Step One: Online Registration
 - Step Two:
 - Identifying Information (online)
 - Demographic Information (online)
 - Statement of Assurances & Learning Team (complete, scan, and upload)
 - Step Three: Online application and uploaded components which include:
 - Executive Summary (character limits, word process, copy & paste)
 - Proposal Narrative (word processed & uploaded /requirements in Appendix F) consisting of:
 - Integration of Technology (6 pages)
 - Use of Technology (1 page)
 - Three Action Plans (uploaded chart/form in Appendix G)
 - Stakeholders' Involvement (1 page)
 - Faculty Involvement (2 pages)
 - Grant Budget (uploaded document/form in Appendix H)
 - Responsibility & Timeline (uploaded document/form in Appendix I)
- **Prepare proposal for a blind review.** Do not provide any information, including pictures, which can identify your district or school by name, location, or region of the state. Do not mention local businesses, persons, or programs that would identify your school or area. You may include general information that your school or district has received other technology grants, but do not include specific references that another school in your district has previously applied for or received an OETT/OK-ACTS Phase II grant. Identification of district/school in grant proposal will result in disqualification.
- Applications with any missing grant components are ineligible for review and consideration for funding. It is the responsibility of the applicant to ensure all components of the application are complete before final submission of the online grant application.
- All narrative components must be word-processed using no less than an 11-point font. Any narrative using a font size smaller than 11-point or hand-written will not be reviewed.
- Any pages that exceed the specified page limitation for narrative sections will be removed prior to the review and scoring and will not be considered during the review.

In order to be considered for funding, the following conditions will apply to all applicants:

- A. The school board president, superintendent of the school district and the building principal **MUST** sign the grant application Statement of Assurances.
- B. A majority of faculty members must support proposal and its implementation.
- C. District/Schools that receive an award will **not** be eligible to apply for OETT/OK-ACTS Phase II future funding.
- D. Districts/schools not receiving OETT/OK-ACTS Phase II funding in the 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010 or 2011 granting cycle and having an eligible administrator will be eligible for future funding.
- E. Multiple application attempts in one award cycle will result in disqualification.
- F. Additions or replacements to the application will not be accepted after the 5 p.m. deadline on February 6, 2012.
- G. OK-ACTS will assign the grant number to each application after the online grant application is submitted.
- H. OK-ACTS will not be liable for any costs incurred in the preparation and submission of the application.
- I. To receive an OETT Grant award, the submitting superintendent or principal is required to serve as the grant administrator. Final grant awards are conditional if there has been a change in administration.
- J. After grants are awarded, budgets will be subject to a review process before purchasing begins.
- K. The applicant must commence and perform project activities according to the timelines described in the task/activity plan. Failure to do so may result in reduction, return, or loss of funds.
- L. The grant recipient's stakeholders (school and/or district administrators and teachers) will participate fully in OK-ACTS provided professional development.
- M. The applicant will furnish any additional information that OETT/OK-ACTS may reasonably require for evaluation and assessment purposes and accommodate site visits upon request.
- N. The applicant agrees to provide financial and narrative reports.
- O. The applicant agrees to provide a final evaluation report in the format requested by OK-ACTS.
- P. The applicant agrees to maintain a financial management system using OCAS that provides for accurate, current, and complete disclosure of the financial results of each grant project.
- Q. Any grant revision must be submitted on the OK-ACTS forms and approved before implementing change.
- R. All funds must be expended by June 30, 2013. Unexpended funds must be returned to OETT immediately.

PROCEDURES FOR SUBMITTING APPLICATIONS

ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE ONLINE SYSTEM at www.oett.org

Receipt of Applications

To be eligible for funding consideration, the application must be submitted online no later than 5:00 p.m. on **Monday, February 6, 2012**. Technical assistance is available at (405) 755-5571 or toll-free at (877) 689-7726

Blind Grant Format

The grant proposal shall not contain any information, including pictures, which can identify your district or school by name, location, or region of the state. Do not mention local businesses, persons, or programs that would identify your school or area. You may include general information that your school or district has received other technology grants, but do not include specific references that another school in your district has previously applied for or received an OETT/OK-ACTS Phase II grant. Identification of district or school in grant proposal should be limited to the following portions: general information, demographics and assurances. Any other reference to district/school in grant proposal will result in disqualification.

