



Virginia College/University Partnership Laboratory School Planning Grant Application

(Application Submission Date: February 1, 2012)

*Secretary of Education Laura W. Fornash
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Virginia College/University Partnership Laboratory School Planning Grant

COMPETITIVE GRANT APPLICATION PACKET

Title:	Virginia College/University Partnership Laboratory School Planning Grant
Issuing Agency:	Secretary of Education Laura W. Fornash Office of the Governor Patrick Henry Building 1111 East Broad Street Richmond, Virginia 23219
Eligible Applicants:	Public institutions of higher education that operate a teacher education program approved by the Virginia Board of Education (Board). No grantee shall receive more than one planning grant.
Funding Authority:	Virginia General Assembly
Grant Period	April 15, 2012 – September 15, 2012
Application Submission Deadline:	February 1, 2012

In order to be considered for selection, applicants must submit a complete response. The application materials (one original and five copies) must be mailed, hand delivered, or commercially delivered to the address below. In addition, one copy of the proposal must be submitted via e-mail to education1@governor.virginia.gov. Please note: Applications must be received by the Secretary of Education, Office of the Governor, **no later than 4 p.m., Eastern Daylight Time (EDT), on February 1, 2012**. Applications not meeting the delivery deadline will not be considered.

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GENERAL INFORMATION

Grant Award: The one-time planning grant awards will vary depending on the institution meeting the competitive selection criteria for evaluation described below. Total maximum amount of funding to all grantees, subject to availability of funds, will be \$600,000.

Grant Period: The grant period for the 2012 *Virginia College/University Partnership Laboratory School Application Planning Grants* will be from April 15, 2012 – September 15, 2012 with no renewal opportunities available. Once an executed grant award agreement is in place, the SOE will issue payment for 50% of the award. The final 50% will be issued after the grantee has submitted: (1) all five grant products described below; and (2) a final report to include a summary of the results of the planning project and a detailed expense report by line item. The five grant products are due no later than September 15, 2012. The final report and detailed expense report are due no later than September 30, 2012.

Letter of Intent to Apply: Applicants must submit an electronic letter of intent to apply no later than December 15, 2011. The letter must include the following: the name of the public institution of higher education, contact person, and the title, address, telephone number, and e-mail address of the contact person. This letter should be e-mailed to the Office of the Secretary of Education at education1@governor.virginia.gov.

This application is available on the Office of the Secretary of Education's (SOE) Web site at: <http://www.education.virginia.gov/>.

Notice: The Virginia Freedom of Information Act (FOIA), §§ [2.2-3700](#) et seq. of the *Code of Virginia*, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees. Please be advised that documents submitted to the Office of the Secretary of Education are subject to FOIA and must be released in response to a FOIA request unless the records are exempt as specifically provided by law.

COMPETITIVE GRANT REQUIREMENTS

I. PURPOSE

The Secretary of Education is pleased to announce the 2011-2012 *Virginia College/University Partnership Laboratory School Application Planning Grant*. Secretary of Education planning grants totaling \$600,000 will be awarded to public institutions of higher education in Virginia that operate a teacher education program approved by the Virginia Board of Education. The planning grant is intended to support the planning and development process that will enhance an applicant's consideration for the implementation of a college/university partnership laboratory school. Receipt of a planning grant does not guarantee subsequent approval of a college/university partnership laboratory school. A separate application must be submitted at the end of the planning period and will be judged on its merits in competition with all other applications.

II. BACKGROUND

Section [23-299](#) of the *Code of Virginia* defines a college partnership laboratory school as “a public, nonsectarian, nonreligious school established by a public institution of higher education that operates a teacher education program approved by the Virginia Board of Education (Board).” College partnership laboratory schools are public schools established by contract between the governing board of a college partnership laboratory school and the Board of Education. Pursuant to the *Code*, the members of the governing board are selected by the institution of higher education establishing the college partnership laboratory school.

