Application

Project Graduation

Academic Year Academy 2013-2014

Please submit proposals by e-mail in .pdf format to [Kim.Powell@doe.virginia.gov](mailto:Kim.Powell@doe.virginia.gov) by **Friday, October 25, 2013**. The document should be saved with the extension containing the name of the school division followed by PGAYApp2013. Example: WYZCountyPGAYApp2013.pdf.

After the application is received, a confirmation e-mail will be sent to the program coordinator.

Name of School Division:       School Division Number:

Project Graduation Program Coordinator Contact Information:

Prefix:       Name:

Title:

Address:

Phone Number including area code and extension:

E-mail Address:

Finance Officer Contact Information:

Prefix:       Name:

Phone Number including area code and extension:

E-mail Address:

Total Funding Requested:       Total # of Students to be Served:

Per Student Cost:

Please check all that apply:

**First Priority:** Seniors or term graduates lacking verified credits needed to graduate in any core subject, i.e., English, mathematics, history, or science

**Mathematics**  **Science**  **English**   **History**

**Second Priority:** Current juniors lacking verified credits in mathematics or English (Algebra I, Geometry, Algebra II, English/reading, or English/writing)

Mathematics  English

**Third Priority:** Current freshmen or sophomores lacking a verified credit in mathematics (Algebra I, Geometry, or Algebra II)

**Mathematics**

**Proposal Narrative**

**Project Graduation**

**Academic Year Academy 2013-2014**

(Recommended length of narrative is 2-3 pages.)

Enter narrative text in this field (field will expand).

**Table of Estimated Number of Student Participants**

**Project Graduation**

**Academic Year Academy 2013-2014**

**To auto calculate after entering data, highlight table and press F9.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL or SCHOOL** DIVISION (for regional applications) | **Number of Students in**  **Algebra I** | **Number of Students in Geometry** | **Number of Students in Algebra II** | **Number of**  **Students in**  **Reading** | **Number of Students in**  **Writing** | **Number of Students in**  **History**  **(seniors)** | **Number of Students in**  **Science**  **(seniors)** | **Total** |
|  |  |  |  |  |  |  |  | **0** |
|  |  |  |  |  |  |  |  | **0** |
|  |  |  |  |  |  |  |  | **0** |
|  |  |  |  |  |  |  |  | **0** |
|  |  |  |  |  |  |  |  | **0** |
|  |  |  |  |  |  |  |  | **0** |
|  |  |  |  |  |  |  |  | **0** |
| TOTAL | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

Budget Proposal

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Funds provided under this program will supplement, not supplant, federal, state, and local funds that local educational agencies and schools would otherwise receive.

To support the budgeting process, the Department has prepared an Excel spreadsheet and posted it to the [Project Graduation Web site](http://www.doe.virginia.gov/instruction/graduation/project_graduation/index.shtml). The electronic budget spreadsheet has formulas built into it that are intended to help applicants produce the proposed budget. The Excel budget may be sent electronically with the application.

| **Object Code** | **Budget Category** | **Budget Amount** |
| --- | --- | --- |
| **1000**  **Personal Services** | **Teacher Salaries/Stipends**  Number of Teachers  x Hourly Rate  x Number of Hours **Per Teacher**  = Total amount for teacher salaries  **Coordinator Stipends**  *Provide justification for Coordinator stipends that exceed 10% of total budget.*  *PLEASE NOTE: Teachers should be paid at an hourly rate commensurate with typical hourly pay in the division for tutoring. Teacher stipends may include 15 minutes of teacher planning time for every hour of tutoring.* | 0 |
| **2000**  **Employee Benefits** | **FICA** (7.65%) | 0 |
| **3000**  **Purchased/**  **Contractual Services** | **Software** (yearly subscription) | 0 |
| **5000**  **Other Charges** | **Other Administrative Costs** (Please itemize)  Item Description  Quantity  x Unit Price  = Total  **Transportation** (Please itemize)  Item Description  Quantity  x Unit Price  = Total  **Site Support** (Please itemize)  Item Description  Quantity  x Unit Price  = Total | 0 |
| **6000**  **Materials and Supplies** | **Materials and Supplies** (Please itemize)  Item Description  Quantity  x Unit Price  = Total  **Instructional Resources** (Please itemize)  Item Description  Quantity  x Unit Price  = Total  **Food/Snacks (Please itemize)**  *Provide justification for food/snacks that exceed $25 per student.*  Item Description  Quantity  x Unit Price  = Total  **Student Incentives** (Please itemize)  Item Description  Quantity  x Unit Price  = Total  **Software** (purchase – not a yearly subscription)  Item Description  Quantity  x Unit Price  = Total  **Other** (Please itemize)  Item Description  Quantity  x Unit Price  = Total |  |
|  | **Total** | **0** |

**Assurances**

**Project Graduation**

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Assurance is given that:

1. The program will be administered in accordance with all applicable statutes, regulations, program plans, and applications.

2. The local educational agency (LEA) will adopt and use proper methods of administering the program, including the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out the program; and the correction of deficiencies in program operations that are identified through audits, monitoring, or evaluation.

3. The LEA will cooperate in carrying out any evaluation of the program conducted by or for the state educational agency.

4. The LEA will use such fiscal control and fund accounting procedures to ensure proper disbursement of, and accounting for, state funds paid to the LEA under the program.

5. The LEA will make reports to the state educational agency as may be necessary to perform its duties in carrying out the program; and maintain such records, provide such information, and afford access to the records as the state educational agency may find necessary.

6. The LEA agrees that funds provided under this program will supplement, not supplant, federal, state, and local funds that local educational agencies and schools would otherwise receive.

7. The LEA has confirmed the alignment of all materials purchased through this grant with the current Standards of Learning for each subject area.

8. The LEA has confirmed that the Academy will serve targeted students who have received passing grades for the specific courses but have not passed the required Standards of Learning (SOL) assessments needed to earn a verified credit.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Superintendent:** |  | **Date:** |  |
| **School Division:** |  | | |