



**PARTNERSHIP FY – 17 GRANTS TO SCHOOLS**

**REVISED**

**APPLICATION GUIDELINES**



# OETT/K20 PARTNERSHIP FY 17

## Grants to Schools Application Guidelines

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# OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST

## / K20 PARTNERSHIP FY 17 GRANTS TO SCHOOLS

### Overview

#### Mission:

The mission of the **Oklahoma Educational Technology Trust (OETT)** is to equip Oklahoma common schools and Career Technology students with the technology and technological skills necessary to compete in the global marketplace. The Trust provides funds for classroom technologies, infrastructure, leadership and professional development to implement and advance integration of technology into classroom instruction. Southwestern Bell Communications (now AT&T) provided \$30 million in initial funding for the Trust in 2001.

#### Grants:

The **Oklahoma Educational Technology Trust (OETT)** has funded over \$1 million to provide technology and professional development for Oklahoma school superintendents and administrators participating in K20 leadership training. Since inception **OETT's** technology-to-schools initiative providing individual school site and/or district competitive grants totals over \$18 million. Each **OETT** grant awardee will receive a maximum of \$40,000, which includes technology equipment and up to \$4,000 in staff release time, plus over \$25,000 of professional development provided by **K20**. Grant recipients are required to provide a 10% match of \$4,000 for technology equipment or substitutes and stipends for staff.

#### Eligibility:

All eligible schools and/or districts whose superintendents and/or administrators **have completed K20 Leadership** are eligible to apply for FY-17 OETT technology grant awards unless the specific school/district is a previous grant recipient.

#### Grant Application Guidelines and Submission:

The grant application guidelines will be available November 1, 2016 on the OETT website ([www.oett.org](http://www.oett.org)) and the K20 Center website ([www.K20center.ou.edu](http://www.K20center.ou.edu)). Grant applications will be submitted online at [www.oett.org](http://www.oett.org)

#### Timeline:

- |                                |                  |
|--------------------------------|------------------|
| • Official Grant announcement  | November 1, 2016 |
| • Grant application deadline   | January 30, 2017 |
| • Grant recipient notification | April 27, 2017   |

#### Contact Information:

##### **K20 Center: For assistance with eligibility and grant application:**

Dr. Linda Atkinson  
(405) 325-4420  
[latkinson@ou.edu](mailto:latkinson@ou.edu)

Dr. Nicki Watkins  
(405) 325-3493  
[nwatkins@ou.edu](mailto:nwatkins@ou.edu)

##### **For information about Oklahoma Educational Technology Trust (OETT) or technical assistance with online grant application:**

Susie Graves, Director  
Oklahoma Educational Technology Trust  
(405) 488-1450 or (877) 689-7726  
[sgraves@cfok.org](mailto:sgraves@cfok.org)

Kari Blakley or Jane Trench  
Grants Management  
(405) 755-5571 or (877) 689-7726  
[kblakley@fmiokc.com](mailto:kblakley@fmiokc.com)  
[jtrench@fmiokc.com](mailto:jtrench@fmiokc.com)

**OKLAHOMA EDUCATIONAL TECHNOLOGY TRUST /  
K20 PARTNERSHIP FY-17 GRANT**

**APPLICATION REQUEST**

This application request represents the efforts of a partnership between **Oklahoma Educational Technology Trust (OETT)** and the K20 Center to invite and enable districts and/or schools to apply for funding by conceptualizing programs that will improve student achievement through technology, professional development, and effective leadership. This grant is limited to district superintendents and/or school head principals who have completed all K20 Center's Leadership requirements. K20 Leadership completion requirements for superintendents or head principals are:

- 1) attended 2 day leadership seminar by October 1, 2016;
- 2) completed cluster meeting obligations (attended required meetings);
- 3) completed the technology assessment (TIPS); and
- 4) submitted one action plan.

For more information about K20 Center's Leadership Development, go to <http://k20center.ou.edu/index.php/programs/phase1/>

**An eligible applicant is a public school or district that has a K20 Leadership trained administrator and has not received an OETT grant. Funding total per grant is a maximum of \$40,000 which includes technology equipment and up to \$4,000 in staff release time. Grantees must document a 10% match (\$4,000) for technology equipment and/or staff release time for professional development, resulting in a total grant budget of up to \$44,000. All grantees also receive year-long intensive K20 professional development.** If you have questions about your eligibility to apply, contact information is found on page 3 of this document.

