



Richard Woods, Georgia's School Superintendent  
*"Educating Georgia's Future"*

## Request for Application (RFA) Application Package

**2019-2020**

### **English Language Arts Summer Literacy Mini-Grant**

The English Language Arts Summer Literacy Mini-Grant is a discretionary grant program funded under Title IV, Part A through the Georgia Department of Education

**Deadline for Receipt of Application Package: January 24, 2020 at 5:00pm**

**Please print/save a copy of this document for your files.**

For grant and RFA questions, contact:

[summerlitgrant@doe.k12.ga.us](mailto:summerlitgrant@doe.k12.ga.us)

Issued by:

Georgia Department of Education  
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## Part I: GENERAL INFORMATION

### Introduction and Purpose

The Georgia Department of Education (GaDOE) has allocated Title IV, Part A funds for the **Summer Literacy** mini-grants which are GaDOE-administered, non-renewable, ten thousand-dollar grants used to start or supplement existing summer literacy learning opportunities and/or initiatives in rural parts of the state.

The purpose of the **Summer Literacy** mini-grant is to assist media specialists in rural schools and districts in creating, developing, and implementing summer learning initiatives that support literacy education and improve student outcomes in English Language Arts & Literacy. This Request for Application (RFA) is specifically for the implementation of new summer literacy opportunities or the expansion of existing literacy opportunities, during the summer, in rural Georgia. **Please note that the monies for this mini-grant MUST be utilized during the summer of 2020 (after the 2019-2020 school year ends and before the 2020-2021 school year begins).**

**Summer Literacy** mini-grants provide one-time funds to help media specialists provide summer learning opportunities in schools and systems that currently are unable to provide literacy experiences during the summer months. Successful proposals must demonstrate that the applicant will increase existing summer literacy learning and sustain literacy learning opportunities in future years. A maximum of 25 **Summer Literacy** mini-grants will be awarded for the summer of 2020 in the form of up to ten thousand-dollar grants.

The grant period for the **Summer Literacy Mini Grant** award is March 2020 through September 2020 and is subject to the continued availability of funds and the grantee meeting *all* requirements for other Title IV, Part A sponsored/funded competitive grants.

- All goods and services must be received, and purchases for this budget period must be allocated/encumbered by prior to the end of the summer activity or the beginning of the 2020-2021 school year (whichever occurs first).
- Programmatic implementation must be completed prior to the beginning of the 2020-2021 school year.

The GaDOE reserves the right to replicate, adapt, and publish materials developed with funding from the **Summer Literacy** mini-grants.

### Eligible Applicants

Eligible applicants must be media specialists in public school districts and eligible private schools in rural Georgia. For the purposes of this grant opportunity, a rural school district is defined as a district currently eligible for funding under the Federal Title V, Part B Rural Education Achievement Program. An updated list of eligible districts is included in Appendix C.

Previous Title IV, Part A Competitive Grant awardees (stART, E3) must have fulfilled all of the requirements under any received grant award to be eligible to apply for the **Summer Literacy** mini-grant. Applicant LEAs who have not met all requirements of any previously awarded

competitive grant funded through Title IV, Part A will be ineligible to receive the **Summer Literacy** mini-grant.

For the purposes of this RFA, a school district is defined as a local educational agency that serves students on multiple campuses. Eligible non-public school media specialists must apply through the public-school district where the grant funding will be awarded and administered.

K–12 public school districts, as well as eligible non-public schools located within the geographic boundaries of these public-school districts are eligible to apply for **Summer Literacy** grants. Multiple public school media specialists within a school district may apply and receive school-level **Summer Literacy** mini-grants through the district if the district does not submit a districtwide **Summer Literacy** mini-grant application.

It is the responsibility of the public-school district to contact all eligible non-public schools within the district’s boundaries to notify them of the availability of funding under the **Summer Literacy** mini-grant. The term “eligible non-public school” means a non-public elementary school or secondary school that has a current non-profit status and is accredited or licensed or otherwise operates in accordance with State law. Notification must include the application process as outlined in the Request for Application (RFA). A sample email/letter to a non-public school can be found in Appendix D.

## **Application Formatting and Submission**

This application information package was developed by the GaDOE and contains all the forms and instructions necessary for media specialists to apply for a **Summer Literacy** mini-grant. Please review the enclosed materials and carefully follow the instructions for completing the application. Before submitting the application, review the application requirements to ensure that all sections and documents are complete.

**The deadline for submission is January 24, 2020 at 5:00 PM.** The application must be submitted on or before the deadline at <https://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Grants.aspx> . No applications will be considered after the deadline.

