

Montana Office of the
Commissioner of Higher Education

REQUEST FOR PROPOSALS

Improving Teacher Quality State Grants

Title II, Part A

No Child Left Behind Act of 2001 (NCLB Act)

Grant Period: May 1, 2017 – April, 30, 2018

Deadline for Proposals: 5:00 pm April 3, 2017

Via email to: titleIIgrantmanager@montana.edu

Year 2017 Awards

The total amount to be awarded for 2017 is \$85,000. The grant will be examined based on the quality of the proposals submitted, the collaboration among partners, scientifically-based research, measurable objectives and final negotiated budget amounts within the constraints of the total funds available. The grant year will run from May 1, 2017-April 30, 2018.

Eligibility

Any postsecondary institution(s) in Montana who is/are able to meet the grant requirements.

Priorities for Funding

The priority for this grant is to support programs that develop and support effective school leaders by providing accessible, research-based professional development, unique online resources as well as ongoing mentoring and support at little or no cost to school principals and superintendents.

Area of focus

Developing effective school leaders.

Grant Projects MUST:

In order to be eligible for the Improving Teacher Quality Grant provided by OCHE (the SAHE), a proposed grant project must achieve the following:

- Show evidence that it is research based.
- Develop and maintain a significant and equitable partnership involving at least:
 - One institution of higher education, including its school of education AND one school of arts and sciences;
 - One high needs school; and
 - School principals and superintendents from k-12 schools across Montana.

For detailed information on grant requirements and project development, please visit the Title II Improving Teacher Quality Grant Program website. <http://www2.ed.gov/programs/teacherqual/index.html>

Procedure for Submitting Proposals:

One (1) electronic copy of the complete proposal must be received by 5:00 pm on Monday, April 3, 2017. Please use the format provided in this document.

Proposals and all supporting materials **MUST** be emailed by **5:00 pm on April 3, 2017** to:

TitleIIGrantManager@montana.edu

Proposals from ineligible applicants and incomplete proposals or late submissions will not be reviewed.

Procedure for Awarding Funds

The narratives of proposals will be reviewed and rated by a selection committee comprised of individuals with system-wide perspectives on P-20 education and by the federal accountant. A score of up to 100 points may be earned by an applicant.

Final confirmation letters will be sent on or before May 1, 2017.

2017 Grant Timeline

April 3, 2017	Grant submission deadline
April 26, 2017	Formal notification of grant awards
May 1, 2017-April 30, 2018	Official funding period

Proposal Format and Content:

Each proposal must include the following parts:

- Part 1 Cover Page and Project Abstract
- Part 2 Narrative
- Part 3 Budget
- Part 4 Statement of Assurances (with signatures)
- Part 5 Collaborating School Districts (with signatures)

Part One: Cover Page and Project Abstract

Please fill in all requested information and furnish an abstract of the proposed project on the form provided. Abstracts should be a single paragraph, of no more than 150 words, summarizing the project's goals, objectives, activities, target population(s), and expected number of participants.

Part Two: Narrative

The narrative must include the following sections:

Identification of local need (20 points)

- Explain the need for the project and how effective induction, mentoring and support of school principals and superintendents will impact:
 - student academic success and achievement;
 - principal and superintendent retention; and
 - teacher retention.

Goal of the project (10 points)

- Describe how the project will initially deliver and continue to provide sustainable education infrastructure to deliver professional development, mentoring and support to school principals and superintendents.

Description of project (30 points)

- Describe the proposed project, number of principals and superintendents participants served. Include anticipated timelines. Project description should relate to the stated goals.
- Please ensure that the description addresses the following:
 - Types of mentoring, support, professional development and unique online resources that will be sustainable after the project's completion;
 - The schedule and time allotted for those activities;

- Number of school principals and superintendents served;
- Number of credit hours per participant, number of contact hours per principal/superintendent;
- The responsible instructional staff;
- A description of follow-up or ongoing activities;
- A plan for recruiting principals and superintendents, specify strategies to ensure participation of principals and superintendents of rural, underserved and underrepresented population;
- A dissemination plan for how information about the project will be shared with other principals, superintendents and teachers within the participants' school(s), with other schools within the local school district(s), and among school districts.

Evaluation plan (10 points)

- Each proposal must have a formal evaluation plan that:
 - Adequately measures achievement of program goals and effectiveness of activities;
 - Is rigorous and comprehensive in its identification of outcomes and in its objective determination of the project's effectiveness in developing effective school leaders.

Role of key project personnel (10 points)

- Describe the respective roles of each project director and identify other key personnel (including instructional staff and mentors) who will carry out project activities:
 - Specify the time commitment of each to this project and to other duties, in terms of percentage of time.
 - Include any special qualifications or experience in providing professional development activities.

Budget narrative by partners (20 points)

- As the final section of the Proposal Narrative, a detailed budget narrative by partners must be provided relating expenditures to program objectives.
- Description of activity costs including expenses such as travel logistics, materials, and contracted services.
- Proposed date/location of activities.

