Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

Georgia Department of Education

Striving Reader Comprehensive Literacy Grant: Cohort Three

SRCL Application

GaDOE
9/13/2013

Striving Reader Cohort Three Application

Click on the General Application Information link below to assist you in the grant development process.

Did you download and read the General Information document to assist you with writing the grant?

☐ Yes

Click on the SRCL Rubric link below to assist you in the grant development process.

Did you download and read the SRCL Rubric to assist you with writing the grant?

☐ Yes

Click on the Assessment Chart link below to assist you in the grant development process.

Did you download and read the Assessment Chart to assist you in writing the grant?

☐ Yes

Assessments

I understand that implementing the assessments mentioned on page 6 in the General Information Packet is a necessary part of receiving SRCL funding.

☐ I Agree

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Unallowable Expenditures

- **Preparation of the Proposal:** Costs to develop, prepare, and/or write the SRCL proposal cannot be charged to the grant directly or indirectly by either the agency or contractor.
- **Pre-Award Costs:** Pre-award costs may not be charged against the grant. Funds can be used only for activities conducted and costs incurred after the start date of the grant**.**
- **Entertainment, Refreshments**, **Snacks**: A field trip without the approved academic support will be considered entertainment. End-of-year celebrations or food associated with parties or socials are unallowable expenditures. Game systems and game cartridges are unallowable**.**
- **Unapproved out of state or overnight field trips, including retreats, lock-ins, etc.**
- **Incentives** (e.g., plaques, trophies, stickers, t-shirts, give-a-ways)
- **Advertisements, Promotional or Marketing Items**
- **Decorative Items**
- **Purchase of Facilities or vehicles** (e.g., Buses, Vans, or Cars)
- **Land acquisition**
- **Capital Improvements, Permanent Renovations**
- **Direct charges for items/services that the indirect cost rate covers**;
- **Dues to organizations, federations or societies for personal benefits**
- Any costs not allowed for Federal projects per EDGAR, which may be accessed at http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html.

NOTE: This is NOT an all-inclusive list of unallowable expenses. If you have questions about unallowable expenses please e-mail your questions to jmorrill@doe.k12.ga.us

Upon approval by the State Board of Education, sub-grantees will be required to submit electronic budgets through GaDOE Consolidated Application Portal. All budget requests must be made in accordance with the use of funds for the SRCL project and must meet the requirements in EDGAR and OMB circulars.

☐ I Agree

Fiscal Agent (District Level only)

Any person, agency, etc., debarred from receiving Federal funds is not eligible to apply for a SRCL project grant. This LEA/Agency is eligible to receive federal funding

○ Yes

○ No

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Download the Fiscal Agent MOU. Fill out the document and then upload below (District Level Only).

Only one MOU should be filled out on the District level. Each individual school will **not** fill out an MOU.

[ ] Browse

Will your district be uploading any audit findings? (District Level only)

"GADOE will require applicants to submit audit findings for the past 5 years in table format for all state and federal grants under Section IV: Experience of the Applicant. Any applicant failing to correct audit findings within a reasonable period of time as defined by the GADOE audit division or deemed an ―at-risk grantee‖ by the United States Education Department (ED), will not be awarded a sub-grant under CFDA 84.371B. GADOE may consider past performance of an applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. Grantees will be required to adhere to all OMB, EDGAR, GPRA, GADOE Performance Measures, and grant evaluation requirements. The GADOE will require various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal assistance. In making a competitive grant award, the GADOE may impose special conditions on a grant if the grantee is not financially stable, has a history of unsatisfactory performance, has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable, has not fulfilled the conditions of a prior grant, or this grant, or is otherwise not responsible."

- ○ Yes (*Clicking "yes" will cause a browser box to appear and you will be prompted to upload a table with any applicable audit findings)*
- ○ No, this district has no applicable audit findings.

Would you like to upload or fill out the District Narrative? (unscored) (to be completed by district office)

You have the choice of either uploading your District Narrative or entering it into a live textbox. Both options have a 1250 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your District Narrative the word length does include any charts or graphs embedded within the document.

This section is not scored but is a highly important factor in ensuring that the reviewer has an understanding of the community, school district and how this initiative will assist with the literacy development of the stakeholders in the district.

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Write a brief narrative giving the reviewers a sense of the school community including

- A brief history of the system
- System demographics
- Current Priorities
- Strategic planning
- Current Management Structure
- Past Instructional Initiatives (Literacy and non)
- Literacy Curriculum
- Literacy Assessments used district wide
- Need for a Striving Reader Project

○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your District Narrative*)

○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your District Narrative*)

Would you like to upload or fill out the District Management Plan and Key Personnel? (5 pts) (to be completed by district office)

You have the choice of either uploading your District Management Plan and Key Personnel or entering it into a live textbox. Both options have a 600 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your District Management Plan and Key Personnel the word length does include any charts or graphs embedded within the document.