## **OETT / K20 PARTNERSHIP GRANTS TO SCHOOLS PROJECT OBJECTIVES**

The grant implementation plans should be designed to use technology for authentic learning opportunities to improve student achievement as well as a tool to facilitate a professional learning community. The applicant will involve teachers and other stakeholders in planning a program funded by this grant that contributes to students' academic success using technology. The leader applicant will apply high achieving school practices learned in K20 Leadership to develop professional learning communities within the school and participate in all aspects of the grant meetings, including professional development sessions. The application of the participating schools will address how K20 and other professional development opportunities will assist teachers in using technology that supports authentic teaching and learning.

Funded projects must demonstrate (See review criteria in Appendix A):

1. Contribution of grant technology purchases to student achievement;
2. Implementation of three of the 10 High Achieving School Practices into the school's culture to accomplish grant goals (Practice One required: Shared Vision);
3. A plan to address the following goals (i.e., needs, structures, committees, processes):
  - a. integration of technology in authentic ways,
  - b. development of effective strategies to improve academic performance, and
  - c. participation in a professional learning community.

Prior to developing an application, the applicant should consider the following questions.

- Which three of the 10 High Achieving School Practices will be implemented into the school's culture and how? (*Practice One: Shared Vision* must be selected.)
- What are the specific, measurable goals of the grant?
- How will the proposed grant technology assist in implementing the grant goals?
- How will technology be used to improve student achievement and meet grant goals?
- How will the applicant and stakeholders (teachers, students, parents, community members, and administrators) work together to develop and support grant goals?
- What will the role of the learning team be and how will they function?
- How will the applicant create a collaborative culture in which staff members work together to accomplish important goals?
- How will the applicant develop or sustain a professional learning community?
- How will the applicant evaluate and measure the success of programs implemented with funding from this grant?
- What are the timelines for implementing the three practices to accomplish grant goals?

## **CONDITIONS FOR APPLICATION SUBMISSION AND REQUIREMENTS FOR REVIEW.**

- Complete all K20 Leadership requirements:
  - Attended 2-day leadership seminar by October 1, 2016
  - Completed cluster meeting obligations (Attended required meetings)
  - Completed the technology assessment (TIPS)
  - Submitted one action plan
- Districts/schools having an eligible administrator and that have not received OETT Grants to Schools funding are eligible to apply for 2017 funding.
- Select a learning team representing members of your school community with representation from all members of your school community, i.e., teachers from a variety of grades and/or subject areas, administrators, parents, community members and perhaps students.
- Select a team leader to serve as the district/school coordinator to provide leadership for the learning team in developing the grant and facilitating on-site professional development and planning meetings with the school administrator.
- Develop collaborative action plans involving various stakeholders (teachers, parents, students, administrators, and community and business leaders) on implementation of three high achieving school practices for increasing student learning and achievement (Practice One required: Shared Vision).
- Describe and provide projected costs for all desired technology purchases, services, software needed for successful and effective use of the technologies (see Appendix G).
- Provide an explanation of how the proposed technologies will be integrated into the curriculum to help enhance authentic teaching and learning, training, and student achievement.
- Provide a description of how the district/school will coordinate the funds obtained through this grant with other state or local funds.
- The school board president, superintendent of the school district, and the building principal MUST certify the grant application Statement of Assurances.
- A majority of faculty members must support the grant proposal and its implementation.
- All narrative components must be word-processed using no less than an 11-point font and 1.5 or double line spacing. Any narrative using a font smaller than 11-point will not be reviewed.
- **Prepare proposal for a blind review.** Do not provide ANY information, including pictures, which can identify your district or school by name, location, or region of the state. Do not mention local businesses, persons, or programs that would identify your school or area. You may include general information that your school or district has received other technology grants, but do not include specific references that another school in your district has previously applied for or received an OETT grant. Identification of district/school in grant proposal will result in disqualification.

## **USE OF FUNDS**

The grant funds are limited to the following purposes:

1. Developing, adapting, or expanding existing and new applications of technology to support school reform effort in relationship to high achieving school practices;
2. Acquiring hardware and software (minimal) for use by teachers and students in order to improve student learning by supporting the instructional program in authentic ways (If connectivity and infrastructure to support goals are needed, funds may be used for these purposes);
3. Integrating quality educational technologies into the school curriculum;
4. Grant money cannot be used for personnel salaries or indirect costs.