The GaDOE is required to enforce the established submission deadline to ensure fairness to all applicants. **Faxed, emailed, or paper applications are not acceptable and will not be reviewed by the GaDOE.** Supplemental or revised application information, either from the applicant agency or other sources will not be accepted. An application package must contain every element intended to be submitted. No changes or additions to an application will be accepted once the application is submitted.

Applicants are strongly encouraged to submit only the requested information. Readers will have limited time to evaluate applications; and for that reason, their consideration of the application against the selection criteria will focus solely on the required sections of the application and the appendices.

## Timeline of Activities

Date *Date subject to change	Activity/Action
January 6, 2020	RFA released
January 24, 2020	Application Submission Deadline
March 2020	Notification of awards
March 2020	Funding period begins (Plan/submit/execute budgets)
Summer 2020 (After the 2019-2020 school year has ended)	Implement (Begin) Summer Literacy Program
Prior to beginning of 2020-2021 school year	Conclude implementation of Summer Literacy activities/programs
October 30, 2020	Deadline for final programmatic and financial reports

## Program Requirements

**Summer Literacy** mini-grant award projects must:

- increase access to summer literacy learning opportunities in an eligible rural Georgia school or district, including in an eligible non-public school within the district
- serve as a foundation to excellence in the prevention of academic gaps during the summer months and the growth of summer literacy learning opportunities in Georgia schools
- Be implemented as a part of a summer literacy learning experience during the summer of 2020. **Please note that the monies for this mini-grant MUST be utilized during the summer of 2020 (after the 2019-2020 school year ends and before the 2020-2021 school year begins).**

## Authorized Activities

**Summer Literacy** mini-grant applicants can use funds to achieve the following objectives:

- Plan, develop, **and** implement summer literacy learning opportunities in order to assist with the prevention of students losing academic gains made in the previous 2019-2020 school year, also known as the “summer slide”.
- Provide learning materials (may include materials, resources, contracted staff) that will allow students access to continued literacy development during summer 2020. Materials can be purchased prior to summer 2020 in order for students to access during summer 2020.
- Provide learning initiatives/activities that will allow students access to continued literacy development during summer 2020.
- **Summer Literacy** mini-grant funds are specifically designed for summer literacy learning opportunities that occur during summer 2020.
- **Summer Literacy** mini-grant example includes but is not limited to:

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- a. **Summer reading challenges** – genre book bags created for students and families to check out throughout the summer. These genre bags include at least 10 books from a specific genre (mystery, adventure, drama, etc.), activities to go along with the books, and all supplies (journal, bookmark, pen/pencil, etc.) needed to complete the activities.
- b. Mini-grant requests can also include ways to engage parents in summer activities.

## Unauthorized Activities

**Summer Literacy** mini-grant funds must supplement, not supplant, existing summer literacy learning. In other words, the funds may not be used to pay for existing levels of activities or services if the costs of those activities or services would have otherwise been paid with state or local funds in the absence of the grant funds.

**Summer Literacy** mini-grant funds may not be used for or to support:

- out-of-state activities and/or related travel, graduate-level courses, professional memberships, or activities that are not completed (or are encumbered) by prior to the beginning of the 2020-2021 school year.
- new construction or capital improvements to existing structures such as carpet and laminate coverings.
- the purchase of technology infrastructure (computers, printers, technology equipment).
- to purchase incentives such as food, toy prizes, treats, etc.
- field trips.
- transportation.

## Program Accountability and Monitoring

The GaDOE is responsible for monitoring the **Summer Literacy** mini-grant implementation in accordance with the following program accountability requirements:

- Each applicant receiving funding through this RFA meets the eligibility requirements for the grant described herein, and the applicant has provided all required assurances that it will comply with all program implementation and reporting requirements established through this RFA.
- Each applicant receiving funding through this RFA appropriately uses these funds as described in this application package.
- Each applicant implements activities funded through this application within the timeline in which the funds provided are to be used.

To fulfill its monitoring responsibilities, the GaDOE requires grantees to submit appropriate fiscal (completion report, detailed expenditure and applicable source documentation) and program documentation (programmatic reports as defined by GaDOE ELA Department) following guidance provided by the GaDOE program office.

## Reporting Requirements

All grantees will be required to submit documents reflecting programmatic implementation, monitoring and evaluation. Additionally, grantees will be expected to plan, submit and execute an approved budget via the Consolidation Application portal in an expeditious manner to ensure programmatic implementation can meet the grant’s time frame. GaDOE will closely monitor the draw of grants funds and may contact the LEA (Title IV, Part A and/or finance director) should questions arise. **An adequate draw rate is extremely important because the Summer Literacy mini-grant funds expire on September 30, 2020 and cannot be transferred or carried over to another fiscal year.**

The following documents will be required to be uploaded onto the INFORMATION tab of the grant via the Consolidation Application Portal. Contact the Title IV, Part A Program Manager at [dhatcher@doe.k12.ga](mailto:dhatcher@doe.k12.ga) if assistance is required.

