

**Great Teaching and Leading Fund  
2016-2017 Competitive Grant Application**  
*Application Deadline: ~~Monday, June 27, 2016~~*  
***Tuesday, July 5, 2016***



**Division of Educator Effectiveness and Family Engagement  
Office of Educator Development and Support**

**Steve Canavero, Ph.D.  
Superintendent of Public Instruction**

**GREAT TEACHING AND LEADING FUND  
INFORMATION AND COMPETITIVE GRANT APPLICATION INSTRUCTIONS  
SCHOOL YEAR 2016-2017 (FY17)**

This document is organized by the following sections:

- I. Background/Overview/General Information
- II. Application Requirements and Preparation
- III. Application Submission and Review
- IV. 2016-2017 Timeline and Award Administration
- V. Appendices

Questions regarding any of the information provided in this document may be addressed to:

Kelee Dupuis, Education Programs Professional  
Nevada Department of Education  
kdupuis@doe.nv.gov  
702-668-4330

## **I. Background/Overview/General Information**

The Great Teaching and Leading Fund (GTLF) was created in the State General Fund during Nevada's 78<sup>th</sup> Legislative Session (2015) via [Senate Bill 474 \(SB474\)](#). The purpose of the GTLF is to provide professional development, programs of preparation, peer assistance/review, and leadership training and development for teachers, administrators, and other licensed educational personnel, as well as programs to recruit, select, and retain effective teachers and principals.

### **Funding and Administration**

The GTLF is administered by the Superintendent of Public Instruction (Superintendent). Awards are granted by the State Board of Education (SBE) no later than December 31 of each year through a competitive annual application process, to the extent that money is available in the Fund. The 2015 legislature appropriated approximately \$9.8 million for the GTLF use, with just under \$4.9 million to be awarded in each year of the biennium.

The Superintendent shall:

- a) prescribe the form for applications to be submitted;
- b) set the deadline for submission of applications;
- c) assign a committee to review applications and make award recommendations to the Superintendent; and
- d) make award recommendations to the SBE.

### **Eligibility**

Applicants should have a demonstrated history of success in recruitment, retention, and/or professional development of teachers, administrators, other licensed personnel, and/or pre-service candidates. Pursuant to SB474, the specific entities eligible to submit applications for the GTLF awards include:

- a) governing body of a regional training program for the professional development of teachers and administrators;
- b) board of trustees of a school district;
- c) governing body of a charter school;
- d) State Public Charter School Authority;
- e) university, state college, or community college within the Nevada System of Higher Education;
- f) employee associations representing licensed educational personnel; and
- g) nonprofit educational organizations.

The SBE may not award more than 20 percent (20%) of the money placed in the GTLF by legislative appropriation to any single entity in a fiscal year. Additionally recipients may be asked to make adjustments to their budgets to ensure an equitable distribution of funding.

### **Duration of Grants**

A grant of money from the GTLF may be awarded for the period specified by the applicant in the application. Applicants should anticipate that awards made this fiscal year must be encumbered ( all services completed/ goods purchased) by June 30, 2017. A Final Financial Report (Appendix E) must be completed and submitted by August 1<sup>st</sup>.

## Use of Funds

On or before September 30 of each year, the SBE is to prescribe the priorities for which grants of money may be awarded from the GTLF. **For the 2016-2017 school year, the SBE has identified the following priorities for which applications will be considered:**

- **Teacher Preparation and Recruitment**
- **Professional Development for Teacher/Leader Retention in the Areas of:**
  - **Nevada Academic Content Standards for Science (with a focus on integration of real-world applications and/or effective use of instructional technology)**
  - **Leadership Development (specifically designed to increase retention of effective educators and/or expand effective models of school improvement)**

## Reporting and Evaluation

Entities that are awarded GTLF funds shall provide a report within 120 days after the conclusion of the grant. Reports are to be submitted to the Superintendent on a prescribed form that includes, without limitation, a description of programs for which the grant of money was used, as well as measures of effectiveness of the grant of money in:

- a) improving the achievement of pupils;
- b) assisting teachers, administrators, and other licensed educational personnel; and
- c) improving the recruitment, selection, and retention of effective teachers and principals.