Hints for Successful Online Submission

1. The application will be filled out in a 3 step process, listed below:
 - Step 1:
 - Online Registration
 - Step 2:
 - Identifying Information
 - Demographic Information
 - Statement of Assurances and Learning Team (complete, scan and upload)
 - Step 3:
 - Executive Summary
 - Proposal Narrative (word processed & uploaded /requirements in Appendix F)
 - Integration of Technology (6 pages)
 - Use of Technology (1 page)
 - Three Action Plans (uploaded chart/form in Appendix G)
 - Stakeholders' Involvement (1 page)
 - Faculty Involvement (2 pages)
 - Grant Budget (uploaded document/form in Appendix H)
 - Responsibility & Timeline (uploaded document/form in Appendix I)
2. Before beginning application process, please read the Applicant Tutorial
3. If you remain on a page with inactivity for longer than 40 minutes, you will be logged off for security reasons. Please save every 3-5 minutes.
4. Applicants can save as draft and come back to the form after any given time to complete it. The foundation will not check for completeness until the form is submitted.
5. An applicant can only upload a single document in response to an upload question; files need to be combined electronically or via scanning. If the files to be uploaded are in a format that is editable (such as Word or Excel), the applicant may take multiple Word documents or Excel sheets and combine them into one file.
6. Please note the character limit for each text area. If the characters exceed the specified limit, all of the text in that area will be lost.
7. Any new file upload will replace the current uploaded file.
8. Applicants are encouraged to use the print packet feature to review and edit grant application before final submission.

USES OF FUNDS

The grant funds are limited to the following purposes:

1. developing, adapting, or expanding existing and new applications of technology to support school reform effort in relationship to high achieving school practices;
2. acquiring hardware and software (minimal) for use by teachers and students in order to improve student learning by supporting the instructional program in authentic ways (If connectivity and infrastructure to support goals are needed, funds may be used for these purposes);
3. integrating quality educational technologies into the school curriculum;
4. acquiring connectivity with wide area networks for the purpose of accessing educational resources;
5. grant money cannot be used for personnel salaries or indirect costs.

Example Expenditures

- Integrating technology in the curriculum in order to improve student learning and achievement
- Purchasing quality technology resources
- Installing physical and wireless linkages necessary to acquire connectivity
- Promoting the sharing, distribution, and application of educational technologies with demonstrated effectiveness in individual schools and across K20 network
- Providing equipment for classroom and desktop IP videoconferencing, collaboration, and virtual field trips
- Providing access to Web 2.0 and web ware applications which facilitate authentic learning
- Purchasing equipment such as calculator based laboratories, mini computers, mobile computer labs, and presentation stations to enhance authentic learning experiences
- Providing integrated classroom teaching and learning stations including: ceiling mounted projectors, interactive white boards, integrated projector boards, LCD touch screen displays, student response systems, integrated document cameras, wireless tablets
- Purchasing tools for authentic lesson integration projects including: HD digital video cameras, digital still cameras, digital document cameras, digital microscopes, digital video editing equipment, multimedia development computers and software, secure-hosted digital learning environments, digital voice recorders, avatar software for student-produced artifacts

Appendices

Appendix A

OK-ACTS PHASE I COMPLETION REQUIREMENTS

For information purposes only: Not to be included in application

- ❑ Attended 2-day leadership seminar by October 1, 2011
- ❑ Completed cluster meeting obligations (Attended required meetings)
- ❑ Completed the technology assessment (TAGLIT or TIPS)
- ❑ Submitted 75-hour log
- ❑ Submitted one action plan

Appendix B

PHASE II GRANT REVIEW CRITERIA

For information purposes only: Not to be included in application

The following grant areas will be reviewed on a scale from 1 to 7.

- A. Structures: Facilitating communication, input, and information flow
- B. Technology: Implementing for integration of authentic teaching and learning
- C. Assessment: Guiding decisions and providing feedback for improvement
- D. Research: Reviewing for guidance and data in decision-making
- E. Stakeholders: Inclusion for differing perspectives and ideas
- F. Staff Development: On-going learning processes
- G. Leadership and Service: Guiding and serving a common good
- H. Grant Narrative: Rationale of the grant proposal
- I. Technology Adequacy and Appropriateness: Technology has a purpose and is tied to grant goals.
- J. Grant Budget Proposal: Budget reflects grant goals, and details are adequate.
- K. Systemic Support: Broad based stakeholder support is indicated.