### **Example Expenditures for Integrating Technology in the Curriculum**

- Purchasing quality technology resources
- Installing physical and wireless linkages necessary to acquire connectivity
- Promoting the sharing, distribution, and application of educational technologies with demonstrated effectiveness in individual schools and across K20 network
- Providing equipment for classroom and videoconferencing, collaboration, and virtual field trips
- Providing access to Web 2.0 and web ware applications which facilitate authentic learning
- Providing integrated classroom teaching and learning stations including: tablets (iPads, Galaxy etc.), laptops (Chromebooks, Surfaces, etc.), interactive whiteboards (Smart, Promethean, eInstruction, etc.), projection options (AppleTVs, Push2TVs, Projectors, TVs, etc.), mobilization/storage (cases, carts, servers, etc.), robotics (spheros, Botball, etc.), and/or maker space equipment (3-D printer, Makey-Makey, etc.)
- Purchasing tools for authentic lesson integration projects including: HD digital video production equipment, digital document cameras, digital microscopes, robotics, tablet integrated accessories, 3D Printers, etc.

## PROCEDURES FOR SUBMITTING APPLICATIONS

**ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE ONLINE SYSTEM at [www.oett.org](http://www.oett.org)**

### **Receipt of Applications**

To be eligible for funding consideration, the application must be submitted online by **Monday, January 30, 2017**. Technical assistance is available at (405) 755-5571 or toll-free at (877) 689-7726.

### **Hints for Successful Online Submission ([www.oett.org](http://www.oett.org))**

1. The application will be filled out in a 2 step process, listed below:
  - **Step 1: Registration**
    - Registration (online)
  - **Step 2: Proposal with Applicant Information** (demographics, statement of assurances, & learning team)
    - Executive Summary (3 paragraphs with character limits)
    - Proposal Narrative that addresses each area of the grant review criteria; (requirements in Appendix E; word processed & uploaded)
    - Three Action Plans (uploaded chart/form in Appendix F)
    - Grant Budget (uploaded document/form in Appendix G)
2. Before beginning application process, please read the Applicant Tutorial.
3. If you remain on a page with inactivity for longer than 40 minutes, you will be logged off for security reasons. Please save every 3-5 minutes.
4. Applicants can save as draft and come back to the form after any given time to complete it. The grant proposal will not be checked for completeness until the form is submitted.
5. An applicant can only upload a single document in response to an upload question; files need to be combined electronically or via scanning. If the files to be uploaded are in a format that is editable (such as Word or Excel), the applicant may take multiple Word documents or Excel sheets and combine them into one file.
6. Please note the character limit for each text area. If the characters exceed the specified limit, all of the text in that area will be lost or if page limits are exceeded, the extra pages will not be reviewed.
7. Any new file upload will replace the current uploaded file.
8. Applicants are encouraged to use the print packet feature to review and edit grant application before final submission.

### **Is your application ready to submit?**

- The grant proposal is in blind format and does not contain any information, including pictures, which can identify your district or school by name, location, or region of the state.
- The application has all of the components in the above list. Applications with any missing grant components are ineligible for review and consideration for funding. It is the responsibility of the applicant to ensure all components of the application are complete before final submission of the online grant application. Please double-check each upload for accuracy and blind format.
- Narratives that exceed the specified page limitation will not be considered during the review.

Additions or replacements to the application will not be accepted after January 30, 2017.



# Appendices

## Appendix A

### **OETT GRANT REVIEW CRITERIA**

*For information purposes only: Not to be included in the application*

**The following grant areas will be reviewed on a scale from 1 to 4.**

- A. Structures: Facilitating communication, input, and information flow with structured time
- B. Technology: Implementing for integration of authentic teaching and learning
- C. Assessment: Guiding decisions and providing feedback for improvement
- D. Research: Reviewing research or outside expertise for guidance in decision-making
- E. Stakeholders: Inclusion of differing perspectives and ideas in decision-making
- F. Staff Development: On-going learning processes
- G. Leadership and Service: Guiding and serving a common good
- H. Grant Narrative: Rationale of the grant proposal
- I. Technology Adequacy and Appropriateness: Technology has a purpose and supports student learning
- J. Grant Budget Proposal: Budget provides adequate details and aligns with grant narrative
- K. Systemic Support: Broad-based stakeholder support for successful grant implementation