To the extent money is available from legislative appropriations or otherwise, the Superintendent shall contract for an independent evaluation of the effectiveness of the grants of money, including, without limitation, a review and analysis of data relating to:

- a) changes in instructional or administrative practices;
- b) student achievement; and
- c) recruitment, selection, and retention of effective teachers and administrators.

## II. Application Requirements and Preparation

Listed below are the required components that each application MUST include, in the order they are to appear. Narratives must be double-spaced, with 12-point font. The application shall be limited to **20 pages**, not including appendices or supporting documents. Applicants must adhere to page limits and only include responses for each of the components listed below and any supporting documents necessary for those responses. (Note that applications will be posted on the Nevada Department of Education (NDE) website and be provided to the public as an SBE meeting supporting document.)

1. Applicant Information/Cover Page: (Appendix A) This should be the first page of the application.

2. Abstract: (*1-page, single-spaced*)

Include a brief and concise abstract with the name of the grant program, description of the program to be implemented, and a summary of the intended results. It should identify the entity applying for the funds, designated priority area(s) to be addressed, the number of teachers/administrators/pre-service candidates intended to be served, and a brief overview of the work plan and evaluation plan.

3. Priorities Addressed:

Indicate which of the SBE designated 2016-2017 priorities will be met by the program, and include a brief description of how each will be addressed and how that priority connects to the current education needs of Nevada. **Applications may include multiple priorities, however all applications must specify ONE primary priority to be addressed.**

4. Program Management Plan:

Include each of the following areas:

- a) Goals/Objectives – Clearly identify any goals/objectives for addressing the program priorities. All goals/objectives must be measurable and time-bound, so progress may be qualitatively and quantitatively assessed.
- b) Timeline – Include a timeline of all significant activities.
- c) Action Plan – Specifically describe the proposed activities/strategies that will lead to achieving both the long and short term goals/objectives of the program as aligned to the designated priorities.

5. Human Capital/Capacity:

Describe the institution's/organization's capacity to successfully carry out grant activities and effectiveness measures, including institutional resources required to support the activities.

Outline the human capital structure through which the institution/organization will be fully engaged to realize the program goals/outcomes. Specifically describe the roles, responsibilities, and time commitments of the key team members, as well as the qualifications of staff identified to carry out the proposed activities. A one-page vitae for all program management team members, faculty, staff, and/or consultants involved with the program is to be included in the application appendices. (Not part of the 20 page limitation.)

6. Research Base:

Describe research on which the proposed activities are based. Explain how the activities are expected to increase student academic achievement, assist teachers, administrators and other licensed educational personnel, and improve the recruitment, selection and retention of effective teachers and principals.

Applicants shall identify how the proposal supports best practices that link professional learning to improved student achievement. It is recommended that applicants address characteristics of professional learning which lead to effective teaching practices, such as [\*Learning Forward's Seven Standards for Professional Learning\*](#). (learning communities, resources, learning designs, leadership, data, implementation, and outcomes)

7. Effectiveness Measures:

Define the assessment measure(s) that will be reported on within 120 days of the conclusion of the grant, including demonstrated alignment to the priorities of the program, and how the effectiveness of the funds granted will be measured in:

- a) improving the achievement of students;
- b) assisting teachers, administrators, and other licensed educational personnel;
- c) changes in instructional or administrative practices; and
- d) improving the recruitment, selection, and retention of effective teachers and principals.

8. Outcomes Accountability Plan:

The Plan shall be described in terms of how it will guide progress and measure the impact of the work described in the action plan, including a description of the instruments and metrics by which the program will measure progress towards goals/objectives. This should be a rigorous evaluation that will yield an objective analysis of qualitative and quantitative data, thus demonstrating the effectiveness of the program on student achievement, teachers/administrators/other licensed personnel, and recruitment, selection, and retention outcomes. The Plan shall include:

- a) identification of the data that will serve as the baseline for targets;
- b) measurable quarterly benchmarks describing progress towards meeting the established goals/objectives; and
- c) descriptions of instruments and methodologies that will be used to collect and analyze the data on which obtainment of targets will be based.

