**Attachment A**

**Superintendent’s Memo No. 014-20**

**January 24, 2020**

**#GoOpenVA Mini-Grant for Development of OER**

**Grant Requirements and Application**

**Virginia Department of Education**

**Office of STEM and Innovation**

**Application due on or before**

**March 2, 2020**

**VIRGINIA DEPARTMENT OF EDUCATION**

**OFFICE OF STEM AND INNOVATION**

**COMPETITION TEAM GRANT INITIATIVE**

**A STATE-FUNDED INITIATIVE FOR DIVISIONS**

**Application**

**OVERVIEW**

1. **GOALS**

* To support school divisions as they enable cooperative teams of educators to create, remix, and share openly-licensed education resources (OER) through the #GoOpenVA platform. Such resources would align with Virginia Standards of Learning and support Deeper Learning and the 5 C’s.
* To provide teacher-developed curricular materials for Virginia teachers.
* To assist school divisions to join #GoOpenVA at the appropriate level of the [#GoOpenVA Maturity Model](http://www.doe.virginia.gov/support/technology/technology_initiatives/open-edu-resources/goopenva-oer-adoption-maturity-model.pdf).

1. **ELIGIBILITY**

* All Virginia school divisions are eligible to apply for this grant.
* Consortiums that branch across school divisions and/or other organizations may also apply for grants, as long as one division agrees to act as fiscal agent.
* Grants to qualifying divisions are not to exceed $10,000 per year.
* Grants shall be evaluated based on how well they address the Program Requirements listed below.
* The completed application consists of contact information; a proposed budget; a statement of assurance; and a narrative not to exceed a total of one page that briefly describes the plan to implement the grant following the Program Requirements listed below.
* The #GoOpenVA Mini-Grant for Development of OER Application is due to the Virginia Department of Education, Office of STEM and Innovation, on or before **March 2, 2020**.

1. **PROGRAM REQUIREMENTS**

* Divisions will enable cooperative teams of educators to create or remix openly-licensed education resources (OER). Already existing OER may be used as a basis for this work, as long as it meets the #GoOpenVA criteria.
* Resources may be developed around one or more common themes, which must be stated in the application narrative. A demonstrated alignment to current division initiatives or priorities will add extra weight to the application.
* The narrative should include a plan for recruiting, choosing, and rewarding educators involved in the work.
* Educators must complete a four-hour online course Introduction to OER, freely available through Virtual Virginia. This course may be conducted within the division using a blended model for professional development.
* The division/consortium will appoint a Project Lead, who will oversee the implementation of the grant, support participating educators (both educationally and technically), and assure that all deadlines and goals are met.
* A progress report will be submitted by July 31, 2020, with a final report on   
  December 15, 2020.
* The grant divisions must participate in the #GoOpenVA community through online communication methods, as well as support face-to-face visits by other divisions, as requested.

1. **STAFFING**

* The majority of each collaborative team of educators involved in the creation and re-mixing of resources should be practicing classroom teachers.
* The Project Lead should be able to meet regularly with each collaborative team (if more than one within the division/consortium) to support their work, and have excellent written communication skills.

1. **REPORTING**

A total of two reports (progress and final) are required by the stated deadlines and will follow the process and format designated by the Virginia Department of Education.

1. **TIMELINE**

March 2, 2020 #GoOpenVA Mini-Grant for Development of OER Application Due to VDOE

March 16, 2020 Send Grant Award Notifications to School Divisions

May 15, 2020 Distribute Awarded Grant Funds to School Divisions

April 1 - November 30, 2020 Implement the Grant

July 31, 2020 Submit Progress Report

November 30, 2020 Last day for all resources to be uploaded to #GoOpenVA

December 15, 2020 Submit Final Report

December 30, 2020 Deadline to submit Financial Expenditure Report

**Budget Expenditures and Reimbursements Information**

Upon submission and approval of the division’s eligible school *#GoOpenVA Mini-Grant for Development of OER,* the school division will receive funds up to $10,000 by May 15, 2020.

Allowable uses of the state-funded allocation include, but are not limited to:

1. Staff salaries/wages/stipend for Project Lead, not to exceed 20 percent of the grant award amount.
2. Stipends for collaborative team educators should make up the majority of the expenditures.
3. Substitutes for team collaboration meetings.

All #GoOpenVA Mini-Grant for Development of OER state-allocated funds must be expended or encumbered by December 15, 2020.

