**REQUEST FOR APPLICATION**

**KENTUCKY DEPARTMENT OF EDUCATION**

**OFFICE OF CONTINUOUS IMPROVEMENT & SUPPORT**

**DIVISION OF INNOVATION**

**Kentucky Innovative Learning Network**

**Travel Grant**

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| --- | --- |
| **Deadline Date**  **4:00 P.M. (ET) on Friday,**  ***March 25, 2022*** | **RFA Issued By**  Office of Continuous Improvement and Support  Division of Innovation |
| **Address Questions In Writing To:**  Procurement Branch  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  Deadline for Submission of Questions:  4:00 P.M. (EST) on Friday,  ***February 25, 2022*** | **Submit Applications To:**  Procurement Branch  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) |

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| --- |
| **Comments/Special Instructions:**  1. To be eligible for this Travel Grant, the local Education Agency must be a participating member of the 2021 - 2022 Kentucky Innovative Learning Network (KY ILN) and have submitted a signed Letter of Commitment (LoC) to the Division of Innovation during the 2021-2022 school year. (See Appendix A.)  2. Grant recipients must agree to share their learning from their travel experience on an upcoming KY ILN call.  3. KDE reserves the right to waive minor technical deficiencies. |

**Background**

There are many schools and districts in Kentucky implementing learner-centered practices and other innovative strategies such as competency-based education. In order to support these innovative efforts, districts are encouraged to visit exemplary schools across the country and district leaders may benefit from site visits to other hubs of educational innovation outside of the Commonwealth. This grant is intended to support travel to model schools. A list of suggested schools and other entities is included in Appendix B, but travel is not limited to the suggestions in Appendix B. No particular preference will be given to applications for travel to schools mentioned in Appendix B. The grant is not intended to support travel to national conferences unless the conference is hosted by a model school or district.

**Funding**

Each local Education Agency (LEA) may apply for a maximum grant amount of $2,500 to supplement travel costs. A breakdown of planned travel expenses (flight, hotel accommodations, etc.) for all traveling district personnel is required as part of the application. Applications will be evaluated based in part on a demonstrated shared financial commitment on behalf of the district.

**Eligibility**

To be eligible for a Travel Grant, the LEA must be a participating member of the 2021 - 2022 Kentucky Innovation Learning Network (KY ILN) and have submitted a signed Letter of Commitment (LoC) to the Division of Innovation during the 2021 – 2022 school year. See Appendix A for list of confirmed 2021 - 2022 KY ILN districts as of February 9, 2022.

**Allowable Use of Funds**

1. Funds from the Travel Grant must be used for the visit described in the application no later than December 31, 2022.
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 current Kentucky state rate), car rental expenses, lodging, meals, and related costs.

**Unallowable Use of Funds**

1. The Partnership Grant shall not be used to compensate district staff or offset costs induced by the LEA as a result of sending staff offsite; for example, paying for substitute teachers in the classroom.

2. Funds shall not be used for entertainment expenses during travel related to partnership activities

**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 travel 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, March 25, 2022 at 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 blind 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 web page](https://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) regularly for new information (including changes) regarding this RFA.

Applicants are responsible for contacting the KDE at kderfp@education.ky.gov confirming the receipt of their applications. Upon request, the KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.

**To formally submit an application:**

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, March 25, 2022**. Applications not received by the deadline will not be reviewed or considered for award.
* Scan the completed application in its entirety, including all signatures, to PDF format. Save the original application as **FY22KYILN/name of district**.(For example, Trigg County would save the original application as FY22KYILN/Trigg.)
* Scan a blind copy to submit with your application. **The bind copy must not contain any identifying information** (i.e., district name, school name, county, individual names, etc.) Save the blinded application as **FY22KYILN/DistrictNameBLIND** (For example, FY22KYILN/TriggBLIND)
* On the subject line of the email, type FY22KYILN/name of district.
* Keep in mind that email coming into 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.
* Attach the original and blind copy and send in one email to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov).

**Evaluation of Application**

A committee consisting of persons knowledgeable about learner-centered 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 **April 29, 2022** . LEAs chosen to receive a Travel Grant agree to share their learning from the travel experience on a KY ILN call.

**APPLICATION**

**Section I - Contact Information**

Total Requested Grant Funds:

(insert from gray box in Section III)

District:

Address:

City:

Superintendent:

Grant Contact Name and Title:

Grant Contact Phone Number:

Grant Contact Email Address:

*Districts chosen to receive a Travel Grant agree to use the funds to facilitate the site visit described in the application by December 31, 2022. In addition, grant recipients will agree to share learning from their travel experience on a KY Innovative Learning Network call. By signing below, you agree to these terms.*

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Superintendent signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant contact signature Date

**APPLICATION**

**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 personally identifying information as this portion of your application will be scored blindly.*

Responses to each question should not exceed 600 words. There is not a page limit for responses.

