



**FISCAL YEAR 2024**

**PRIORITIZED ASPIRING EDUCATOR GRANTS**

**Deadline for Proposals: October 27, 2023**

**[Contact information:]**

Ms. Shawna LeBlond, Grants Manager  
Office of Licensure and School Leadership  
Department of Teacher Education and Licensure  
Virginia Department of Education

**[Physical Address:]**

James Monroe Building – 24<sup>th</sup> Floor  
101 North 14<sup>th</sup> Street  
Richmond, Virginia 23219  
Email: [Shawna.LeBlond@doe.virginia.gov](mailto:Shawna.LeBlond@doe.virginia.gov)  
Telephone: (804) 692-0172

# VIRGINIA DEPARTMENT OF EDUCATION COMPETITIVE GRANT APPLICATION PACKET

**Issue Date:** September 26, 2023

**Title:** Prioritized Aspiring Educator Grants

**Issuing Agency:**

**Physical Address:**  
Virginia Department of Education  
Department of Teacher Education and Licensure  
James Monroe Building – 24<sup>th</sup> Floor  
101 North 14<sup>th</sup> Street  
Richmond, Virginia 23219

**Mailing Address:**  
Virginia Department of Education  
Department of Teacher Education and Licensure  
PO Box 2120  
Richmond, Virginia 23218-2120

**Issued to:** School divisions, teacher preparation programs in public institutions of higher education or nonprofit organizations in all regions of the state may apply.

In the selection process, the Virginia Department of Education may consider the geographic distribution of grant recipients.

**Purpose of Grant:** To subsidize test fees and the cost of tutoring for provisionally licensed minority teachers seeking full licensure in Virginia.

**Funding Authority:** Virginia General Assembly

**Amount of Grant:** Grant Awards may be up to \$10,000.  
(Grant awards are subject to available funding.)

**Grant Period:** July 1, 2023 – June 30, 2024

**Application Submission Deadline:** 4 p.m., October 27, 2023

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## **SUBMISSION OF GRANT PROPOSAL:**

In order to be considered for selection, applicants must submit a complete response. The application must be submitted via email to Shawna LeBlond at [Shawna.LeBlond@doe.virginia.gov](mailto:Shawna.LeBlond@doe.virginia.gov). **(The subject line in the email should read, Prioritized Aspiring Educator Grants** Please note: The application must be received by the Department of Teacher Education and Licensure, Virginia Department of Education, **no later than 4 p.m., Eastern Daylight Time, on October 27, 2023**. Proposals received after the deadline will not be accepted unless the deadline is modified by addendum to the Request for Proposals.

Please direct all inquiries, questions, and requests for information to Shawna LeBlond, Grants Manager, at (804) 692-0172 or [Shawna.LeBlond@doe.virginia.gov](mailto:Shawna.LeBlond@doe.virginia.gov).

**Note: The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.**

# **COMPETITIVE GRANT REQUIREMENTS**

## I. PURPOSE AND BACKGROUND

In the [2023 Appropriation Act](#), Item 136, Paragraph Y, the General Assembly appropriated \$50,000 for the grant awards. The appropriation language reads as follows:

*Y. Out of this appropriation, \$50,000 the first year and \$50,000 the second year from the general fund is provided for praxis assistance and Virginia Communication and Literacy Assessment assistance for provisionally licensed minority teachers seeking full licensure in Virginia. Grants of up to \$10,000 shall be awarded to school divisions, teacher preparation programs, or nonprofit organizations in all regions of the state to subsidize test fees and the cost of tutoring for provisionally licensed minority teachers seeking full licensure in Virginia.*

The Virginia Department of Education (VDOE) is seeking grant proposals, for up to \$10,000, to provide Praxis assistance and Virginia Communication and Literacy Assessment (VCLA) assistance for provisionally licensed minority teachers seeking full licensure in Virginia. School divisions, teacher preparation programs in public institutions of higher education, or nonprofit organizations in all regions of the state may apply. The grant awards are to subsidize test fees and the cost of tutoring for provisionally licensed minority teachers seeking full licensure in Virginia.