Appendix C

DEMOGRAPHIC INFORMATION

Applicants will provide this information online in the grant application. This is NOT an uploaded form.

1. a Type of District/School: Rural Urban Suburban

1. b **Campus type: check one:** Primary Elementary Middle School Jr. High
High School Alternative Charter Independent Dependent Career Tech

1. c Number of teachers in the district? _____

1. d Number of teachers in the school? _____

2. a Total district enrollment on October 1, 2011 _____

2. b Total school enrollment on October 1, 2011 _____

3. a Percentage of students eligible for free and/or reduced lunch as of October 1, 2011
 District % _____ School % _____

3. b Number of students eligible for free and/or reduced lunch as of October 1, 2011
 District # _____ School # _____

4. a District Ethnicity Information based on October 1, 2011

What is the ethnic percentage for the following groups in your district?

African American	Caucasian	Native American	Asian/Eastern Pacific Islander	Hispanic

4. b School Level Ethnicity Information based on October 1, 2011

What is the ethnic percentage for the following groups in your school?

African American	Caucasian	Native American	Asian/Eastern Pacific Islander	Hispanic

5. a Number of teachers who will participate in this grant proposal? _____

5. b Number of students by grade level who will be served by the proposal.

Grade Level	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Number of Students															

6. Enter the API scores for Regular Education Students

	2011 School	2011 District
Attendance		
Mathematics API		
Reading API		
Total Testing API		
Graduation (High school)		
Total		

Did your school/district make Adequate Yearly Progress? _____

Appendix D

STATEMENT OF ASSURANCES

This form requires signatures and then should be uploaded in the application information.

Signatures of the district superintendent, school administrator and school board president indicate that every effort will be made to comply with the following requirements during the grant funding year:

1. Describe and provide projected costs for all desired technology purchases, services, software, and print resources needed for successful and effective use of the technologies acquired (see grant budget form in Appendix H).
2. Develop a collaborative action plan involving various stakeholders (teachers, parents, students, administrators, and community and business leaders) on three high achieving school practices to be implemented for increasing student learning and achievement (Practice One required: Shared Vision).
3. Provide an explanation of how the acquired technologies will be integrated into the curriculum to help enhance authentic teaching and learning, training, and student achievement.
4. Select a learning team representing members of your school community. The team should represent all members of your school community, i.e., teachers from a variety of grades and/or subject areas, administrators, parents, community members and perhaps students.
5. Select a team leader to serve as the district/school coordinator to provide leadership for the learning team and facilitate on-site professional development and planning meetings along with the school administrator.
6. Award conditions require the submitting superintendent or principal to serve as the grant administrator.
7. As part of their commitment to the grant, the principal and team leader will attend professional development sessions.
8. OK-ACTS professional development sessions will be collaboratively planned with OK-ACTS and the school learning team, ideally occurring monthly, and will include the following types of sessions. The professional development will assist in implementing the three selected practices.
 - a) First form – Knowledge building, direct instruction, skill demonstration and modeling, and simulated skill practice;
 - b) Second form – Coaching and mentoring opportunities such as, working with the learning team on strategies for lesson integration of technology;
 - c) Third form - Networking with other educators from different schools regularly to discuss and share best instructional practices;
 - d) Fourth form – Service to others.