As provided in § [23-299](#) of the *Code*, a college partnership laboratory school may be established to:

- Stimulate the development of innovative programs for preschool through grade 12 students.
- Provide opportunities for innovative instruction and assessment.
- Provide teachers with a vehicle for establishing schools with alternative innovative instruction and school scheduling, management, and structure.
- Encourage the use of performance-based educational programs.
- Establish high standards for both teachers and administrators.
- Encourage greater collaboration between education providers from preschool to the postsecondary level.
- Develop models for replication in other public schools.

A college partnership laboratory school shall be subject to all federal and state laws and regulations and constitutional provisions prohibiting discrimination on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services. Enrollment shall be open to any child who is deemed to reside within the Commonwealth through a lottery process on a space-available basis.

In accordance with [§ 23-299.4](#), *Code of Virginia*, any “public institution of higher education operating within the Commonwealth and having a teacher education program approved by the Board of Education may submit an application for formation of a college partnership laboratory school.”

This section of the *Code* also states: “The purposes of the college partnership laboratory school application are to present the proposed school’s academic and operational vision and plans, demonstrate the applicant’s capacities to execute the proposed vision and plans, and provide the Board of Education a clear basis for assessing the applicant’s plans and capacities. An approved college partnership laboratory school application shall not serve as the school’s contract. Within 90 days of approval of a college partnership laboratory school application, the Board of Education and the governing board of the approved school shall execute a contract that clearly sets forth the academic and operational performance expectations and measures by which the college partnership laboratory school will be judged and the administrative relationship between the Board of Education and the college partnership laboratory school, including each party’s rights and duties. The performance expectations and measures set forth in the contract shall

include but need not be limited to applicable federal and state accountability requirements. The performance provisions may be refined or amended by mutual agreement after the college partnership laboratory school is operating and has collected baseline achievement data for its enrolled students.”

Please visit the Virginia Department of Education’s (VDOE) Web site at: http://www.doe.virginia.gov/instruction/laboratory_schools/index.shtml for additional information on college/university partnership laboratory schools in Virginia.

III. STATEMENT OF NEEDS

Applicant’s Proposal

Proposals shall:

- 1. Provide a comprehensive description of the proposed planning project to implement a college/university partnership laboratory school to include the following: [Limit of 5 pages or less.]**
 - a. Mission of the institution of higher education and its relationship to the establishment of a college/university partnership laboratory school;
 - b. Objective and goals in the establishment of a college/university partnership laboratory school. (If known, describe the focus of the school, the grade level(s) to be targeted, and the school’s population.);
 - c. An explanation of the commitment of the college/university to support the concept of implementing a college/university partnership laboratory school;
 - d. How the institution will conduct a formal assessment of the need and support for a college/university partnership laboratory school in the community it plans to serve; and
 - e. A description of the benefit to the institution of higher education and the community.

- 2. Provide a narrative of research and analysis, to include the following: [Limit of 5 pages or less.]**
 - a. A description of the plans to conduct research on best practices and model college/university partnership programs; and
 - b. A description of the information gathering process to address implementation responsibilities (adherence to state laws and regulations, including Virginia *Standards of Quality*, the Virginia *Standards of Learning*, and the Virginia Board of Education’s [*Regulations Establishing Standards for Accrediting Public Schools in Virginia*](#)), curriculum, college readiness personnel, resources, estimated costs, available funding resources, fundraising, governance structure, and sustainability.

3. **Provide a comprehensive description of the planning process to include the following: [Limit of 5 pages or less.]**
 - a. A description of the stakeholders involved; the name of the coordinator of the grant, and any committee(s)/teams(s) to be formed and its (their) composition;
 - b. How the institution plans to convene key stakeholders in the institution of higher education and the business and education communities to build partnerships and plan collaboration to implement a successful and sustainable college/university partnership laboratory school; and
 - c. A description of the initiatives, tasks, etc., involved in the planning process.