## Appendix B

### DEMOGRAPHIC INFORMATION

*Applicants will provide this information online in the grant application. This is NOT an uploaded form.*

1. a Type of District/School: Rural Urban Suburban
1. b **Campus type: check one:** Primary Elementary Middle School Jr. High  
High School Alternative Charter Independent Dependent Career Tech
1. c Number of teachers in the district? \_\_\_\_\_
1. d Number of teachers in the school? \_\_\_\_\_
2. a Total district enrollment on October 1, 2016 \_\_\_\_\_
2. b Total school enrollment on October 1, 2016 \_\_\_\_\_
3. a Percentage of students eligible for free and/or reduced lunch as of October 1, 2016  
 District % \_\_\_\_\_ School % \_\_\_\_\_
3. b Number of students eligible for free and/or reduced lunch as of October 1, 2016  
 District # \_\_\_\_\_ School # \_\_\_\_\_

**4. a District Ethnicity Information based on October 1, 2016**

What is the ethnic percentage for the following groups in your district?

Hispanic	American Indian or Alaskan Native (Non-Hispanic)	Asian (Non-Hispanic)	Black (Non-Hispanic)	Hawaiian or Pacific Islander (Non-Hispanic)	White (Non-Hispanic)	Two or More Races (Non-Hispanic)

**4. b School Level Ethnicity Information based on October 1, 2016**

What is the ethnic percentage for the following groups in your school?

Hispanic	American Indian or Alaskan Native (Non-Hispanic)	Asian (Non-Hispanic)	Black (Non-Hispanic)	Hawaiian or Pacific Islander (Non-Hispanic)	White (Non-Hispanic)	Two or More Races (Non-Hispanic)

5. a Number of teachers who will participate in this grant proposal? \_\_\_\_\_
5. b Number of students by grade level who will be served by the proposal.

Grade Level	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
Number of Students															

Appendix C  
**STATEMENT OF ASSURANCES**

***This form requires certification by the district superintendent, school administrator, and school board president indicating that every effort will be made to comply with the following requirements during the grant funding year:***

**For the administrator:**

1. The submitting superintendent or principal will serve as the grant administrator. Notification of a change in administrator is required. Final grant awards are conditional if there has been a change in administration.
2. As part of their commitment to the grant, the principal and team leader will attend a majority of the professional development sessions.
3. Recipient agrees to comply with all OETT and Federal and State audit, record keeping, and expenditure requirements and provide OETT/K20 with financial reports.
4. Recipient agrees to provide any additional information that OETT/ K20 may reasonably require for evaluation and assessment purposes and accommodate site visits upon request.
5. Recipient agrees to provide activity/progress reports, narrative reports, and a final evaluation report in the format requested by OETT or K20 Center.

**For the administrator/school:**

6. K20 professional development sessions will be collaboratively planned with K20 and the school learning team, ideally occurring monthly, and will include the following types of sessions. The professional development will be planned with authentic teaching and learning principles and assist in implementing the three selected practices. The professional development will use one of these forms.
  - a) First form – Knowledge building, direct instruction, skill demonstration and modeling, and simulated skill practice;
  - b) Second form – Coaching and mentoring opportunities such as, working with the learning team on strategies for lesson integration of technology;
  - c) Third form – Networking with other educators from different schools regularly to discuss and share best instructional practices;
  - d) Fourth form – Service to others.
7. The majority of faculty members (administrators, team leader, and teachers) will attend professional development sessions focused on understanding authentic teaching and learning practices, leadership, and professional learning communities:
  - a) An overview of the grant and foundation of ideas for the implementation of grant goals. (Minimum time commitment: 3 hours);
  - b) Technology competency sessions based on individual needs and interests such as word processing, data management and analysis, presentation software, and technology integration strategies;
  - c) Technology sharing sessions where teachers and others from schools discuss technology and professional practices (These may occur during teacher plan times.);
  - d) Institutes featuring teachers, students, parents, principals, business and community partners sharing their best practices and technology integration;
  - e) Cross-site visits to observe a technology related practice or activity.
8. Determine and provide student achievement baseline and end of year data to compare how the acquired technologies affected student learning goals over time.
9. Participate in K20 data collection to be used to determine program needs, improvement and effectiveness.