9. The majority of faculty members (administrators and teachers) are required to attend professional development work sessions focused on understanding authentic teaching and learning practices, leadership, and professional learning communities:
 - a) An overview of the grant and foundation of ideas for the implementation of grant goals. (minimum time commitment: 3 hours);
 - b) Technology competency sessions based on individual needs and interests such as word processing, data management and analysis, presentation software, and technology integration strategies;
 - c) Technology sharing sessions where teachers and others from schools discuss technology and professional practices (These may occur during teacher plan times.);
 - d) Institutes featuring teachers, students, parents, principals, business and community partners sharing their best practices and technology integration;
 - e) Cross-site visits to observe a technology related practice or activity;
 - f) Participate in multiple professional development opportunities for a three-year cycle.
10. Determine and provide student achievement baseline data to compare how the acquired technologies affected student learning goals over time.
11. Participate in OK-ACTS Phase II data collection to be used to determine program needs, improvement and effectiveness.
12. Provide a projected timeline for implementation.
13. Provide a description of how the district/school will coordinate the funds obtained through this grant with other state or local funds.
14. Provide service to non-recipient schools.
15. Maintain the current school administrator in an award receiving school if possible.
16. Host required site visits for compliance review. The visitation committee will consist of OETT and/or OK-ACTS members.
17. Comply with all audit, record keeping, and expenditure requirements of Federal and State regulations and OETT/OK-ACTS Phase II.
18. Provide OETT/OK-ACTS with financial and activity/progress reports. Applicants agree to provide additional financial reports upon request.
19. Provide a final evaluation report in the format requested by OETT/OK-ACTS.
20. Participate in data collection and reporting for grant evaluation. Surveys, site visit data collection and reflections, and quarterly reports will be used in preparing a year end Grant Evaluation Report that will be included in OETT's annual report to the Attorney General and may, or may not, be made public.

21. List members of Learning Team.

Name	Role / Position	Signature

Signature of Superintendent

Date

Signature of Principal

Date

Signature of Board President

Date

Appendix E

EXECUTIVE SUMMARY

Applicants will be asked to provide this information in the online grant application.

This is NOT a form to upload.

An executive summary is a brief overview of the grant application designed to give readers a quick preview of its contents. Its purpose is to consolidate the major points of your narrative in a concise format. Limit your response to the space provided on this page.

Project Summary:

Limited to 1100 characters

Technology and Its Use:

Limited to 1100 characters

Systemic Support:

Limited to 1100 characters

Appendix F

PROPOSAL NARRATIVE

This section should be word processed and uploaded as directed

Instructions for grant narrative:

- Each section of the grant narrative has page limitations.
 - Use line spacing of 1.5 or double
 - Use font size no less than 11-point.
-

1. **Integration of Technology Narrative:** Describe how the technology award will facilitate the implementation of the three selected practices of high achieving schools to accomplish the grant goals (**limit 6 pages**).
2. **Use of Technology:** Describe how the technology will be used and provide evidence of technology director's support if applicable (**limit to one page**). Grant recipients will be required to provide a 10% match of \$4,000 that can be used for technology equipment and/or substitutes or stipends for staff release time. Describe what district or school funds will be utilized for the 10% match (\$4,000). List the technology equipment/services to be purchased on the grant budget form (**Appendix H**).
3. **Action Plans:** For three practices of high-achieving schools (*Practice One: Shared Vision* is required), complete a chart (**Appendix G**) outlining each action plan using **1 page per plan**.
4. **Stakeholders' Involvement:** Briefly describe stakeholders' support including the superintendent, principal and community support for this proposal. Please provide evidence of systemic support (**limit 1 page**).
5. **Faculty Involvement:** [a] Describe the processes and stakeholder involvement used in developing the grant application. [b] Describe the learning team's involvement in the implementation of the grant goals. Examples of faculty involvement are strongly encouraged (**limit 2 pages**).

Appendix G

ACTION PLAN FORM – THREE Action Plans Required. Practice 1 (Shared Vision) is required.
Charts to be completed and uploaded as directed

Practice: _____		
<p style="text-align: center;">SUPPORTING EVIDENCE</p> <p>(Provide examples of how the practice is enacted in your school. Please be specific. Include how technology impacts this practice.)</p>	<p style="text-align: center;">OBSTACLES</p> <p>(List factors which keep you from engaging more completely in the practice.)</p>	<p style="text-align: center;">ACTION PLANS</p> <p>(Explain how you plan to overcome obstacles. What role will technology play?)</p>
In my school this practice is: <i>(Please Check One)</i>		
<input type="checkbox"/> Not present	<input type="checkbox"/> Beginning	<input type="checkbox"/> Developed
<input type="checkbox"/> Well-established		

Appendix I

RESPONSIBILITY AND TIMELINE

This form should be downloaded, completed, and uploaded. Multiple pages may be used if needed

Responsibility and Timeline Chart				
Timeline	Responsible Role(s)	Activities	Assessment Strategies	Use of Technology
Timeline: May 1, 2012 to June 30, 2013				