1. Which school(s) do you plan to visit? Why did you select this particular school(s)? What aspects of learner-centered education 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. Provide an example of your estimated 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 Budget**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total Estimated Expenses (per person)** | **Total number of people** | **Total estimated expenses** |
| Site visit tour or workshop fees |  |  |  |
| Air fare |  |  |  |
| Mileage reimbursement (based on current KY rate) |  |  |  |
| Car rental expenses |  |  |  |
| Lodging |  |  |  |
| Meals |  |  |  |
| Other (please specify) |  |  |  |
| **Grand total of planned travel expenses** | | |  |
| **TOTAL REQUESTED GRANT FUNDS** | | |  |

**APPENDIX A: 2021 - 2022 CONFIRMED KY ILN DISTRICTS**

This is a list of Kentucky school districts that have returned a signed [Letter of Commitment (LOC)](https://education.ky.gov/school/innov/Documents/KY%20ILN%20Letter%20of%20Commitment.pdf) to the Kentucky Department of Education’s Division of Innovation. This list is current as of February 9, 2022.

*Districts must be on this list to be eligible for the KY ILN Partnership grant.*

If you do not see your district on this list and believe that this is a mistake, please contact Sarah Snipes (Sarah.Snipes@education.ky.gov). If you are not a current member of the KY ILN, but are interested in becoming a member, please visit the [Kentucky Department of Education KY ILN website](https://education.ky.gov/school/innov/Pages/Innovation-Lab-Network.aspx) for more information. New member signed letters of commitment must be turned into Sarah Snipes (Sarah.Snipes@education.ky.gov) by ***during the 2021 – 2022 school year*** to be considered for this award.

**2021 - 2022 Kentucky Innovation Learning Network District**

Allen County

Barren County

Boone County

Boyd County

Bullitt County

Campbell County

Carter County

Carroll County

Cloverport Independent

Corbin Independent

Dayton Independent

Eminence Independent

Fayette County

Fort Thomas Independent

Frankfort Independent

Fleming County

Glasgow Independent

Graves County

Greenup County

Hardin County

Jefferson County

Johnson County

Lawrence County

Logan County

Marshall County

Metcalfe County

Nelson County

Shelby County

Somerset Independent

Trimble County

**APPENDIX B: ORGANIZATIONS FOR SITE VISITS**

This is a list of model schools and other entities across the United States that are implementing components of learner-centered education. 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; however, travel is not limited to the suggestions here and no particular preference will be given to applications for travel to any of the schools listed below.

**Model Schools and Other Entities:**

|  |  |
| --- | --- |
| Alaska | Fairbanks North Star Borough School District |
| California | Galt Unified School District (elementary & high)  Lindsey Unified School District  High Tech High  Oakland Unified School District  Vista High School  Vista Innovation & Design Academy (VIDA) - Middle School |
| 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 Districts: Concord, Pittsfield, Rochester, Sanborn, Southeagen |
| New York | Syracuse City School District |
| Utah | Innovations Early College High School |
| Vermont | Winooski School District |
| Wisconsin | Wisconsin Institute for Personalized Learning |
| Other | Big Picture Learning Network Schools |

**APPENDIX C: SCORING RUBRIC**

**Kentucky Innovative Learning Network**

**Partnership 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 - 10** | It is clear why this organization was chosen. Explicit aspects of personalized learning and/or innovative practices are identified.  **Points: 10 - 8** | It is clear why this organization was chosen. Aspects of personalized learning and/or innovative practices are mentioned, but detail is not given.  **Points: 7 - 4** | It is not clear why this organization was chosen. Few or no aspects of personalized learning and/or innovative practices are provided.  **Points: 3 - 0** |
| **Section II**  **Question 2**  *Who from your school will you send on this visit?* | **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**  *Give a rough sketch of your visit agenda.* | **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** |
| **Section II**  **Question 4**  *How will you share learning from this experience with the rest of your district?* | **0 - 10** | 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** | There is evidence that the district plans to share learning, but specifics are lacking.  **Points: 7 - 4** | The explanation is vague and not convincing.  **Points: 3 - 0** |
| **Section II**  **Question 5**  *What changes might you see in your own district as a result of this visit?* | **0 - 10** | It is very clear that the district expects to implement change as a result of learning on this visit.  **Points: 10 - 8** | There is evidence that the district expects to implement change as a result of learning on this visit, but specifics are lacking.  **Points: 7 - 4** | Potential changes are vague and unclear.  **Points: 0 - 3** |
| **Part III**  **Financial Budget** | **0 - 5** | The travel budget is reasonable, purposeful, and efficient.  **Points: 5 - 4** | The travel budget is reasonable, but some funds may be allocated inefficiently.  **Points: 3 - 2** | The travel budget is unreasonable.  **Points: 1 - 0** |