The Board of Education prescribed Praxis and VCLA assessments for initial licensure, unless otherwise exempted, are as follows. For additional information, refer to the [licensure page](#) on the Virginia Department of Education's website.

### COMMUNICATION AND LITERACY ASSESSMENT

#### Virginia Communication and Literacy Assessment

##### CONTENT ASSESSMENTS

##### Praxis Subject Assessments (if applicable)

##### **READING ASSESSMENT [Required for the specific endorsement areas listed below.]**

**Praxis Teaching Reading: Elementary (5205)** -- A reading assessment is required for individuals seeking initial licensure in any of the following endorsements (teaching areas): Early/Primary Education preK-3, Elementary Education preK-6, Special Education-General Curriculum K-12, Special Education Hearing Impairments, and Special Education Visual Impairments. [This assessment also may apply to those individuals with endorsements in Special Education-Emotional Disturbances, Special Education-Specific Learning Disabilities, and Special Education-Intellectual Disabilities who were advised under previous regulations to meet this assessment requirement for full licensure.]

## II. STATEMENT OF NEEDS

### Applicant's Proposal:

Proposals shall:

1. Provide a detailed description, including delivery and a timeline, of the assistance (test fees and cost of tutoring) to be provided to provisionally licensed minority teachers. Include a detailed description of the assistance to be provided, how teachers will be identified and notified, and teachers' access to the assistance.
2. Describe the number of provisionally licensed minority teachers to receive assistance, where they are currently employed as teachers, and the type of assistance each will receive.
3. List all grant partners and describe their roles in the grant.
4. Include (1) a detailed budget narrative and (2) budget summary form. Grant requests may be up to \$10,000. Following the grant application review, applicants may be contacted by Department staff to discuss any modifications of the budget that may be required based on the availability of funding.
5. Proposals must include an evaluation plan that, at a minimum, assesses:
  - i. The effectiveness of the program in meeting the stated goals and objectives;
  - ii. The success of identifying and recruiting minority candidates to work in a high-needs school environment;
  - iii. The effectiveness of any identified partnerships;
  - iv. The perceptions of the program's success by participants and partners.
  - v. Please include in the evaluation plan how the school division collects, or plans to collect, information to organize meaningful data to inform the program of its effectiveness and how such information will be used for continuous program and partnership improvement.

**A midterm report will be due March 1, 2024. A final report of the grant and how it met goals and objectives, including data, must be submitted by July 14, 2024, to the Virginia Department of Education by grant recipients. The format of the final report will be provided by the Virginia Department of Education. School divisions will be responsible for submitting supporting documentation such as invoices, score reports, etc. with these reports.**

## III. SPECIFIC PROPOSAL INSTRUCTIONS

1. School division proposals shall be signed by the division superintendent; college and university proposals shall be signed by the dean/chair of the school/department of education; and nonprofit proposals shall be signed by the chief management officer. All information requested should be submitted. Failure to submit all information requested may result in the Virginia Department of Education requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.

Proposals which are substantially incomplete or lack key information may be rejected by the Virginia Department of Education.

2. Proposals should be organized in the order in which the requirements are presented in the application, beginning with the cover page. The Application Cover Page and Assurances Form are provided in Appendix A. The Assurances page must follow the cover page as the second page of the application. Next, the proposal must address each of the requirements listed in the STATEMENT OF NEEDS.

All pages of the proposal should be numbered. The proposal should contain a table of contents. Information which the applicant desires to present that does not fall within any of the requirements of the application should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the application requirements are specifically addressed.