This section will apprise the reviewer of how the grant will be supported from the district level. Who are the key people involved in the grant? How will the grant function in terms of the whole district strategic plan? How will financial aspects of the grant be handled? Will there be a dedicated staff member at the district office with the responsibility of grants administration? Though this is certainly not an exhaustive list, these questions should be covered in your response.

○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your District Management and Key Personnel*)

○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your District Management and Key Personnel*)

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Would you like to upload or fill out the Experience of the Applicant section? (5 pts) (to be completed by district office)

You have the choice of either uploading your Experience of the Applicant or entering it into a live textbox. Both options have a 600 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your Experience of the Applicant the word length does include any charts or graphs embedded within the document.

This section discusses the ability of the district to adequately administer the funding. Any audit findings over the past three years should be discussed in this section. Controls for spending should be pointed out.

○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your Experience of the Applicant section*)

○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your Experience of the Applicant section*)

Would you like to upload or fill out the School Narrative? (unscored)

You have the choice of either uploading your School Narrative or entering it into a live textbox. Both options have a 1250 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your School Narrative the word length does include any charts or graphs embedded within the document.

The school narrative tells the story of your school and provides the reader(s) with context by which to measure your school.

Write a brief narrative giving readers a sense of the school/center. This section will not be scored but should be treated as an important element of the school proposal. This is an opportunity to alert the reviewer to important aspects of the school, its culture, demographics, leadership style etc. Focus areas should include:

- School History
- Administrative and Teacher Leadership Team
- Past Instructional Initiatives
- Current Instructional Initiatives
- Professional Learning Needs
- Need for a Striving Readers Project

○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your School Narrative*)

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○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your School Narrative*)

Upload School Literacy Plan (20 pts)

Literacy plans should coordinate all resources available and use SRCL funding to fill gaps determined in needs assessments. When crafting your literacy plan consider what it costs your school to "do" literacy in your school and then design a plan to fund those initiatives that need to be implemented.

Download the following files from the RESOURCES page to assist you in development of your school literacy plan:

- Birth to 5 and K-12 Needs Assessment
- Birth to 5 and K-12 Template for Developing a Literacy Plan
- Georgia's "The Why," "The How," and "The What" documents
- Creating a School Literacy Plan PPT

These documents are tools to assist in your creation and implementation of a school literacy plan.

The expectation is that each school will create a unique literacy plan driven by their needs assessment. School literacy plans should be a *maximum* of 7,000 - 10,000 words, or roughly 20-30 pages. There is no minimum length requirement.

[ ] Browse

Would you like to upload or fill out the Needs Assessment, Concerns, and Root Cause Analysis? (10 pts)

You have the choice of either uploading your Needs Assessment, Concerns, and Root Cause Analysis or entering it into a live textbox. Both options have a 1500 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your Needs Assessment, Concerns, and Root Cause Analysis the word length does include any charts or graphs embedded within the document.

A Needs Assessment document is available under the "Resources" tab. This is an optional document but it aligns to all of the other literacy planning materials that have been included for use in developing Striving Reader proposals. Details of the process, assessment results and their analysis should be interpreted and discussed in this section.

○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your Needs Assessment, Concerns, and Root Cause Analysis*)

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- ○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your Needs Assessment, Concerns, and Root Cause Analysis*)

Would you like to upload or fill out the Analysis and Identification of Student and Teacher Data? (10 pts)

You have the choice of either uploading your Analysis and Identification of Student and Teacher Data or entering it into a live textbox. Both options have a 1250 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your Analysis and Identification of Student and Teacher Data the word length does include any charts or graphs embedded within the document.

This section involves looking at student data and disaggregating by group, grade, SES, and gender in order to add detail to the needs assessment in determining a course of action for planning. Another area to look at is the teaching force in the school. Advanced degrees, longevity of staff, and future retirement prospects are areas that can affect long range planning.

- ○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your Analysis and Identification of Student and Teacher Data*)
- ○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your Analysis and Identification of Student and Teacher Data*)

Would you like to upload or fill out the Project Plan, Procedures, Goals, Objectives, and Support? (10 pts)

You have the choice of either uploading your Project Plan, Procedures, Goals, Objectives, and Support or entering it into a live textbox. Both options have a 1250 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your Project Plan, Procedures, Goals, Objectives, and Support the word length does include any charts or graphs embedded within the document.

