REQUEST FOR APPLICATION

KENTUCKY DEPARTMENT OF EDUCATION
OFFICE OF CONTINUOUS IMPROVEMENT AND SUPPORT
DIVISON OF INNOVATION AND PARNTER ENGAGEMENT

Kentucky Innovation Lab Network
Travel Fund Grant

Deadline Date **4:00 P.M. (ET) on Friday,** *December 21, 2018*	RFA Issued By Office of Continuous Improvement and Support Division of Innovation and Partner Engagement
Address Questions In Writing To: Procurement Branch KDERFP@education.ky.gov Deadline for Submission of Questions: 4:00 P.M. (EST) on Friday, *December 14, 2018*	Submit Applications To: Procurement Branch KDERFP@education.ky.gov

Comments/Special Instructions: 1. To be eligible for this Travel Fund Grant, the local Education Agency must be a participating member of the 2018-2019 Kentucky Innovation Lab Network (KY ILN). (See Appendix A.) 2. Grant recipients must agree to share their learning from their travel experience on a KY ILN call. 3. KDE reserves the right to waive minor technical deficiencies.

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KENTUCKY INNOVATION LAB NETWORK
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. This grant is not intended to support travel to national conferences unless the conference is hosted by a school.

Funding
        Each local Education Agency (LEA) may apply for a grant amount of $2500. A breakdown of planned travel expenses for all traveling district personnel is required as part of this application. Applications will be evaluated based in part on a demonstrated personal financial commitment on the part of the district.

Eligibility
        To be eligible for a Travel Fund Grant, the LEA must be a participating member of the 2018-2019 Kentucky Innovation Lab Network (KY ILN). See Appendix A for list of confirmed 2018-2019 KY ILN districts as of November 1, 2018.

Allowable Use of Funds
1. *Funds from the Travel Fund Grant must be used, for the visit described in the application, during the 2018-2019 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 may 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 42 cents/mile), car rental expenses, lodging, meals, and related costs.
4. The Travel Fund Grant may 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.
3. A completed budget estimate, including grant amount requested.

Submission of Application
The Kentucky Department of Education (KDE) must receive, in its email inbox, the application by Friday, December 21, 2018 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 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-FY19-District***. (For example: Trigg County would save the application as *KYILNRFA-FY19-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 21, 2018.** 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.

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 18, 2019. LEAs chosen to receive a Travel Fund Grant agree to share their learning from their travel experience on a KY ILN call.

Section I – Contact Information

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 finds to facilitate the site visit described in the application during the 2018-2019 school year. In addition, grant recipients agree 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

Responses to each question should not exceed 600 words.

1. Which school(s) 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 district 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 42 cents/mile)			
Car rental expenses			
Lodging			
Meals			
Other (please specify)			
Grand total of planned travel expenses			
TOTAL REQUESTED GRANT FUNDS			**$2500**

APPENDIX A: 2018-2019 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 November 1, 2018.

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.

2018-2019 Kentucky Innovation Lab Network districts

- Barren County
- Berea Independent
- Boone County
- Boyle County
- Breckenridge County
- Cloverport Ind
- Corbin Independent
- Danville Independent
- Eminence Ind
- Fort Thomas Ind

- Grant County
- Graves County
- Hancock County
- Hardin County
- Jefferson County
- Livingston County
- Marion County
- Marshall County
- Mason County
- Metcalfe County

- Monroe County
- Nelson County
- Owensboro Ind
- Owsley County
- Paris Independent
- Shelby County
- Todd County
- Trigg 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 <u>not</u> 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

California
- Galt Unified School District (elementary & high)
- Lindsey Unified School District
- High Tech High

Colorado
- Mesa County Schools (District 51)
- Westminster Public Schools (District 50)

Georgia
- Henry County Schools

Maine
- Casco Bay High School
- RSU2

Minnesota
- Minnetonka Public Schools

New Hampshire
- PACE district – Concord
- PACE district – Pittsfield
- PACE district – Rochester
- PACE district – Sanborn
- PACE district – Southeagan

Utah
- Innovations Early College High School

Vermont
- Winooski School District

Wisconsin
- Wisconsin Institute for Personalized Learning

APPENDIX C: SCORING RUBRIC

Kentucky Innovation Lab Network
Travel Fund Grant Scoring Rubric

Section	Point Range	Excellent – Very Good	Good – Fair	Poor – Inadequate
Section II Question 1 *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?*	0-5	It is clear why this school or organization was chosen. Explicit aspects of personalized learning are identified. **Points: 5-4**	It is clear why this school or organization was chosen. Aspects of personalized learning are mentioned but detail is not given. **Points: 3-2**	It is not clear why this school or organization was chosen. **Points: 1-0**
Section II Question 2 *Who from your district will you send on this visit?*	0-3	Explicit staff are named by their district role. Staff are clearly in a position to benefit from this visit. **Points: 3**	General staff are named by their district role, perhaps vaguely (e.g. "teacher"). It is implied but not clear how staff may benefit from this visit. **Points: 2**	It is not clear who from the district would be participating on this visit. **Points: 1-0**
Section II Question 3 *Give a rough sketch of your visit agenda.*	0-5	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: 5-4**	The visit agenda may include some opportunities for district staff to observe and learn, but lacks purpose. **Points: 3-2**	The visit agenda is vague and unclear. **Points: 1-0**

Section II Question 4 *How will you share learning from this experience with the rest of your district?*	0-5	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 5-4**	There is evidence that the district plans to share learning, but specifics are lacking. **Points: 3-2**	The explanation is vague and not convincing. **Points: 1-0**
Section II Question 5 *What changes might you see in your own district as a result of this visit?*	0-5	It is very clear that the district expects to implement change as a result of learning on this visit. **Points 5-4**	There is evidence that the districts expects to implement change as a result of learning on this visit, but specifics are lacking. **Points: 3-2**	Potential changes are vague and unclear. **Points: 1-0**
Section III Financial breakdown	0-2	The travel budget is reasonable, purposeful, and efficient. The district demonstrates personal financial commitment beyond using the grant funds. **Points: 2**	The travel budget is reasonable, but some funds may be allocated inefficiently. The district does not demonstrate a personal financial commitment beyond using the grant funds. **Points: 1**	The travel budget is unreasonable. **Points: 0**