3. Proposals should be as thorough and detailed as possible so that the Virginia Department of Education may properly evaluate the applicant's capabilities to meet the requirements of the grant. Submission guidelines are as follows:
  - Applicants are required to return an Application Cover Page (page 1 of the application) followed by the Assurances (page 2 of the application), as well as the statement of needs (including the narrative budget, and Budget Summary form).
  - Applications must be submitted via email to Shawna LeBlond, Grants Manager at [Shawna.LeBlond@doe.virginia.gov](mailto:Shawna.LeBlond@doe.virginia.gov) by 4 p.m. on October 27, 2023.
  - Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the grant. Emphasis should be placed on completeness and clarity of content.
  - Applications should be typed on with a one-inch margin on all sides, and a standard 12-point font, such as Times New Roman or Arial, should be used for the proposal and any appendices.
  - Boldface type, underlining, and italics may be used. However, do not use color text.
  - Page numbers should be noted on each page. Start with page one and number the pages consecutively throughout the document.
  - Reliance on the use of and reference to appended materials is discouraged. If appended materials are required, these should be kept to a minimum.
4. Ownership of all data, materials, and documentation originated and prepared for the Virginia Department of Education pursuant to the application shall belong exclusively

to the Virginia Department of Education and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*.

#### IV. EVALUATION AND AWARD CRITERIA

- A. Review Process: As proposals are received at the Department, they will be reviewed by staff for completeness. If, in the judgment of the Department, a proposal is late or significantly incomplete, the proposal will be omitted from the competition. The decision of the Department is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

A review panel will evaluate eligible applications based on the required application components and the established criteria. The review panel will review each eligible application and make recommendations to the Virginia Department of Education in the areas of program, budget, and efficacy. The review panel's scores and recommendations will be a primary determinant of successful proposals and will form the basis for negotiation and final selection. The Virginia Department of Education may consider the geographic distribution in making the competitive grant awards. Following the review, applicants may be contacted by Department staff to discuss any modifications of the application that may be required.

Decisions about award amounts take into consideration a number of factors including the amount of available funds, the number of applications recommended for funding, and the amounts requested in the recommended applications. In the event that the total amount requested in the applications recommended for funding exceeds the total amount of available funding, awards will be adjusted to accommodate the difference.

- B. Proposals will be evaluated by the Virginia Department of Education using the following criteria. **[Refer to the Statement of Needs for additional criteria on which proposals will be evaluated.]**

The maximum number of points that an application can receive is 100 based on the following distribution.



<b>ITEM</b>	<b>AWARD CRITERIA</b>  <i>[Refer to the corresponding item number in the Statement of Needs section for additional criteria on which proposals will be evaluated.]</i>	<b>POINT VALUE</b>
1.	<b>Description of the Program</b>  Points will be awarded for: <ul style="list-style-type: none"> <li>● The type, quality, and delivery of the assistance (test fees and cost of tutoring) to be provided to provisionally licensed minority teachers</li> <li>● Accessibility of assistance to teachers</li> <li>● Process to pay test fees</li> <li>● Timeline to deliver support to the teachers</li> </ul>	20
2.	<b>Number of Teachers</b>  Points will be awarded for: <ul style="list-style-type: none"> <li>● The number of provisionally licensed minority teachers to be supported</li> </ul>	20
3.	<b>Partnerships</b>  Points will be awarded for: <ul style="list-style-type: none"> <li>● Partnerships to provide support for teachers</li> </ul>	10
4.	<b>Comprehensive Evaluation Plan</b>  Points will be awarded for: <ul style="list-style-type: none"> <li>● The description of how data will be collected and reported to demonstrate the grant’s achievement of its goals and objectives</li> </ul>	20
5.	<b>Budget</b>  Points will be awarded for: <ul style="list-style-type: none"> <li>● The description of the budget and the efficient use of the funds to provide support for teachers</li> </ul> Please include any in-kind contributions (even though not a requirement of the grant).	30
	<b>Total</b>	<b>100</b>

## **APPENDICES**

<p><b>VIRGINIA DEPARTMENT OF EDUCATION</b>  <b>Department of Teacher Education and Licensure</b></p>	
<p><u>Mailing Address</u>                  Shawna LeBlond                  Grants Manager                  Teacher Education and Licensure                  Department of Education                  James Monroe Building, 24<sup>th</sup> Floor                  101 North 14<sup>th</sup> Street                  Richmond, Virginia 23219-3684</p>	<p><u>Email and Phone</u>  <a href="mailto:Shawna.LeBlond@doe.virginia.gov">Shawna.LeBlond@doe.virginia.gov</a>                  804-692-0172</p>