*(Note that NDE staff and/or external evaluators may periodically meet with awardee Program Coordinators to monitor grant implementation, assess progress towards goals/objectives, and ensure fidelity of the program and the grant application.)*

9. Program Budget: (Appendix B1)

Include a quarterly and summative budget by category and line item.

*(Note that grant award amounts may be subject to reductions by the SBE, based on the number of applications received and/or the Review Committee or Superintendent recommendations.)*

10. Budget Narratives: (Appendix B2)

Provide detailed budget narratives describing how each line item was calculated, with justification for each item. Both the program budget and the narrative descriptions are to be aligned with the activities/strategies described in the Action Plan and human capital structure, and should reference any coordinated uses of resources from other sources.

### III. Application Submission and Review Process

To be considered for **School Year 2016-2017 (FY17)** funding, applications must be received by **5:00 PM on Tuesday, July 5, 2016.**

Applications may be submitted electronically to Kelee Dupuis, Office of Educator Development and Support EPP, at [kdupuis@doe.nv.gov](mailto:kdupuis@doe.nv.gov), or mailed/hand-delivered to:

NDE – Division of Educator Effectiveness & Family Engagement  
Great Teaching & Leading Application Submissions c/o Kelee Dupuis  
9890 S. Maryland Parkway, Suite #238  
Las Vegas, NV 89183

As applications are received, they will be reviewed by NDE staff only for completeness and compliance with the requirements set forth to determine applicant eligibility. Any questions about significant omissions from an application or about applicant eligibility will be referred to the designated Program Coordinator. If, in the judgment of the NDE, an application is late, or significantly incomplete, or an institution/organization cannot establish its eligibility, the application will be disqualified from the process and the applicant will be notified in writing. The decision of the NDE is final.

A Review Committee comprised of various stakeholders and members of the public will be convened by the NDE, and efforts will be made to select members who bear no conflict of interest towards any of the applicants. The Committee will use a standardized rubric and levels of alignment (Appendix D) to evaluate eligible applications based on the required components and established criteria, and will rank applicants according to the final averaged score during the review process. Committee scores will be the primary determinant of successful applications and will form the basis for recommendations to be made to the Superintendent, and ultimately by the Superintendent to the SBE for final selection.

<b>Review Criteria and Evaluation Rubric</b>	<b>Points Possible</b>	<b>Weight</b>	<b>Total Points</b>
Abstract	3	1.0	3.0
Priorities Addressed	3	3.0	9.0
Goals/Objectives	3	3.0	9.0
Timeline	3	1.0	3.0
Action Plan	3	1.0	3.0
Human Capital/Capacity	3	1.0	3.0
Research Base	3	3.0	9.0
Effectiveness Measures	3	3.0	9.0
Outcomes Accountability Plan	3	3.0	9.0
Program Budget/Budget Narratives	3	1.0	3.0
<b>Total Points Possible</b>	<b>30</b>		<b>60</b>

#### **IV. 2016-2017 Timeline and Award Administration**

- June 7, 2016:** Application Released
- July 5, 2016:** Application Submission Deadline  
**(By 5PM)**
- July 12, 2016:** Review Committee Recommendations to Superintendent
- July 21, 2016:** Recommendations made to SBE by the Superintendent
- July 22, 2016:** Application Status Notification to Program Coordinators
- August 1, 2016:** Funds Disbursed to Grantees  
*(if awardees identified by SBE on 7/21/16)*
- October 31, 2017:** Program Effectiveness Report Due to NDE

**APPENDIX A – APPLICATION COVER PAGE**

**Name of Institution/Organization:**

*(Attach 503(c)(3) documentation if a nonprofit organization.)*

**Program Title:**

**Name & Title of Program Coordinator:**

**Address, City & Zip Code:**

**Email Address & Phone:**

**Amount of GTL Funds Requested:**

*(Total award per entity may not exceed \$973,295.)*

**Duration of Program Application:**

*(May not exceed one year and all activities must be complete by June 30, 2017.)*

