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Grant Information and Guidance for Applicants:

FY2010 Project Lead the Way Middle School Competitive Grant Application

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GRANT INFORMATION

AUTHORIZING LEGISLATION

Proposed in the FY2010-FY2011 State Biennium Budget: Funds in each fiscal year shall be used for Project Lead The Way leadership and management oversight and initial and continuing support of Project Lead The Way workforce development programs in participating school districts. PLTW is a program that supports students interested in pursuing STEM professions and stimulates growth of career pathways that meet business and industry workforce needs.

PURPOSE

To provide initial support to middle schools implementing Project Lead the Way (PLTW) Gateway to Technology (GTT) programs in compliance with the requirements of national PLTW and the Ohio Department of Education.

ELIGIBILITY

Any Ohio public middle school implementing PLTW Gateway to Technology (GTT) in compliance with the national PLTW guidelines is eligible to apply.

a. *Applicants must not be directly receiving any other Office of Career-Technical Education (CTE) administered grant monies to support the proposed strategy.*
b. *For further information, keyword search: CTAE Fact Sheets at www.education.ohio.gov*

AWARD AMOUNT

Grant awards will not exceed $10,000 per recipient.

GOAL

Implement PLTW Gateway to Technology program of rigorous academics and high technology for middle school students.

CONDITIONS

- Ensure that students are enrolled in appropriate and rigorous mathematics and science courses to support the PLTW curriculum.
- Maintain a signed School District Agreement with PLTW and meet all requirements.

- Maintain software licenses and purchase necessary equipment in order to offer the PLTW curriculum.
- Participate in required teacher training necessary to offer the PLTW curriculum.
- Participate in guidance counselor professional development.
- Participate in a site visit after the first year of offering a PLTW course.
- Participate in data collection per the PLTW Ohio data collection system
- Collaborate with PLTW Ohio in development of implementation plan.

FUNDING APPLICATION

There are two interconnecting parts to the Project Lead the Way Middle School Competitive Grant Application for FY2010:

- the **Planning Tool (PT)** of the Comprehensive Continuous Improvement Planning (CCIP)
- the Project Lead the Way Middle School **Funding Application (FA)**

Applicants should pay attention to the locations for particular information as described under each subtopic below. Be particularly aware that (1) the Needs Assessment in the Funding Application differs from the Needs Assessment in the Planning Tool. Only the Needs Assessment of the Funding Application will be used in evaluating this grant application. (2) At times while writing in the Planning Tool side of the application, the applicant must designate to which competitive grant program the information links (i.e., Fiscal Resource, Grant Relationship).

NOTE: To log in to the CCIP system, you must have a SAFE account that is associated with a CCIP role in OEDS-R.

In order to access the Project Lead the Way Middle School Funding Applications, log into the CCIP system, go to "Search" in the left-hand menu and select "Organizations." Enter district name or IRN in the search box, click "Search" and select district from the results. This takes you to the *CCIP Home* page. Go to "Funding" in the left-hand menu and select "Funding Application." Select "2010" from the drop-down menu. Under "Competitive Funding Application," click on "Project Lead the Way." This takes you to the *Sections* page for the Project Lead the Way Funding Applications. Select "Draft Started" at the top of the screen next to *Change Status To* if not done so already. In the drop-down box below "PLTW- Middle School", select "Add Grant Application." Select the Building in your District where the grant will be implemented and click "Confirm." If you are applying for multiple Buildings, you will need to complete a Funding Application for each Building. To work on a Section of the Funding Application (Budget, Application, Contacts), select the appropriate Building from the drop-down list and click on the name of the page. To navigate between sections of the application, use the "Go To" button and select the page you wish to view.

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BUDGET SECTION

From the *Sections* page of the Project Lead the Way Middle School Funding Application, select the Building and click on "Budget." Grant Awards are not to exceed $10,000 per Building.

Enter the proposed expenditures in the cells of the budget grid under the appropriate purpose and object codes found in the Uniform School Accounting System Manual located at http://www.auditor.state.oh.us (search for the words *Uniform School Accounting System Manual* and click on the link to the PDF document).