The #GoOpenVA Mini-Grant for Development of OER financial expenditure report and documentation must be submitted to the Virginia Department of Education, Office of STEM and Innovation, no later than December 30, 2020. Implementation directions and forms will be provided with the notification letter. If you have any questions, please contact Dr. Tina Manglicmot by email at [Tina.Manglicmot@doe.virignia.gov](mailto:Tina.Manglicmot@doe.virignia.gov) or by phone at (804) 786-2481.

# APPLICATION PACKET OVERVIEW

PART I: Contact Information

Provide contact information for Project Lead.

PART II: Abstract

Prepare an abstract (not to exceed a total of one page) that briefly outlines the plan to carry out the initiative requirements, criteria for selection of educators to participate, and summary of the overall implementation process.

PART III: Proposed Budget

Prepare a proposed budget for planning and implementation activities.

PART IV: Signed Agreement

Submit the completed Application Packet to include the signed agreement by the division superintendent certifying the division and school will comply with the statement of assurances. When grant awards are sought for multiple divisions working together, an Application Packet should include the signed agreement submitted for each division.

Submit the completed application packet in WORD format and attach a copy of the scanned signed assurances page to the Virginia Department of Education (VDOE). Email Dr. Tina Manglicmot, Office of STEM and Innovation, at tina.manglicmot@doe.virginia.gov on or before March 2, 2020.

The VDOE will send grant award notifications to applicable school division superintendents by March 16, 2020 and distribute the associated funds by May 15, 2020.

# PART I: Contact Information

Name of Host School Division (Fiscal Agent): Click here to enter text.

Project Lead:

Name: Click here to enter text. Title: Click here to enter text.

Telephone: Click here to enter text. Division: Click here to enter text.

Email: Click here to enter text.

If applicable, provide the name(s) of consortium division partner(s) working together:

Name of School Division Partner: Click here to enter text.

Name of School Division Partner: Click here to enter text.

Name of School Division Partner: Click here to enter text.

PART II: Abstract

DIRECTIONS: Describe the #GoOpenVA Mini-Grant for Development of OER proposal. Outline your plans to carry out the requirements and meet the goals. Please be brief and concise (limit to one page).

PART III: Budget

| **Budget Categories** | **Object Code** | **State Funding** | **Optional**  **(Local and/or Other Funds)** |
| --- | --- | --- | --- |
| **Staff Salaries/Wages/Stipends**  **(May not exceed 20% of the grant award amount)** | **1000** | **$** | **$** |
| **Stipends for Collaborating Educators** | **1000** | **$** | **$** |
| **Substitutes for Collaboration Meetings** | **1000** | **$** | **$** |
| **Other (please specify)** |  |  |  |
| **TOTAL AWARD - up to $10,000** |  | **$** | **$** |

PART IV: Statement of Assurances

Name of Host School Division (Fiscal Agent):

The above named school division agrees to implement the #GoOpenVA Mini-Grant for Development of OER goals and comply with all requirements outlined in the application guidance as set forth by the Virginia Department of Education.

Name of Project Lead: \_\_\_\_\_\_­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Project Lead shall:

* oversee the implementation of the grant, support participating educators (both educationally and technically), and assure that all deadlines and goals are met;
* submit a progress report July 31, 2020, with a final report on December 15, 2020, using the format supplied by the Virginia Department of Education; and
* participate in the #GoOpenVA community through online communication methods, as well as support face-to-face visits by other divisions, as requested.

The Collaborating Teams of Educators shall:

* consist of teachers and other educators who are qualified through experience and expertise to develop resources related to the chosen theme(s);
* create or remix openly-licensed education resources (OER) following #GoOpenVA guidelines as outlined in the award;
* publish the OER developed on #GoOpenVA using a Creative Commons license allowing for remixing and resharing; and
* complete a four-hour online course, Introduction to OER, freely available through Virtual Virginia (the division/consortium may conduct a blended learning model of this course for the team).

All state funds allocated for this program will be used for expenditures associated with the #GoOpenVA Mini-Grant for Development of OER and approved by the Virginia Department of Education.

No educator shall be denied participation due to race, sex, color, national origin, sexual orientation, gender identity, political affiliation, or disability.

Division Superintendent’s Name Division Superintendent’s Signature Date

Submit #GoOpenVA Mini-Grant for Development of OER Application

Email application by: **March 2, 2020**

To tina.manglicmot@doe.virginia.gov

The Office of STEM and Innovation

(804) 786-2481

Note: Please submit application in WORD format and attach a scanned copy of the signed assurances page.

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.