This section should provide the reviewer with the actual implementation plan proposed for funding. The reviewer must understand who, what, when and how the actual performances will address the needs determined in the "root cause" analysis and needs assessment. It will not be enough to name programs and strategies; the application should show how the strategies and programs align to best practices and directly address the needs of the students and teachers in the school.

- ○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your Project Plan, Procedures, Goals, Objectives, and Support*)

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- ○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your Project Plan, Procedures, Goals, Objectives, and Support*)

Would you like to upload or fill out the Assessment/Data Analysis Plan? (10 pts)

You have the choice of either uploading your Assessment/Data Analysis Plan or entering it into a live textbox. Both options have a 1250 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your Assessment/Data Analysis Plan the word length does include any charts or graphs embedded within the document.

It is important to spell out specifically who, what, when and how the assessments will be given and how they will be analyzed. The procedures involved in determining how instruction is developed based on the assessment data should be carefully described.

- ○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your Assessment/Data Analysis Plan*)
- ○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your Assessment/Data Analysis Plan*)

Would you like to upload or fill out the Resources, Strategies and Materials (Existing and Proposed) including Technology to Support the Literacy Plan? (10 pts)

You have the choice of either uploading your Resources, Strategies and Materials (Existing and Proposed) including Technology to Support the Literacy Plan or entering it into a live textbox. Both options have a 1250 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your Resources, Strategies and Materials (Existing and Proposed) including Technology to Support the Literacy Plan the word length does include any charts or graphs embedded within the document.

This section details all of the strategies and instructional resources that will be used or purchased as a result of SRCL funding. They should all tie back to the needs assessment, student data and root cause analysis. They should directly impact literacy, access to print, instructional engagement and teacher support. It is not necessary to name specific products; generic descriptions will be adequate. This is not a technology grant; it is vital that technology supports literacy improvement and instruction in classrooms.

- ○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your Resources, Strategies and Materials etc.*)

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- ○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your Resources, Strategies and Materials etc.*)

Would you like to upload or fill out the Professional Learning Strategies Identified on the Basis of Documented Need? (10 pts)

You have the choice of either uploading your Professional Learning plan or entering it into a live textbox. Both options have a 1250 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your Professional Learning plan the word length does include any charts or graphs embedded within the document.

Professional learning is a key component of the grant. There should be a direct tie to literacy instruction as well as include all teachers of reading/literacy including CTAE, Special Education teachers, and all content teachers.

- ○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your Professional Learning Strategies)*
- ○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your Professional Learning Strategies*)

Would you like to upload or fill out the Sustainability Plan? (10 pts)

You have the option of either uploading your Sustainability Plan or entering it into a live textbox. Both options have a 600 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your Sustainability Plan the word length does include any charts or graphs embedded within the document.

This funding is designed to support existing programs as well as to encourage improvement in literacy in all students in the district. Sustainability of practices is vital to ensure that best practices become solid for both teachers and students. When considering purchases and implementation of professional learning, end of funds should be discussed. An example would be "how will new teachers be trained on programs once the Striving Reader funding ends?" A solid plan should be in place to continue the work beyond the funding.

- ○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your Sustainability Plan)*
- ○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your Sustainability Plan*)

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Would you like to upload or fill out the Budget Summary? (unscored)

You have the option of either uploading your Budget Summary or entering it into a live textbox. Both options have a 600 maximum word limit. Charts and graphs cannot be uploaded into the textboxes. Should you elect to upload your Budget Summary the word length does include any charts or graphs embedded within the document.

Each school application should have a budget summary in narrative form. The budget summary will highlight how the school/center plans to use their SRCL grant funds. The readers will have access to the budget summary so they can get a sense of the completed project. The budget summary will not be scored by readers. The budget summary will be reviewed by a committee of GaDOE staff including: Federal Program managers, Grants Accounting Personnel, SRCL program staff and a member of the Audit team.

Prepare a brief narrative informing the readers about the budget, what the LEA/agency or organization has determined as overarching needs.

- ○ Upload (*Clicking on "Upload" will cause a browser box to appear in to which you will upload your Budget Summary)*
- ○ Fill it out (*Clicking on "Fill it out" will cause a text box to appear in which you will type your Budget Summary*)

Completion of the Application

In order to ensure the reviewer has access to all of your documents, please select one of the following concerning how you chose to complete this application.

When given a choice between filling out a text box and uploading a document, I chose to

- ○ fill out the text boxes.
- ○ upload all documents.
- ○ fill out text boxes in some areas and upload documents in others.

Please provide the names of the primary authors of this grant application.

Please provide names, titles, email and contact numbers in the event program staff needs to contact you concerning this submission.

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