



FLORIDA DEPARTMENT OF EDUCATION

## ***Request for Proposal/Application***

### **I. Grant Overview**

<b>Division/Office</b>	Division of Public Schools and Community Education, Office of School Improvement (OSI)
<b>Title</b>	School-Based: Governor's Mentoring Initiative
<b>Specific Funding Authority</b>	State, Specific Appropriation 5B
<b>Funding Purpose</b>	The purpose of the application is to provide mentoring services for students as part of the Governor's Mentoring Initiative to improve academic student performance.
<b>Funding Priorities</b>	<ul style="list-style-type: none"><li>• Enhancing instruction or providing mentoring activities to improve student performance</li><li>• Local schools may collaborate or contract with local foundations, nonprofit organizations or others.</li></ul>
<b>Target Populations</b>	Students of Public Elementary, Secondary or University Laboratory Schools
<b>Eligible Applicants</b>	<ul style="list-style-type: none"><li>• School districts on behalf of individual schools</li><li>• Nonprofit organizations</li><li>• Preference will be given to D and F schools</li><li>• Preference will be given to elementary school applications that target 3<sup>rd</sup> grade strategies for academic improvement</li></ul>
<b>Type of Award</b>	Competitive Discretionary
<b>Total Funding Amount</b>	\$405,000 Total with awards not to exceed \$5,000 per individual school
<b>Funding Period</b>	July 1, 2002 – June 30, 2003
<b>Technical Support</b>	Traci Cotton at (850) 487-1023 Traci.Cotton@fldoe.org
<b>Required Forms</b>	Project Application Form ( <b>DOE 100A</b> ) Budget Narrative Form ( <b>DOE 101</b> ) <i>These forms are attached. No other forms are required.</i>

**Application Due Date**

***October 21, 2002***

## **II. Federal Requirements**

There are no federal requirements that must be addressed by this application.

## **III. State Requirements**

*A. The Department of Education has developed and implemented a document entitled, General Terms, Assurances and Conditions for Participation in Federal and State Programs, to comply with state regulations and laws pertaining to the expenditure of state funds.*

**In order to receive funding, the applicant must have on file with the Department of Education, Office of the Comptroller, a signed statement by the agency head certifying applicant adherence to the General Assurances for Federal and State Participation in Programs. The complete text of the assurances may be found at <http://www.firn.edu/doe/bin00007/gbook.htm>. (A hard copy is available upon request).**

### **School Districts, Community Colleges, Universities and State Agencies**

The certification of adherence filed with the Department of Education Comptroller's Office shall remain in effect indefinitely unless a change occurs in federal or state law, or there are other changes in circumstances affecting a term, assurance, or condition; and does not need to be resubmitted with this application.

### **Private Colleges, Community Based Organizations, and Other Agencies**

Certification of adherence to the General Assurances for Participation in Federal and State Programs, and any conditions that are unique to a particular grant, shall be included in the project application.

B. The proviso language in Specific Appropriation 5B for discretionary projects directs the Department of Education to provide funding to student assistance initiatives. The applicant is encouraged to collaborate with external partner(s) in the development of the application. If the partner(s) feels invested in the project, the quality of effort will be greater. Businesses are accustomed to project planning, operations analysis, and marketing ideas to their customers. At the same time, they look to school officials to administer the project.

C. The Department of Education is seeking new and innovative ways to dramatically improve student performance. The application must document innovative strategies that will impact overall achievement and serve as a model for potential replication. The application should address the following:

- Improve low performing schools with evidence of unmet needs;
- Improve schools and the academic achievement of students;
- Improve other corollary outcomes such as attendance and behavior; however, not as the primary focus of the project;
- Design school-based strategies; and
- Provide meaningful community and external involvement to support the school(s)' commitment to enable the project to become self-sustaining in the future.

## D. Program Narrative

This is the key section of the grant application. In concise terms, the application narrative provides answers to the following essential questions:

- For new applicants for 2002-2003, what school(s) will be included in the project? How will funds be used to impact each site?
- What are the learning needs being addressed by the project?
- Who are the internal and/or external partners, and how will they be involved to sustain the project?
- What mentoring or instructional activities will be utilized?
- When will the project start, and when will it be fully operational?
- Who will manage the project?
- What is the evaluation plan for the project?

## IV. FISCAL REQUIREMENTS

Improved academic outcomes for participating schools, teachers, and/or students will be the priority consideration for this grant.

Allowable expenditures include appropriate training, professional and technical services, equipment, software, books, materials and supplies indirect costs, facilities rent.

Non-allowable expenditures include district-level expenses, capital improvements, plaques, entertainment, refreshments, and decorative items.

Funds will be distributed on a quarterly basis via Electronic Funds Transfer (EFT) for local education agencies. Funds will be distributed on a reimbursement basis for community based organizations.

## V. APPLICATION REVIEW CRITERIA

Representatives of various programs within the Department of Education will complete the review of the application. The application will be reviewed based on the programmatic criteria outlined below. After all program and fiscal criteria have been satisfied, applicants will receive an award notification.

<b>CRITERIA</b>	<b>Included in Application</b>	
1. Application focuses on academic improvement.	<b>Yes</b>	<b>No</b>
2. Application targets low performing schools.	<b>Yes</b>	<b>No</b>
3. Application identifies the <i>needs</i> of a targeted group of students and/or teachers.	<b>Yes</b>	<b>No</b>

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|---|------------|-----------|
| 4. Application demonstrates collaboration between schools and the community that will enable the program to become self-sustaining in the future. | <b>Yes</b> | <b>No</b> |
| 5. Application includes an evaluation plan.   | <b>Yes</b> | <b>No</b> |
| 6. Application includes innovative strategies for potential models for replication for possible dissemination of best practices.                  | <b>Yes</b> | <b>No</b> |

**VI. APPLICATION PROCEDURES**

**What to Submit**

- ⇒ One application with original signature (one-sided)
- ⇒ Three copies (one-sided)

**Conditions for Acceptance**

All applications submitted to the Department of Education must include a completed **DOE 100A** form with the original signature of the appropriate agency head.

**Where to Submit**

Bureau of Grants Management  
 Florida Department of Education  
 325 West Gaines Street  
 Turlington Building, Suite 332  
 Tallahassee, Florida 32399-0400

**Due Date      October 21, 2002**

**Format**

- The narrative section (Project Design and Description with attachment) should not exceed six pages.
- The application should consist of single-sided pages, stapled in the upper left corner with the DOE 100A form used as the cover page, followed by the DOE 101 Budget Narrative Form. The applicant should use 10- or 12-point fonts and 1” margins. The applicant should not submit the application in folders, binders, or other presentation format.