



REQUEST FOR APPLICATION

**KENTUCKY DEPARTMENT OF EDUCATION
OFFICE OF CONTINUOUS IMPROVEMENT AND SUPPORT
DIVISION OF INNOVATION AND PARTNER ENGAGEMENT**

**Kentucky Innovation Lab Network
Personalized Learning Study Group
Travel Fund Grant**

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| <p>Deadline Date</p> <p>4:00 P.M. (ET) on Friday, <i>December 1, 2017</i></p> | <p>RFA Issued By</p> <p>Office of Continuous Improvement and Support Division of Innovation and Partner Engagement</p> |
| <p>Address Questions In Writing To:</p> <p>Procurement Branch KDERFP@education.ky.gov</p> <p>Deadline for Submission of Questions: 4:00 P.M. (EST) on Friday, <i>November 10, 2017</i></p> | <p>Submit Applications To:</p> <p>Procurement Branch KDERFP@education.ky.gov</p> |
| <p>Comments/Special Instructions:</p> <ol style="list-style-type: none"> To be eligible for this Travel Fund Grant, the local Education Agency must be a participating member of the 2017-2018 Kentucky Innovation Lab Network (KY ILN) and have submitted a signed letter of commitment to the Division of Innovation and Partner Engagement no later than November 10, 2017. (See Appendix A.) Grant recipients must agree to participate in the KY ILN personalized learning study group or agree to share their learning from their travel experience on a KY ILN call. KDE reserves the right to waive minor technical deficiencies. | |

**KENTUCKY DEPARTMENT OF EDUCATION
OFFICE OF CONTINUOUS IMPROVEMENT AND SUPPORT
DIVISION OF INNOVATION AND PARTNER ENGAGEMENT**

***KENTUCKY INNOVATION LAB NETWORK (KY ILN)
PERSONALIZED LEARNING STUDY GROUP
TRAVEL FUND GRANT***

Background

There are many schools in Kentucky implementing components of personalized learning, and district leaders are encouraged to visit exemplar schools within our state. There are also many examples of personalized learning across the country, and district leaders may benefit from site visits to other hubs of educational innovation, such as schools committed to competency based education or piloting blended learning initiatives. This grant is intended to support travel to exemplar schools outside the state of Kentucky. A list of suggested schools and other entities is included as Appendix B but travel is not limited to the suggestions in Appendix B and no particular preference will be given to applications for travel to schools mentioned in Appendix B.

Funding

A breakdown of planned travel expenses for all traveling district personnel is required as part of this application. Each local Education Agency (LEA) may apply for a grant amount to cover up to 80% of total planned travel expenses, with a maximum request of \$2500.

Eligibility

To be eligible for a Travel Fund Grant, the LEA must be a participating member of the 2017-2018 Kentucky Innovation Lab Network (KY ILN) and have submitted a signed letter of commitment to the Division of Innovation and Partner Engagement no later than November 10, 2017. See Appendix A for list of confirmed 2017-2018 KY ILN districts as of October 1, 2017.

Allowable Use of Funds

1. *Funds from the Travel Fund Grant must be used, for the visit described in the application, during the 2017-2018 school year.*
2. The Travel Fund Grant may be used to offset costs of any professional development or workshop fees directly associated with the visit; for example, workshops offered at the destination school during the visit. It shall not be used for professional development back at the LEA either before or after the travel visit.
3. The Travel Fund Grant may be used to offset costs induced by traveling; for example, air fare, mileage reimbursement (at the Kentucky state rate of 40 cents/mile), car rental expenses, lodging, meals, and related costs. It shall not be used for entertainment expenses during the trip.
4. The Travel Fund Grant shall not be used to offset costs induced by the LEA as a result of sending staff offsite; for example, paying for substitute teachers in the classroom.

Application Components

The following must be included in each application:

1. A cover page with identifying information for the LEA.
2. Narrative responses to five questions which shall not contain any information that may be used to identify the LEA (i.e., district name, school name, county, individual names, etc.).
3. A completed budget estimate, including grant amount requested. The budget shall not contain any information that may be used to identify the LEA.