**PRIORITIZED ASPIRING EDUCATOR GRANTS**

*Fiscal Year 2024*

**Application Cover Page and Assurances**

<p><b>Name of Applicant (Entity)</b></p> <p><b>Address</b></p> <p><b>Name of Grant Contact:</b></p> <p><b>Title:</b></p> <p><b>Address:</b></p> <p><b>Telephone:</b></p> <p><b>Email:</b></p>
<p><b>Total State Funding Amount Requested:</b> \$ _____ [up to \$10,000]</p>

<p><b>Certification:</b>                  I certify to the best of my knowledge that the information in this application is correct, that the filing of this application is duly authorized, and that this organization will comply with the attached Statement of Assurances.</p>	
<p>_____                  Typed or Printed Name of Division Superintendent, College or University Dean, or Chief Management Officer</p>	<p>_____                  Title</p>
<p>_____                  Signature of Division Superintendent, College or University Dean, or Chief Management Officer</p>	<p>_____                  Date</p>

**VIRGINIA DEPARTMENT OF EDUCATION**  
**Department of Teacher Education and Licensure**

Mailing Address

Shawna LeBlond  
Grants Manager  
Teacher Education and Licensure  
Department of Education  
James Monroe Building, 24<sup>th</sup> Floor  
101 North 14<sup>th</sup> Street  
Richmond, Virginia 23219-3684

Email and Phone

[Shawna.LeBlond@doe.virginia.gov](mailto:Shawna.LeBlond@doe.virginia.gov)  
804-692-0172

**PRIORITIZED ASPIRING EDUCATOR GRANTS**

*Fiscal Year 2024*

**Statement of Assurances**

Should an award of state funds be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Virginia Department of Education that the authorized official will:

1. Conduct activities funded by this project in compliance with laws, regulations, and grant criteria;
2. Use grant funds to supplement and not supplant funds;
3. Protect confidential personally identifiable information associated with the grant in accordance with federal law and the *Code of Virginia*. Grantees that utilize, access, or store personally identifiable information as part of the performance of this grant are required to safeguard this information and immediately notify the Virginia Department of Education of any breach or suspected breach in the security of such information.
4. Submit, by March 1, 2024, and July 12, 2024, a midterm and final report, with required documentation and data in the format requested, to the Virginia Department of Education.
5. Return any unspent balances from the grant funding to the Virginia Department of Education by July 31, 2024. Checks should be payable to the Treasurer of Virginia and include the project code.

<b>VIRGINIA DEPARTMENT OF EDUCATION</b>	
<b>Department of Teacher Education and Licensure</b>	
<p><u>Mailing Address</u>                  Shawna LeBlond                  Grants Manager                  Teacher Education and Licensure                  Department of Education                  James Monroe Building, 24<sup>th</sup> Floor                  101 North 14<sup>th</sup> Street                  Richmond, Virginia 23219-3684</p>	<p><u>Email and Phone</u>  <a href="mailto:Shawna.LeBlond@doe.virginia.gov">Shawna.LeBlond@doe.virginia.gov</a>                  804-692-0172</p>

**PRIORITIZED ASPIRING EDUCATOR GRANTS *Fiscal Year 2024***

**Budget Summary**

In addition to the narrative budget, the Budget Summary Form must be completed.

		<b>Totals</b>
<b>I. TEST FEES REQUESTED</b>		
	Number of Test Fees to be paid [The Budget Narrative should provide a breakdown of costs – tests, registration fees, tests fees, etc.]	
	<b>TOTAL STATE FUNDS REQUESTED FOR TEST FEES</b>	
<b>II. TEST SUPPORT--TUTORING</b>		
	1. 1000 – Personnel Services (Salaries/Wages)	
	2. 2000 – Employee Benefits	
	3. 3000 – Purchased/Contractual Services	
	4. 5000 – Other Charges	
	5. 6000 – Materials and Supplies	
<b><u>TOTAL STATE FUNDS REQUESTED</u></b> (Add Totals for Part I and Part II.)		