Action/Document	Due Date	Consolidated Application Portal
Summer Literacy mini-grant budget	April 24, 2020	Submitted via Consolidated Application
Artifacts <ul style="list-style-type: none"> <li>LEAs self-selected effectiveness measurement tool/results</li> </ul>	October 30, 2020	Upload PDF of document to the INFORMATION tab of the Summer Literacy mini-grant budget. Documents to support expenditures to be maintained at LEA.
Final Project Evaluation (described below)	October 30, 2020	
Inventory Report (as applicable) as per <a href="#">Federal Programs Handbook</a>	October 30, 2020	
Detailed Expenditure Report(s)		
Completion Report	October 30, 2020	Submitted via Consolidated Application

## FINAL PROJECT EVALUATION REPORT

Districts and their schools receiving **Summer Literacy** mini-grant funds must document how the grant funding increased access to summer literacy learning. **Please note that site visits and check-ins will be conducted during the grant period by the GaDOE.**

The **FINAL PROJECT EVALUATION REPORT** must include *all* of the following:

- a. A one-page, double-spaced abstract summarizing the number of students, teachers, and greater learning community affected by the grant and the grant activities, including a list of accomplishments of the literacy initiative/activity supported by grant funding.
- b. A narrative that includes a clear explanation of:
  - how this mini-grant increased student access to summer literacy learning opportunities,
  - the extent to which the goals and objectives were achieved, and strategies were implemented,
  - the results and findings during the grant period, and

- an explanation of how grant activities will be institutionalized after the grant funding ends.
- c. Support materials that include:
  - an itemized report of expenditures aligned with the approved budget, including details and the benefit of each expenditure;
  - copies of the evaluation tools used to measure the goals and objectives;
  - copies of guides, printed resources, or other instructional materials developed as a part of the grant project;
  - Video or photographic evidence of new learning opportunities that can be used by GaDOE for future promotional materials for English Language Arts & Literacy education.

## Review and Selection Process

The GaDOE's Office of Teaching and Learning will conduct an initial review of all grant applications for completeness and compliance with application and eligibility guidelines. All required materials, including forms and appendices, must be submitted for the application to be considered complete and eligible for review. Only those applications that are received by the deadline and deemed complete by the program office will be forwarded for review and funding consideration.

Reviewers will use the scoring rubric included in this package to read and rate each application independently. Reviewers will be grouped in three groups of five and assigned applications to read. Each application will be reviewed and scored by the five assigned reviewers. After the reviewers have individually scored an application, the highest and lowest scores will be dropped, and the remaining scores will be averaged. A **Summer Literacy** mini-grant application can earn up to 100 points for an average score.

Applications recommended for funding will be rank ordered by averaged scores. Only those applications scoring 70 points or above will be forwarded to the State Board of Education for consideration, and only the 25 top ranked applications meeting the scoring criteria will be funded.

## PART II: APPLICATION COMPONENTS

### Application Guidelines

**Source of funds:** Title IV, Part A of the Every Student Succeeds Act of 2015 (ESSA)

**Purpose:** The purpose of this notification is to solicit applications from eligible rural LEAs statewide to ensure that each student has equal access to a well-rounded education that includes access to summer literacy learning.

**Eligibility:** Eligibility is limited to rural districts currently eligible for funding under the Federal Title V, Part B Rural Education Achievement Program. Districts must reach out to all non-

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public schools within their geographic boundaries to also inform and include them in this grant opportunity. A list of eligible districts is included in this application.

**Scoring:** The standard scoring criteria are based on a 100-point scale.

**Grant Period:** March 2020 to September 30, 2020.

**Proposal/Format:** Applications must be submitted to <https://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Grants.aspx> . **Paper, faxed, or emailed submissions will not be accepted.**

**Number and size of Awards:** Twenty-five (25) up to Ten Thousand Dollar Awards

### **Summer Literacy Mini-Grant Goals and Objectives**

The applicant must describe in detail the goals/objectives and the initiatives and activities planned for implementation and the personnel involved in performing the initiative/activity. The applicant must provide details as to the need for the initiative/activity, the expected outcomes, and a plan for sustainability.

#### **Summer Literacy Initiative/Activity Design (25 points)**

Fully describe the need for the **Summer Literacy** mini-grant funding requested.