Submission of Application

The Kentucky Department of Education (KDE) must receive, in its email inbox, the application by Friday, December 1, 2017 4:00 PM (ET). Applications received after this time and date will not be reviewed or considered for award. Furthermore, applications not complying with any of the technical requirements or applications with identifying information in the narrative or budget sections may be deemed non-responsive. It is the district's responsibility to check the [KDE Competitive Grants webpage](#) regularly for new information (including changes) regarding this RFA. Applicants are responsible for contacting KDE confirming the receipt of their application.

To formally submit an application:

1. Save the completed application in its entirety, including all signatures, to PDF format. The file name should be ***KYILNRFA-FY17-District***. (For example: Trigg County would save the original application as *KYILNRFA-FY17-Trigg County*.)
2. Email the completed application to KDERFP@education.ky.gov
 - The date/time on the received email must be on or before 4:00 PM (ET), Friday, December 1, 2017.** Applications not received by the deadline will not be reviewed or considered for award.
 - On the subject line of the email, type ***KYILNRFA/name of district***.
 - Keep in mind that email coming in to the Kentucky Department of Education is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always received on the first try.
 - Double check to ensure that, except for the cover page, applications do not contain any identifying information (i.e., district, school, county, individual names, etc.). Applications with identifying information will be deemed non-responsive.

Evaluation of Application

A committee consisting of persons knowledgeable about personalized learning initiatives will review applications meeting all eligibility criteria using the scoring rubric found in Appendix C. The Kentucky Department of Education reserves the right to negotiate the budget with funded applicants.

Award

LEAs will receive notice of award on or around January 3, 2018. LEAs chosen to receive a Travel Fund Grant agree to participate in the KY ILN personalized learning study group, or agree to share their learning from their travel experience on a KY ILN call.

Section I – Contact Information

Total Requested Grant Funds:
(insert from gray box in Section III)

District:

Address:

City:

State:

Zip:

Superintendent:

Grant Contact Name and Title:

Grant Contact Phone Number:

Grant Contact Email Address:

LEAs chosen to receive a Travel Fund Grant agree to use the funds to facilitate the site visit described in the application during the 2017-2018 school year. In addition, grant recipients agree to participate in the KY ILN personalized learning study group, or to share learning from their travel experience on a KY ILN call. By signing below, you agree to these terms.

Superintendent signature:

Grant contact signature:

Section II – Narrative Questions

Reminder: Do NOT identify your district by name in any of your narrative responses. While responses ought to be detailed, avoid revealing any personal identifying information as this portion of your application will be scored blindly.

Responses to each question should not exceed 600 words.

1. Which school(s) or organization do you plan to visit? Why did you select this particular school(s)? What aspects of personalized learning do you hope to observe?

2. Who from your school will you send on this visit? Give their *roles* not their names. E.g.: 4th grade classroom teacher, assistant superintendent, CAO, elementary school team leader.

3. Give a rough sketch of your visit agenda. Will you observe classrooms? Meet with district leaders? Take formal workshops?

4. How will you share learning from this experience among the rest of your district?

5. What changes might you see in your own district as a result of this visit?

Section III – Financial Breakdown

| | Estimated expenses (per person) | Total number of people | Total estimated expenses |
|---|---------------------------------|------------------------|--------------------------|
| Site visit tour or workshop fees | | | |
| Air fare | | | |
| Mileage reimbursement (total miles x 40 cents/mile) | | | |
| Car rental expenses | | | |
| Lodging | | | |
| Meals | | | |
| Other (please specify) | | | |
| Grand total of planned travel expenses | | | |
| TOTAL REQUESTED GRANT FUNDS <i>(up to 80% of grand total, with maximum request of \$2500)</i> | | | |

APPENDIX A: 2017-2018 CONFIRMED KY ILN DISTRICTS

This is a list of Kentucky school districts who have returned a signed letter of commitment (LOC) to the Kentucky Department of Education's Division of Innovation and Partner Engagement. This list is current as of October 1, 2017.

Districts must be on this list to be eligible for the "KY ILN Personalized Learning Study Group" grant.

If you do not see your district on this list and believe that this is a mistake, please contact Kristina Catanese (kristina.catanese@education.ky.gov).

If you are not a current member of the KY ILN, but are interesting in becoming a member, please visit the Kentucky Department of Education KY ILN website for more information: <https://education.ky.gov/school/innov/Pages/Innovation-Lab-Network.aspx>. Signed letters of commitment must be turned into Kristina Catanese (kristina.catanese@education.ky.gov) by November 10, 2017 to be considered for this award.