Part Three: Budget by Partnership

A) Costs for School of Education

Personnel Services		Cost Basis (salary, wage, item cost)	Formula (.x FTE or # of hours = amount)	Budgeted Amount
1	Salaries (Names:)			
2	Hourly Wages			
3	Employee Benefits			
4	Total Personnel Services			0
Operating Expenses				
5	Contracted/Prof Services			
6	Stipends			
7	Materials and Supplies			
8	Communications			
9	Employee Travel			

10	Other (Specify)		
11	Total Operating Expenses		0
12	Total Direct Costs (Lines 4+11)		0
13	Indirect Costs (<8%)		
14	Total for School of Education		0

B) Costs for College of Arts and Sciences

Personnel Services		Cost Basis (salary, wage, item cost)	Formula (.x FTE or # of hours = amount)	
1	Salaries (Names:)			
2	Hourly Wages			
3	Employee Benefits			
4	Total Personnel Services			0
Operating Expenses				
5	Contracted/Prof Services			
6	Stipends			
7	Materials and Supplies			
8	Communications			
9	Employee Travel			
10	Other (Specify)			
11	Total Operating Expenses			0
12	Total Direct Costs (Lines 4+11)			0
13	Indirect Costs (<8%)			
14	Total for College of Arts and Sciences			0

C) Costs for LEA

Participant Costs		Cost Basis (salary, wage, item cost)	Formula (.x FTE or # of hours = amount)	Budgeted Amount
1	Contracts (Names:)			
2	Stipends/Substitutes			
3	Materials and Supplies			
4	Communications			
5	Non Employee Travel			
6	College Credits/Tuition			
7	Other (Specify)			
8	Total Budget for LEA			0

D) Costs for Additional Partner(s)

Participant Costs		Cost Basis (salary, wage, item cost)	Formula (.x FTE or # of hours = amount)	Budgeted Amount
1	Contracts (Names:)			
2	Stipends/Substitutes			
3	Materials and Supplies			
4	Communications			
5	Non Employee Travel			
6	College Credits/Tuition			
7	Other (Specify)			
8	Total Budget for Partner Schools			0

A)	Total for School of Education (not to exceed 50%) Line A14	#DIV/0!	0
B)	Total for College of Arts and Sciences (not to exceed 50%) Line B14	#DIV/0!	0
C)	Total for LEA (not to exceed 50%) Line C8	#DIV/0!	0
D)	Total for Additional Partner (not to exceed 50%) Line D5	#DIV/0!	0

Part Four: Statement of Assurances (with signatures)

- Include a copy of the signed form with your grant application as assurance that the grant recipient shall adhere to all policies and procedures therein stated. Must be signed by the institutions fiscal department.

Part Five: Collaborating School Districts (with signatures)

- Include signed letters of support from collaborating school districts that will be partners in or supported by the project.

Title II Grant Application Forms

Please utilize the included forms for submitting your Title II grant application

PART 1: COVER PAGE AND ABSTRACT

1. Project title (maximum eight words):	
2. Institution of higher ed. (or nonprofit organization):	
Academic department: Address: City: State: Zip:	
3. Principal Investigator (s): (please list supporting program staff below PI)	
Name	Telephone (work)
E-mail	
1.	
2.	
4. Mailing address of principal project director (if different from above):	5. Core content area(s): Grade level(s): Other: Number of participants:
6. Targeted courses to be developed:	7. List names of all collaborating school districts:
8. Proposed funding:	9. Fiscal or grant administrator responsible for grant:
A. Title II-A Grant \$ B. Institution of higher ed. or nonprofit org. \$ C. Collaborating school districts \$ D. Other \$ TOTAL \$	Name: Title: Telephone:
Abstract: (150 words or less)	
PI Signature	CAO Signature

PART 2: NARRATIVE

Please address the following completely and concisely in up to 2 pages for each section (total pages not to exceed 12) typed double spaced with 10 or 12 font.

- Identification of local need (20 points)
- Goal of the project (10 points)
- Description of project (30 points)
- Evaluation plan (10 points)
- Role of key project personnel (10 points)
- Partnership Budget narrative (20 points)

PART 3: BUDGET BY PARTNERSHIP

Federal regulations require that no one partner receive (i.e. benefit from) more than 50% of the grant funds.

The Allocation of Benefit by Partner form ensures that the grant monies received are dispersed equitably among the grant project partners. This form is not a budget form. Your accounting system will most likely reflect a different method of handling the actual funds. For example, money that is used to pay for principal/superintendent stipends should be listed under that school district on this form. In your accountant's budgeting system, this expenditure would most likely fall under your college's expenses.

PART 4: STATEMENT OF ASSURANCES

MUST COMPLY WITH COST PRINCIPALS OUTLINED IN: PART 200-UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS.

Ensure equitable participation of personnel from nonpublic (private) schools to the extent feasible.

Institution/Organization

Name (Typed)

Title (Typed)

Signature _____

PART 5: Collaborating School Districts

Insert signed letters of collaboration from school districts benefiting from grant activities.

Number of k-12 districts served: _____

Number of schools served: _____

Number of k-12 principals/superintendents served: _____

Number of postsecondary faculty involved: _____