Include the following information:

- Briefly summarize the needs, goal(s) and objectives, standards implementation, strategies and action steps/activities, and evaluation plans, including expected outcomes of the project.
- Title and description of proposed summer learning initiative/activity
- Location(s)
- Person(s) involved
- Total number of students, and/or participants
- Established strategy to implement summer initiative/activity for the school's media center.
- Challenges that the mini-grant helps to overcome
- What are the goals for the summer literacy initiative/activity described above? (Note: Goals should focus on how the opportunity will benefit students and increase summer literacy access)
- Identify and describe the tool and method for measuring the program's effectiveness.

#### **Student Impact and Accessibility (25 points)**

- How will the program decrease the "summer slide" and provide access to summer literacy educational opportunities?
- How will the applicant engage underserved students with this program? (Note: Underserved students are those groups that lack access to summer literacy educational opportunities because of any barrier, such as language,

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geography, economic status, physical ability, etc.)

### **Rigor (25 points)**

The primary goal of the proposed **summer literacy** mini-grant *must* be to improve access to literary educational opportunities during summer 2020.

- Evidence of best practices being utilized and developed
- Initiative/activity has evidence of multiple strengths
- Initiative/activity connects to the district strategic and/or consolidation plan

### **Sustainability (25 points)**

- To address sustainability of the proposed **Summer Literacy** mini-grant project beyond the grant period, the applicant should discuss how project activities will be institutionalized after the end of the grant period.
- Is the opportunity designed as part of a sustainable plan for the summer of 2020? How will the educational experience be funded and supported after the grant year is over?

### **Budget (0 points)**

The applicant must submit an appropriate budget. While the budget receives no points, an inaccurate, unreasonable, unjustified, or non-itemized budget will result in the application being excluded from consideration. The proposed budget must provide clear evidence (as justified by the articulated need and actionable steps) that the expenditures are appropriate and justified to support the strategies and action steps/activities.

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**PART III: APPENDICES**

**Appendix A – Scoring Rubric**

<b>Georgia Department of Education FY20 Summer Literacy Mini-Grant Grant Scoring Rubric</b>		
<b>Grant Evaluation Criterion</b>	<b>Available Points</b>	<b>Points Awarded</b>
<b>Previously awarded Title IV, Part A Competitive Grants</b>		
<b>NOT MET / MET / NA</b>		
(If NOT MET, no further review of the application is needed)		
<b>Criterion 1.</b>		
Summer Literacy Initiative/Activity Design	<b>25</b>	
<b>Criterion 2.</b>		
Student Impact and Accessibility	<b>25</b>	
<b>Criterion 3.</b>		
Rigor	<b>25</b>	
<b>Criterion 4.</b>		
Sustainability	<b>25</b>	
<b>Criterion 5.</b>		
Budget Narrative and Summary	<b>0</b>	
<b>Total Points Available</b>	<b>100</b>	

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### **Appendix B – Summer Literacy Mini-Grant Application Checklist**

Use the following checklist to ensure that you have included everything in your application.

- Criterion 1: Summer Literacy Initiative/Activity Design Narrative
- Criterion 2: Student Impact and Accessibility
- Criterion 3: Program Rigor
- Criterion 4: Sustainability
- Criterion 5: Budget Narrative and Summary

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### Appendix C – List of Eligible Districts for FY20

1. Appling County
2. Atkinson County
3. Bacon County
4. Baker County
5. Baldwin County
6. Banks County
7. Ben Hill County
8. Berrien County
9. Bleckley County
10. Brantley County
11. Brooks County
12. Bulloch County
13. Burke County
14. Butts County
15. Calhoun City
16. Calhoun County
17. Camden County
18. Candler County
19. Charlton County
20. Chattahoochee County
21. Chattooga County
22. Clay County
23. Clinch County
24. Coffee County
25. Colquitt County
26. Commerce City
27. Cook County
28. Crawford County
29. Crisp County
30. Decatur County
31. Dodge County
32. Dooly County
33. Dublin City
34. Early County
35. Echols County
36. Elbert County
37. Emanuel County
38. Evans County
39. Fannin County
40. Franklin County
41. Gilmer County
42. Glascock County
43. Grady County
44. Greene County
45. Hancock County
46. Haralson County
47. Hart County
48. Heard County
49. Irwin County
50. Jasper County
51. Jeff Davis County
52. Jefferson County
53. Jenkins County
54. Johnson County
55. Lamar County
56. Laurens County
57. Lincoln County
58. Long County
59. Macon County
60. Madison County
61. Marion County
62. McDuffie County
63. Meriwether County
64. Miller County
65. Mitchell County
66. Montgomery County
67. Oglethorpe County
68. Pataula Charter
69. Pelham City
70. Pierce County
71. Polk County
72. Pulaski County
73. Putnam County
74. Quitman County
75. Rabun County
76. Randolph County
77. Schley County
78. Scintilla Charter
79. Screven County
80. Seminole County
81. Southwest Georgia  
STEM
82. Stephens County
83. Stewart County
84. Sumter County
85. Talbot County
86. Taliaferro County
87. Tattnall County
88. Taylor County
89. Telfair County
90. Terrell County
91. Thomas County
92. Thomaston-Upson  
County
93. Thomasville City
94. Tift County
95. Toombs County
96. Towns County
97. Treutlen County
98. Trion City
99. Troup County
100. Turner County
101. Twiggs County
102. Union County
103. Vidalia City
104. Ware County
105. Warren County
106. Washington County
107. Wayne County
108. Webster County
109. Wheeler County
110. Wilcox County
111. Wilkes County
112. Wilkinson County
113. Worth County