2017-2018 Kentucky Innovation Lab Network districts

- Barren County
- Boone County
- Boyle County
- Corbin Independent
- Danville Independent
- Eminence Independent
- Fort Thomas Independent
- Grant County
- Graves County
- Hancock County
- Hardin County
- Henry County
- Hickman County
- Jefferson County
- Lee County
- Marion County
- Marshall County
- Mason County
- McLean County
- Metcalfe County
- Owensboro Independent
- Owsley County
- Paducah Independent
- Russell Independent
- Shelby County
- Taylor County
- Trigg County
- Warren County
- Webster County

APPENDIX B: EXEMPLAR SCHOOLS AND OTHER ENTITIES

This is a list of exemplar schools and other entities across the United States that are implementing components of personalized learning. Inclusion on this list does not represent endorsement of the school by the Kentucky Department of Education. This list is meant to guide applicants towards some possible school visit options but travel is not limited to the suggestions here and no particular preference will be given to applications for travel to any of the below schools.

Exemplar Schools and Other Entities

websites are linked when possible

California

- Galt Unified School District
- [Lindsey Unified School District](#)
- [High Tech High](#)

Colorado

- [Mesa County Schools](#) (District 51)
- [Westminster Public Schools](#) (District 50)

Maine

- [Casco Bay High School](#)
- [RSU2](#)

New Hampshire

- [PACE](#) district – Concord
- [PACE](#) district – Pittsfield
- [PACE](#) district – Rochester
- [PACE](#) district – Sandborn
- [PACE](#) district – Souhegan

Vermont

- [Winooski School District](#)

Wisconsin

- [Wisconsin Institute for Personalized Learning](#)

APPENDIX C: SCORING RUBRIC

Kentucky Innovation Lab Network Personalized Learning Study Group Travel Fund Grant Scoring Rubric

| Section | Point Range | Excellent – Very Good | Good – Fair | Poor – Inadequate |
|---|-------------|---|---|---|
| Section II Question 1 <i>Which school(s) or organization do you plan to visit and why were they selected? What aspects of personalized learning do you hope to observe?</i> | 0-10 | It is clear why this school or organization was chosen. Explicit aspects of personalized learning are identified. Points: 10-8 | It is clear why this school or organization was chosen. Aspects of personalized learning are mentioned but detail is not given. Points: 7-4 | It is not clear why this school or organization was chosen. Points: 3-1 |
| Section II Question 2 <i>Who from your school will you send on this visit?</i> | 0-5 | Explicit staff are named by their district role. Staff are clearly in a position to benefit from this visit. Points: 5-4 | General staff are named by their district role, perhaps vaguely (e.g. “teacher”). Points: 3-2 | It is not clear who from the district would be participating on this visit. Points: 1-0 |
| Section II Question 3 <i>Give a rough sketch of your visit agenda.</i> | 0-10 | The visit agenda, while only a rough outline, is purposeful and clear. There is evidence that district staff will have opportunities to observe and learn. Points: 10-8 | The visit agenda may include some opportunities for district staff to observe and learn, but lacks purpose. Points: 7-4 | The visit agenda is vague and unclear. Points: 3-0 |

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| <p>Section II Question 4 <i>How will you share learning from this experience with the rest of your district?</i></p> | <p>0-10</p> | <p>It is very clear that the district will have a plan for sharing learning. The explanation is detailed, appropriate, well thought out, and valid. Points 10-8</p> | <p>There is evidence that the district plans to share learning, but specifics are lacking. Points: 7-4</p> | <p>The explanation is vague and not convincing. Points: 3-0</p> |
| <p>Section II Question 5 <i>What changes might you see in your own district as a result of this visit?</i></p> | <p>0-10</p> | <p>It is very clear that the district expects to implement change as a result of learning on this visit. Points 10-8</p> | <p>There is evidence that the districts expects to implement change as a result of learning on this visit, but specifics are lacking. Points: 7-4</p> | <p>Potential changes are vague and unclear. Points: 3-0</p> |
| <p>Section III Financial breakdown</p> | <p>0-5</p> | <p>The travel budget is reasonable, purposeful, and efficient. Points 5-4</p> | <p>The travel budget is reasonable, but some funds may be allocated inefficiently. Points: 3-2</p> | <p>The travel budget is unreasonable. Points: 1-0</p> |