**Virginia Department of Education**

**Instructions for Application for Fiscal Year 2018 Start-up Grant for School Divisions Pursuing the Development of an Extended School Year or Year-Round School Program for**

**School Divisions or Individual Schools**

**Background**

The 2012 Joint Legislative Audit and Review Commission (JLARC) report, [Review of Year-Round Schools](http://jlarc.virginia.gov/reports/Rpt430.pdf), was issued in October 2012.  It found that the Standards of Learning (SOL) test scores for the general student population were similar at year-round schools and traditional calendar schools.  However, certain student subgroups were more likely to improve their SOL test scores at a faster rate at year-round schools.

In support of the findings from the 2012 JLARC review, the General Assembly has included funding for start-up grants in the Appropriation Act since 2014 to assist interested school divisions in establishing year-round school or extended school year programs. For fiscal year 2018, $7,150,000 was included for a targeted extended school year incentive in order to improve student achievement. (See [Item 138.N](http://budget.lis.virginia.gov/item/2016/1/HB30/Enrolled/1/138/PDF/) of the 2017 Appropriation Act).

**Application Deadline and Implementation Time Frame**

Recipients of funds may ***spend*** grant funds over two consecutive fiscal years. However, recipients of grant funds ***receive*** grant funds in one fiscal year. Recipients of grant funds are **not** automatically awarded grant funds over two consecutive fiscal years. Recipients of grant funds must ***apply*** each fiscal year in order to continue receiving grant funds each fiscal year. This is an annual application.

The fiscal year 2018 start-up grants will fund implementation of Extended School Year or Year-Round School programs opening in either the 2017-2018 or 2018-2019 year. School divisions seeking fiscal year 2018 start- up grants must submit a completed PDF of the attached application to Meg Foley ([meg.foley@doe.virginia.gov](mailto:meg.foley@doe.virginia.gov)) at the Virginia Department of Education, Division of Instruction, by 5 p.m. on June 30, 2017. If the application is not received by the deadline, it will not be considered.

**Grant Award**

Annual start-up grants for an Extended School Year or Year-Round School of up to $300,000 per school may be awarded for a period of up to two years after the initial implementation year. The per school amount may be up to $400,000 in the case of schools that have a Denied Accreditation status. After the third consecutive year of successful participation, an eligible school’s grant amount (including Accreditation Denied schools) shall be based on a shared split of the grant between the state and participating school division’s local composite index. ***Except for school divisions with schools that are in Denied Accreditation status, any other school division applying for such a grant shall be required to provide a twenty percent local match to the grant amount received from either an extended year start-up or planning grant in fiscal year 2018.***

Department staff will evaluate each application based on the criteria identified below. Decisions about award amounts will consider factors including the amount of available funds, the number of applications recommended for funding, and the amounts requested in the recommended applications. If the total amount requested in the applications recommended for funding exceeds the total amount of available funding, awards may be adjusted to reflect the difference.

All applicants must provide assurances that they will adhere to state laws and regulations governing public schools, including the Virginia *Standards of Quality*, the Virginia *Standards of Learning*, and the Virginia Board of Education’s *Regulations Establishing Standards for Accrediting Public Schools in Virginia*. Consequently, the start-up grantswill only be awarded to applicants whose proposals adhere to these laws, regulations, requirements, and standards.

**Grant Period**

Once an executed grant award agreement is in place, the Virginia Department of Education will issue payment for one-third of the award amount. A second installment of one-third of the award amount will be made approximately midway during the grant period. The final one-third will be issued by April 2, 2018. A final report discussing the results of the planning project and a detailed expense report by line item must be submitted by August 1, 2018.

**Applications**

The application must include:

1. Assurances and Signatures
2. Name and Physical Locations of Participating Schools
3. Title and Program Description
4. School and Student Demographic Information
5. Overall Goal, Objectives, Strategies, Metrics, and Assessment Instruments
6. Proposed School Calendar (if applicable)
7. Collaboration
8. Timeline of Initiatives and Tasks
9. Description of Capacity
10. Budget (Direct costs only)
11. List of Appendices (if applicable)

**Budget**

Each applicant must submit a budget (including a budget narrative) based upon the amount of start-up grant funding requested and, if the applicant division does not have a school that has been Denied Accreditation, the funding of a 2 percent local match to include at least the following information:

**Direct Costs:** The applicant must clearly list the direct costs associated with executing the project activities and evaluation. Program costs must be categorized using the following expenditure object codes and categories:

* 1000 – Personnel Services. Please include the role of key personnel and their responsibilities, qualifications, and compensation. Entries should identify project staff positions; names of individuals; the base rate of pay per hour, day, week, month, or year; and the total amount or percent of their work time to be charged to the project.
* 2000 – Employee Benefits. Please note by name and amount and percentage any employee benefits associated with program personnel positions.
* 3000 – Purchased/Contractual Services. Include wages and contract or consultant staff costs in this section. Please include expenses of project staff and consultants in accordance with institutional policies and regulations, All expenses must be directly related to the proposed grant activities.
* 4000 – Internal services
* 5000 – Other services
* 6000 – Materials and Supplies. Supplies, materials, and services directly consumed in the course of the project may be budgeted. This category includes: transportation, office supplies; educational materials; books and audiovisual materials; communications (postage, local and long-distance telephone charges, etc.); printing, publication, and photocopying services; and computer services.

Please note that funds made available under the start-up grant must relate directly to program implementation and operation. The grant proposal should not include indirect costs or capital costs.

**NOTE: Any amounts authorized pursuant to the start-up grant unused by the applicant shall be reimbursed to the Virginia Department of Education upon submission of the final detailed expense report. In addition, after having received the detailed expense report, if it is determined by the department that any amounts of the start-up grant were used to pay for items outside the scope of the start-up grant award agreement, the applicant shall reimburse to the Virginia Department of Education such funds by check payable to the “Treasurer of Virginia” within 15 days of such notification.**

**Progress Reports**

The applicant shall submit progress reports on a regular and consistent basis to meet the requirement for disbursement of funds. The progress reports shall be sent at the frequency specified in the start-up grant agreement. The progress reports shall provide a brief description of the work performed, the applicant’s activities, milestones achieved, any accomplishments during the reporting period, and any problems encountered in the performance of the work under the start-up grant agreement.

**General Instructions**

1. Proposals shall be signed by the school superintendent and the chair of the local school board.
2. Proposals should be prepared simply and economically, providing a concise description of capabilities to satisfy the requirements of the start-up grant application. Emphasis should be placed on completeness and clarity of content.
3. All pages should be numbered.
4. The applicant should use a standard 12-point Arial font for the proposal and any additional materials.
5. Each proposal should contain a completed application. The application is located on the Department’s Web site at <http://www.doe.virginia.gov/instruction/year-round/index.shtml>. Any additional material provided with the application should be clearly referenced in the table of contents as an appendix in the order in which it is referenced in the application.
6. Proposals which are incomplete may be rejected by the Department.

Any local school divisions interested in pursuing a start-up grant to establish year-round schools must submit a completed PDF version of the application and related materials to the Virginia Department of Education, Division of Instruction, at [instruction@doe.virginia.gov](mailto:instruction@doe.virginia.gov) **by 5:00 p.m. on June 30, 2017**. If the application is not received by that timeline, it will not be considered.

**Contact Information**

Please contact Meg Foley at [meg.foley@doe.virginia.gov](mailto:meg.foley@doe.virginia.gov) or at 804-786-0877 in the Division of Instruction at the Virginia Department of Education if you have any questions about this process.