4. **Submit a budget (including a budget narrative) and timeline for the planning process, to include at least the following information.** Please note that funds made available under the planning grant must relate directly to the planning activities (such as faculty release time, consultant costs, travel, meeting space) to be conducted. The grant proposal should not include indirect costs. Administrative costs must not exceed **fifteen (15%) percent** of the total grant amount requested and must relate directly to this grant program. **[Limit of 5 pages.]**
 - a. Detailed costs associated with the planning process; and
 - b. Timeline to complete tasks and responsible parties for the initiatives.

5. **Submit a Memorandum of Understanding (MOU) signed and executed by all parties who will comprise the proposed College/University Partnership Laboratory School.** To be eligible for a planning grant, an applicant must demonstrate that it has established a commitment from one or more entities in the public or private sector, which may include Federal, State, and local public agencies, philanthropic organizations, private businesses, or individuals, to provide financial, technical, in-kind and/or other means of support. **[Limit of 5 pages.]**
 - a. Details as to the tasks and responsibilities of each signatory to the MOU; and
 - b. Timeline to complete tasks and responsible by the signatory parties.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. GENERAL INSTRUCTIONS:

In order to be considered for selection, applicants must submit a complete response. The application materials (one original, five copies) must be mailed, hand-delivered or commercially delivered to the following address. In addition, one copy of the proposal must be submitted via email to education1@governor.virginia.gov.

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B. SPECIFIC PROPOSAL INSTRUCTIONS:

1. Proposals shall be signed by the president or provost of the institution of higher education and the dean or chair of the school/department of education. The signatories must certify that to the best of his/her knowledge the information in the application is correct, and that the applicant has addressed all application elements that pertain to the proposed college/university partnership laboratory school planning grant. All information requested should be submitted. Failure to submit all information requested may result in the Secretary of Education requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Secretary of Education.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the planning grant application. Emphasis should be placed on completeness and clarity of content.
3. Proposals should be organized in the order in which the requirements are presented in the application. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the application. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the application. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the application requirements. Information which the applicant desires to present that does not fall within any of the requirements of the application should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the application requirements are specifically addressed.
4. Proposals should be as thorough and detailed as possible so that the Office of the Secretary of Education may properly evaluate the applicant's capabilities to conduct the planning grant activities. Submission guidelines are as follows:

- Applications should not be submitted in binders or special covers.
- Applications should be typed on 8-1/2-inch by 11-inch paper, single-sided pages, with a one-inch margin on all sides.
- A standard 12-point font, such as Times New Roman or Arial, should be used for the proposal and any appendices.
- Boldface type, underlining, and italics may be used. However, do not use color text.
- Page numbers should be noted in the top right-hand corner of each page. Start with page one and number the pages consecutively throughout the document.
- Reliance on the use of and reference to appended materials is discouraged. If appended materials are required, these should be kept to a minimum.

V. EVALUATION AND AWARD CRITERIA

Proposals will be evaluated by the Office of the Secretary of Education using the criteria below. **[Refer to the Statement of Needs for additional detail on which the proposal will be evaluated.]**

The maximum number of points that an application can receive is 100 based on the following distribution.

<i>ITEM</i>	<i>CRITERIA</i> <u>[Refer to the corresponding item number in the Statement of Needs for additional detail on which the proposal will be evaluated.]</u>	<i>POINT VALUE</i>
1.	A comprehensive description of the proposed planning project to implement a college/university partnership laboratory school	20
2.	A narrative of research and analysis	25
3.	A comprehensive description on the planning process	30
4.	A budget (including a budget narrative) and timeline for the planning process	25
	<i>Total</i>	<i>100</i>

Decisions about award amounts take into consideration a number of factors including the amount of available funds, the number of applications recommended for funding, and the amounts requested in the recommended applications. In the event that the total amount requested in the applications recommended for funding exceeds the total amount of available funding, awards will be adjusted to accommodate the difference.