## Appendix D – Sample Email to Non-Public Schools Regarding Summer Literacy mini-grant

Dear Private School Official:

The Georgia Department of Education (GaDOE), through its federal Title IV, Part A Student Support and Academic Enrichment program office, has informed the **INSERT** County School District of the creation and availability of discretionary **Summer Literacy** mini-grants, which are non-renewable, up to ten thousand-dollar grants to be used to start or supplement existing arts programs in rural parts of the state. The purpose of the **Summer Literacy** mini-grant is to assist media specialists in rural schools and districts in creating, developing, and implementing summer learning initiatives that support literacy education and improve student outcomes in English Language Arts & Literacy. This Request for Application (RFA) is specifically for the implementation of new summer literacy opportunities or the expansion of existing literacy opportunities, during the summer, in rural Georgia. **Please note that the monies for this mini-grant MUST be utilized during the summer of 2020 (after the 2019-2020 school year ends and before the 2020-2021 school year begins).** The RFA can be found at <https://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Grants.aspx>

As an eligible non-public school located within the geographic boundaries of the **INSERT** County School District, you are entitled to submit an application following the procedures defined in the RFA. Your application must be submitted to the GaDOE by the **INSERT** County School District where, if awarded, all grant funds will be maintained and administered.

If you are interested in submitting an application, please review the RFA and contact me directly to coordinate the submission of your application. Again, all applications must be submitted by the **INSERT** County School District on behalf of its schools, both public and non-public, and all awards will be made directly to the district.

Sincerely yours,

## Appendix E – Progress Check

### **Summer Literacy Mini-Grant Check-In**

Use these guiding questions as you plan, prepare, and implement your summer literacy initiative/activity. Please be prepared to discuss these answers in detail during your check-ins with the GaDOE. Also, be sure to include any artifacts that help support your answers.

#### **Beginning**

- ✓ **What pre-work must take place prior to implementing the summer 2020 literacy initiative/activity?**
- ✓ **When will you roll out the summer 2020 literacy initiative/activity?**
- ✓ **How will you roll out the summer 2020 literacy initiative/activity? Include action steps and a timeline.**

#### **Middle**

- ✓ **How is the summer 2020 literacy initiative/activity going?**
- ✓ **What's working? What's not working? How do you know?**
- ✓ **Is there anything that you can change now to make the initiative/activity better for the remainder of the summer?**

#### **End**

- ✓ **What went well? How do you know?**
- ✓ **What could have been done differently?**
- ✓ **How do you plan to continue this work? What are the steps and timeline moving forward?**

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### **Appendix F – Final Project Evaluation Report**

Make sure to complete answer all parts of each section. All sections are required.

#### **Part I: Abstract**

**The abstract should provide an overview of the grant’s impact. (1 double-spaced page)**

Summarize the number of students, teachers, and greater learning community members affected by the grant and grant activities.

Include a list of accomplishments of the summer literacy program supported by grant funding.

#### **Part II: Narrative**

**The narrative portion of this report should provide a clear description of the deeper workings of the grant.**

How did the mini-grant increase student access to summer literacy learning opportunities?

To what extent were the goals and objectives achieved and the strategies implemented?

Describe in detail the results and findings of the grant period.

How will grant activities be institutionalized after the grant?

[continued]

#### **Part III: Support Materials**

Attach all of the following:

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- an itemized report of expenditures aligned with the approved budget, including details and the benefit of the expenditure
- copies of the evaluation tools used to measure the goals and objectives
- copies of curriculum guides, printed resources, or other instructional materials developed as a part of the grant project
- video or photographic evidence of new learning opportunities that can be used by GaDOE for future promotional materials for English Language Arts & Literacy education.

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