10. The administrator and faculty will participate in data collection and reporting for grant evaluation. Surveys, site visit data collection and reflections, and quarterly reports will be used in preparing a year end Grant Evaluation Report that will be included in OETT’s annual report to the Attorney General and may be made public.
11. The grant awardee must commence and perform project activities according to the established timelines. Failure to do so may result in reduction, return, or loss of funds.
12. During early May, grant recipients will attend a regional grant planning meeting. The attendees should be the administrator, learning team members and the district technology person.
13. After grants are awarded, budgets will be subject to a review process before purchasing begins.
14. The grant recipient’s stakeholders (school and/or district administrators and teachers) will participate fully in professional development provided by K20 Center staff.
15. The administrator and learning team will host required site visits for compliance review. The visitation committee will consist of OETT and/or K20 members in the grant year, the year following and four years after the grant project year.
16. The administrator and learning team will provide service to other grant schools and non-recipient schools.
17. The learning team will support the implementation of the grant goals. Learning Team members who agree to support the grant implementation include:

Name	Role / Position	Signature

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date

## Appendix D

### **EXECUTIVE SUMMARY**

*Applicants will be asked to provide this information in the online grant application.*

*This is NOT a form to upload.*

An executive summary is a brief overview of the grant application designed to give readers a quick preview of its contents. Its purpose is to consolidate the major points of your narrative in a concise format. Address each of the following areas in separate paragraphs: 1) Project Summary; 2) Technology and Its Use; 3) Systemic Support. Limit your response to 3000 characters.

**Executive Summary:**

*Limited to 3000 characters*

## Appendix E

### **PROPOSAL NARRATIVE**

#### **Instructions for grant narrative:**

- Adhere to page limitation requirements.
  - Use line spacing of 1.5 or double
  - Use font size no less than 11-point
  - Prepare proposal for a blind review.
- 

1. **Integration of Technology Narrative:** Describe how the technology award will facilitate the implementation of the three selected practices of high achieving schools to accomplish the grant goals (**limit 6 pages**) and the integration of technology. The narrative should address each area of the grant review criteria (see Appendix B). (Upload document)
2. **Three Action Plans:** For three practices of high-achieving schools (*Practice One: Shared Vision* is required), complete a chart (**form in Appendix F**) outlining each action plan using **1 page per plan**. (Upload charts as one document)
3. **Grant Budget** (uploaded document/form in Appendix G) List the technology equipment/services to be purchased on the grant budget form (**Appendix G**). Grant recipients will be required to provide a 10% match of \$4,000 that can be used for technology equipment and/or substitutes and stipends for staff release time.

Appendix F

**ACTION PLAN FORM – THREE Action Plans Required. Practice 1 (Shared Vision) is required.**  
*Charts to be completed and uploaded as directed*

<b>Practice:</b> _____		
<p style="text-align: center;"><b>SUPPORTING EVIDENCE</b></p> <p>(Provide examples of how the practice is enacted in your school. Please be specific. Include how technology impacts this practice.)</p>	<p style="text-align: center;"><b>OBSTACLES</b></p> <p>(List factors which keep you from engaging more completely in the practice.)</p>	<p style="text-align: center;"><b>ACTION PLANS</b></p> <p>(Explain how you plan to overcome obstacles. What role will technology play?)</p>
<b>In my school this practice is:</b> <i>(Please Check One)</i>		
<input type="checkbox"/> Not present	<input type="checkbox"/> Beginning	<input type="checkbox"/> Developed
<input type="checkbox"/> Well-established		



Appendix G

**Grant Budget**

*This form should be completed and uploaded as directed*

**A. Technology Equipment**

Quantity	Catalog/Order # (if available)	Item Description	Cost/Unit	Total
		Items Total		\$40,000
		Staff release time (Section B)		\$4,000
<b>Total Grant Budget (Equipment + Staff release time)</b>				<b>\$44,000</b>
District Matching Funds (10%)				- \$4,000
<b>OETT Total Budget</b>				<b>\$40,000</b>

- B. Staff Release Funds (for required professional development provided by OK-ACTS):**
- \$4,000 must be obligated through the grant and/or other district funds for staff release time.
  - Documentation of district obligated funds will be required before equipment budget is approved