Allowable Expenditures

The following list identifies key allowable costs:

- These grant funds may not be used to supplant other funds.
- No teacher stipends may be paid from these funds.
- Equipment costs, including the required teacher laptop, must be directly related to the implementation of PLTW and are subject to ODE approval at the time of the grant award.
- Teacher training (Summer Training Institute) fees, travel, meals and lodging are allowable expenditures.
- No administrative and/or indirect costs are permitted.
- Instructional materials, including software, are allowable.
- No costs for food or beverage are allowed, unless such costs are included in an allowable travel reimbursement.

APPLICATION SECTION

From the Sections page of the Project Lead the Way Middle School Funding Application, select the Building and click on "Application."

Guidance for <u>Needs Assessment</u> (different than Needs Assessment in Planning Tool)

Item 1: Enter the number of participating students in the appropriate box.
Item 2: Check the boxes next to all applicable statements. *NOTE: Each statement represents a required condition of the grant award.*

Guidance for <u>Integration into the Continuous Improvement Plan</u>

Describe how implementation of Project Lead The Way will help meet building and district improvement plan goals

Guidance for <u>Capacity to Implement</u>

Describe how project conditions will be met.

Guidance for Goals and Strategies (This section will also include Action Steps)

IMPORTANT BACKGROUND INFORMATION: Districts/agencies who receive funding from ODE should have goals, strategies, and action steps recorded in the Planning Tool portion of the Comprehensive Continuous Improvement Plan (CCIP) electronic system. Each goal in the CCIP is connected to a fiscal resource(s) to support the achievement of academic success of children served by the district/agency.

To complete the Funding Application's "Goals and Strategies" section for Project Lead the Way, the applicant must use the Planning Tool of the CCIP. **Follow the steps below to access the Planning Tool (PT) and to enter required goals, strategies, and action steps that will link to the Project Lead the Way Middle School Funding Application (FA).**

NOTE: The Goal, Strategy, and Action Step information is written in the Planning Tool side of the application, but will be used to evaluate the program-specific Funding Application. If the following steps are done correctly, all Goals, Strategies and Action Steps related to Project Lead the Way at the District/Agency Level and at the Building Level will appear in the Funding Application and will be seen when the Funding Application is printed. Since Project Lead the Way grants are awarded at the Building Level, the Planning Tool section needs to be addressed in both the District/Agency Plan and the School Building Plan.

Writing Goals, Strategies, and Action Steps

STEP 1: After logging into the CCIP system, go to "Search" in the left-hand menu and select "Organizations." Enter district name or IRN in the search box, click "Search" and select district from the results. This takes you to the *CCIP Home* page. Go to "Planning" in the left-hand menu and select "Planning Tool." This takes you to the *Planning Tool* page. Select "2010" from the drop down list. If a 2010 Plan has not yet been created, click the link "Create a copy of your 2009 District/Agency Plan for 2010" and select "Confirm."

STEP 2: Click on "District/Agency" to go to the *Plan Overview* page. Once on this page, the applicant can review and/or enter information related to goals, strategies and action steps. **Do not erase or change other programs' work within the Planning Tool. Work only with Project Lead the Way-specific items.**

STEP 3: To review the Goals (G), Strategies (S) and Action Steps (AS) already in the District/Agency plan, click on the plus-sign boxes next to each item in order to expand that item. Applicants should look in the Planning Tool for existing Goals, Strategies and Action Steps that align with the Project Lead the Way grant or create new ones by

selecting "Create Goal," "Create Strategy," or "Create Action Step" as appropriate and complete the relevant information. When creating a new Action Step, check the "Add to Action Step Bank" box. This will allow you to select the Action Step in the Building Plan.

STEP 4: Identified or created Goals must be linked to the appropriate Project Lead the Way Funding Application as Fiscal Resources. Expand the Fiscal Resource item under the identified Goal and click on "Create Fiscal Resource." Select "Project Lead The Way" from the Funding Application drop-down, select "PLTW Middle School" from the Grant drop-down, and enter the grant amount in the 2010 text box. Click "Save" to return to the Plan.

NOTE: If the appropriate Project Lead the Way Funding Application does not appear in the drop-down box, then it has already been added as a Fiscal Resource. Return to the Plan and click on the Funding Application name under the Fiscal Resources heading to modify amounts as needed. The grant amount entered should be the total of all the Building applications for the "Project Lead the Way Middle School" Funding Application for your District.