**2016-2017 Priorities to be Addressed:**

*Applications may include multiple priorities, however all applications must specify ONE primary priority to be addressed. Use the following to indicate accordingly:*

- *P = Primary (only one)*
- *S = Secondary*

\_\_\_\_\_ Teacher Preparation & Recruitment

\_\_\_\_\_ Professional Development for Teacher/Leader Retention in Area of Nevada Academic Content Standards for Science (with a focus on integration of real-world applications and/or effective use of instructional technology)

\_\_\_\_\_ Professional Development for Teacher/Leader Retention in Area of Leadership Development (specifically designed to increase retention of effective educators and/or expand effective models of school improvement)

**Anticipated Number to be Directly Served:**

\_\_\_\_\_ Teachers

\_\_\_\_\_ Administrators

\_\_\_\_\_ Other licensed personnel

\_\_\_\_\_ Pre-service teacher candidates

\_\_\_\_\_ Pre-service administrator candidates

**Authorized Official Certification/Signature:**

*The applicant certifies that, to the best of his/her knowledge, the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization or institution, and that the applicant will comply with all assurances.*

\_\_\_\_\_  
Typed or Printed Name of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

## **APPENDIX B – PROGRAM BUDGET**

The application must include an itemization of the budget categories below, as well as a budget narrative justification explaining how each line item was calculated.

All applications with requested salaries and wages must include:

- a) identification of each professional to be compensated;
- b) proposed rates of compensation/benefits;
- c) explanations of the services expected to be provided; and
- d) estimates of time (hours/days/FTEs) expected to be devoted program activities.

Comprehensive documentation is required to demonstrate that all professional services proposed to be supported through the GTLF will not be funded in conflict with existing contracted salaries or wages.

Please access the required Budget forms on the [Great Teaching and Leading Fund Website](#). Be sure to open all 3 tabs.

## APPENDIX C – EVALUATION RUBRIC

*(Levels of Alignment – To be added at a later date and posted online no later than 72 hours prior to final due date.)*

Criteria and Indicators	Inadequate/ Absent (0 Points)	Minimal (1 Point)	Adequate (2 Points)	Excellent (3 Points)
<b>ABSTRACT</b> <ul style="list-style-type: none"> <li>• Provides a clear and concise overview of the program and intended results</li> </ul>				
<b>PRIORITIES ADDRESSED</b> <i>(x 3.0 weight)</i> <ul style="list-style-type: none"> <li>• Indicates one or more of the designated 2016-2017 priorities and explains how each will be addressed</li> <li>• Clearly identifies the teachers, administrators, other licensed personnel, and/or pre-service candidates that will be served under this program or describes a clear process for identifying them</li> </ul>				
<b>GOALS/OBJECTIVES</b> <i>(x 3.0 weight)</i> <ul style="list-style-type: none"> <li>• Provides clear, measurable, and time-bound goals/objectives which demonstrate progress</li> <li>• Goals/objectives may be qualitatively and quantitatively assessed</li> <li>• Described in terms of how goals/objectives will guide progress and measure impact of the work</li> </ul>				
<b>TIMELINE</b> <ul style="list-style-type: none"> <li>• Timeline of the professional learning experience is clear and realistic</li> </ul>				
<b>ACTION PLAN</b> <ul style="list-style-type: none"> <li>• Specific and concise activities/strategies to achieve long and short term goals/objectives are outlined</li> <li>• Activities/strategies are clearly aligned to the designated priorities</li> </ul>				
<b>HUMAN CAPITAL/CAPACITY</b> <ul style="list-style-type: none"> <li>• Describes specific and definitive roles, including how staff responsibilities relate to the goals/objectives of the program</li> <li>• Includes a specific explanation about how available resources will be leveraged to coordinate services to support the program</li> <li>• A one-page vitae for all program management team members, faculty, staff, and/or consultants involved with the program is included</li> </ul>				