STEP 5: Identified or created Action Steps must be linked to the appropriate Project Lead the Way Funding Application through Grant Relationships. Expand the identified Action Step and select "Create Grant Relationship." Select "Project Lead The Way" from the Funding Application drop-down and select "PLTW Middle School" from the Grant drop-down. Click "Save" to return to the Plan.

NOTE: If the appropriate Project Lead the Way Funding Application does not appear in the drop-down box, then it has already been added as a Grant Relationship.

STEP 6: Return to the *Planning Tool* page. In the drop-down box next to "School," select the Building for which you are applying for a Project Lead the Way grant. After selecting the Building in the drop-down box, click on "School." This will take you to the *Plan Overview* page for the specific Building Plan. All Goals, Strategies and Fiscal Resources from the District/Agency Plan will appear in the Building Plan, but Action Steps and Grant Relationship will not. Expand the Goals and Strategies that are linked to the appropriate Project Lead the Way Funding Application in the District/Agency Plan. Under the appropriate Strategies, identify or create new Action Steps that align with the appropriate Project Lead the Way Funding Application. To create a new Action Step, click on "Create Action Step." Action Steps at the Building Level are selected from a drop-down box of Recommended Action Steps. In order for an Action Step to be in the drop-down box, the "Add to Action Step Bank" box must have been checked in the District/Agency Plan when the Action Step was created.

STEP 7: Identified or created Action Steps in the Building Plan must also be linked to the appropriate Project Lead the Way Funding Application through Grant Relationships. Expand the identified Action Step and select "Create Grant Relationship." Select "Project Lead The Way" from the Funding Application drop-down and select "PLTW Middle School" from the Grant drop-down. Click "Save" to return to the Plan. Repeat steps 5 and 6 for each Building in your District that is applying for a "Project Lead the Way Middle School" grant.

NOTE: If the appropriate Project Lead the Way Funding Application does not appear in the drop-down box, then it has already been added as a Grant Relationship.

Guidance for Budget/Allocation of Resources/Costs/Budget Integration

Provide a brief breakdown of specific expenditures using purpose and object codes. See the *Budget Section* of this document for detailed expenditure guidance

Guidance for Timeline

Describe the timeline for project implementation.

Guidance for the Continuation Plan

Describe how the project will continue to be funded in the event of a loss or reduction in state funding.

Guidance for Project Lead the Way Grant Specific Questions

Item 1: Describe your program delivery model.

Item 2: Indicate by checking the box that the district has collaborated with national PLTW and/or the Ohio Department of Education in the development of the implementation plan. *NOTE: Collaboration with national PLTW and/or the Ohio Department of Education is required for grant award.*

CONTACTS SECTION

From the *Sections* page of the Project Lead the Way Middle School Funding Application, click on "Contacts." Select a district contact for the Project Lead the Way Funding Application from the drop-down menu.

NOTE: Contact information in the CCIP is from the Ohio Educational Directory System Redesign (OEDS-R). Make sure contact information for the selected contact is accurate in OEDS-R. In order for a contact to appear in the drop-down box, that contact must have a SAFE account that is linked to a CCIP role in OEDS-R.

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SUBMISSION

Once all sections of each of the Project Lead The Way Funding Applications are complete, change the status to "Draft Completed." In order for the funding application to be considered, the status must be changed to "Fiscal Representative Approved" and finally to "Authorized Representative Approved" by the close date of the Competitive Grant Application.

ADDITIONAL INFORMATION

RESOURCES

For additional information on the CCIP, go to the "Competitive Funding Application" section of the Document Library and expand the "Using the CCIP Site (Navigating, Passwords, and Help)" option to see a list of documents.

OHIO DEPARTMENT OF EDUCATION CONTACTS

For questions regarding the Project Lead the Way program (goals, eligibility, activities, expenditures), please contact Kathy Sommers, Assistant Director, at 614-644-6758 or kathy.sommers@ode.state.oh.us.

For questions and/or assistance in completing the FY2010 Project Lead the Way Competitive Grant Application in the CCIP, please contact Katie Beard at 614-466-2902 or kathleen.beard@ode.state.oh.us.

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