<b>RESEARCH BASE</b> <i>(x 3.0 weight)</i> <ul style="list-style-type: none"> <li>Provides convincing research of how program activities are expected to strengthen the quality of instruction and improve academic achievement and professional learning standards are included</li> </ul>				
<b>EFFECTIVENESS MEASURES</b> <i>(x 3.0 weight)</i> <ul style="list-style-type: none"> <li>Includes a clear plan for identifying baseline data</li> <li>Identifies valid/reliable instruments, metrics, and methodologies that will be used to collect and analyze data and measure progress towards goals/objectives, and yield objective quantitative/qualitative indicators of program results</li> </ul>				
<b>OUTCOMES ACCOUNTABILITY PLAN</b> <i>(x 3.0 weight)</i> <ul style="list-style-type: none"> <li>Assesses changes in teacher, administrator, other licensed personnel, or pre-service candidate knowledge/practice</li> <li>Includes student achievement measures</li> <li>Tracks the recruitment, selection and retention of effective teachers and principals</li> </ul>				
<b>PROGRAM BUDGET/BUDGET NARRATIVES</b> <ul style="list-style-type: none"> <li>Detailed descriptions are included for all budget categories</li> <li>Provides strong justifications for program costs that are directly tied to the goals/objectives and action plan</li> </ul>				
<b>Point Subtotals:</b>				
<b>Total Points Awarded to this Application:</b>	<b>/60 Points Possible</b>			
<b>Application Strengths:</b>				
<b>Application Limitations:</b>				
<b>Additional Comments:</b>				

**APPENDIX D – STATE PROGRAM FINANCIAL REPORT**

Return to: Kelee Dupuis ([kdupuis@doe.nv.gov](mailto:kdupuis@doe.nv.gov))  
 Nevada Department of Education  
 9890 S, Maryland Parkway, Suite 238  
 Las Vegas, Nevada 89183

1. Agency/School District \_\_\_\_\_ 2. Date \_\_\_\_\_  
 3. Source \_\_\_\_\_ Program \_\_\_\_\_  
 4. Project Title: \_\_\_\_\_  
 5. Project Number: : \_\_\_\_\_  
 6. FY \_\_\_\_\_ 7. Approved Date \_\_\_\_\_ 8. Funds Approved \$ \_\_\_\_\_  
 9. Carryover Funds From Previous Fiscal Year (Cash-on-Hand) \$ \_\_\_\_\_  
 10. Revenue Generated by the Project \$ \_\_\_\_\_  
 11. Funds Received During Current Fiscal Year:
- | <u>Date</u> | <u>Amount</u> | <u>Date</u> | <u>Amount</u> |
|-------------|---------------|-------------|---------------|
| _____       | \$ _____      | _____       | \$ _____      |
| _____       | \$ _____      | _____       | \$ _____      |
| _____       | \$ _____      | _____       | \$ _____      |
12. Total Funds Received During Current Fiscal Year \$ \_\_\_\_\_  
 13. Total Funds Available and Accounted for, (#9, #10 and #12) \$ \_\_\_\_\_  
 14. Total Funds Expended (must equal TOTAL – SFP-01) \$ \_\_\_\_\_  
 15. Net Cash-on-Hand (unexpended balance), #13 minus #14 \$ \_\_\_\_\_

I certify that all information recorded herein is true, complete and correct, to the best of my knowledge and belief.

Signed \_\_\_\_\_  
 Authorized Signature

<b>DEPARTMENT OF EDUCATION USE ONLY</b>					
State Bill or Federal CAN # and Budget/Category	Amount Approved	Amount Received	Amount Expended	Unexpended Balance	Disposition Unexpended Balance *

\*Disposition Code: COH = Carryover    RTD = Return Amount to NDE    NA = Not Applicable  
 Distribution: Fiscal Services \_\_\_\_\_ Office \_\_\_\_\_ Other: (Specify) \_\_\_\_\_

NDE OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_