ADVANCED PLACEMENT ® Second Time Materials and Equipment Grant

Cathy Seward, Executive Director
Advanced Placement/Gifted & Talented
Office of Instruction
Oklahoma State Department of Education

Second Time Grant

- $2,500
- Second Time Materials and Equipment Grant application must be at least 5 years after the First Time Materials and Equipment Grant.
- Each grant is one time only.
- The grant is site specific and subject specific.
- All applications must be complete. Incomplete and/or late applications will not be considered.
- Submit an original and three copies to the SDE.
- Applications are available on the State Department of Education (SDE) Web site at http://ok.gov/sde/ap-grants or by email.

District _____ School _____

Course title for which funds are requested:

_____

Applying for AP _____ IB _____ grant. (Please check one.)

Email address for the main contact for this grant:

_____

(Main method of contact will be by email.)

2012-2013 Advanced Placement® (AP®) Second Time Materials and Equipment Grant

Instructions

Submit the original and three (3) copies to:
Oklahoma State Department of Education
Attn: Cathy Douglas Seward, Executive Director of Advanced Placement
2500 North Lincoln Boulevard, Suite 316
Oklahoma City, Oklahoma 73105-4599

Please designate application packets as either original or copy. Staple the entire application in the upper left corner.

Applications must be postmarked by Saturday, December 15, 2012. Incomplete and/or late applications will not be considered for the competition.

The budget must be consistent with the intent of the grant. Funds are to be used for classroom materials and equipment for this specific Advanced Placement (AP) course. Expenditures that are not allowed include, but are not limited to, training costs, travel costs, Internet and telephone connectivity, student field trips, student transportation, student test fees, and similar expenditures.

A commitment to initial Advanced Placement training is an absolute requirement. This training must occur within one (1) year of the grant award and MUST include at least a one-week Advanced Placement Summer Institute. It is further recommended that instructors continue to receive follow-up training. If training has occurred during the previous one (1) year for this course, a copy of the certificate of completion must accompany this application. If no certificate of completion is attached, and your school is awarded a grant, the certificate/s of completion must be mailed to the Oklahoma State Department of Education, Advanced Placement Program Office, by Monday, February 3, 2014.

This application refers to Advanced Placement or AP; however, International Baccalaureate or IB may be substituted when applicable.

Information

Amount of grant request: _____
(Grant amount cannot exceed $2,500)

School District Information

School District Street Address:

_____

School District City/Zip:

_____

School District County: _____ Congressional District: _____

School Site Information

School Site Street Address:

_____

School Site City/Zip: _____

AP Teacher Name:

_____

AP Teacher Email Address:

_____

Does this teacher have an approved audit from College Board? yes _____ no _____

If yes, please attach a copy of the approval notice to this application.

If no, what steps have been taken to get the course approved by College Board?

_____

Did this teacher attend an Advanced Placement Summer Institute during the summer of 2012?
yes _____ no _____
If the answer is yes, please attach a copy of the attendance certificate to this application. If the answer is no, teacher must attend an Advanced Placement Summer Institute in the summer of 2013.
AP Coordinator: _____

AP Coordinator Email Address: _____

Assurance Statement

To assure that a quality Advanced Placement program is developed and implemented in the funded local educational agency, the superintendent (or designee) and principal are required to sign the following agreement.

1. Funds will be utilized in the manner described in the application selected for funding under the Oklahoma Advanced Placement Incentives Program.

2. Any requests to change the budget must be made in writing to the Advanced Placement Office of the State Department of Education. Approval is required before budget changes are made.

3. The Advanced Placement course for which the grant was awarded must be offered beginning the school year following receipt of the grant.

4. College Board training will occur within one (1) year of the grant award and include at least a one-week Advanced Placement Summer Institute. Teachers are encouraged to attend follow-up training annually.

5. AP examinations will be made available for this course. These exams are ordered from College Board/Educational Testing Service and will be made available to each student taking an AP course.

6. Grant funds awarded in Spring 2013 will be expended by December 31, 2013. There can be no carryover of funds.

7. An Oklahoma Cost Accounting System (OCAS) printout for the appropriate code (Revenue code: 3470, Project Reporting code: 368) showing proper expenditure of funds will be submitted to the Advanced Placement office of the State Department of Education by Monday, February 3, 2014.

8. A copy of the funded AP teacher's attendance certificate for a College Board week-long Advanced Placement Summer Institute will be submitted to the Advanced Placement Office of the State Department of Education by Monday, February 3, 2014.

Budget Meets Intent of the Grant

- Be sure to state specifically what you are spending the money on and how it relates to the intent of the grant.
- Read and address each point in the prompt.
- Be sure to make note of nonallowable expenditures.

Rationale

- Be sure your rationale addresses the prompt.
- If you need to add more information, attach additional lines.
- Please use a 12-point font when typing your rationale.

Budget & Rationale

Please complete the information in the following box for each item in your budget. Duplicate the box for each item as many times as needed. You may expand the box as needed to include information.

Supplies/Equipment to be purchased with grant funds:

_____

Cost: _____

Vendor Name: _____

Vendor Address: _____

Vendor City/State/Zip: _____

Rationale

1. How will this item be used to enhance teaching and learning in the course?

2. Why are funds needed to purchase this item?

Please complete the following information only once for each application. You can add or delete lines and change/add numbers as needed.

	Budget Total
Cost of item #1	_____
Cost of item #2	_____
Cost of item #3	_____
Budget Total	_____

Quality of Personnel –

- Be sure to include planned AP training.
- Training must occur within one year and include at least a one-week Advanced Placement Summer Institute.
- Once training has occurred, mail a copy of the certificate of completion to the SDE.
- If personnel has already completed AP training, attach a copy of the certificate of completion to the application.

Quality of Personnel

Please complete the information below. You may expand the table as needed to include information.

Staff Position	Experience relevant to AP	Training	
		Previous	Planned
AP Teacher/s:			
AP Coordinator:			
AP Administrator/s:			
Other (as needed):			

If previous training is listed above, you must attach copies of professional development attendance certificates to the grant application. Do not attach originals. If participants cannot find their attendance certificates, they can contact the institution that held the professional development and ask for a copy of the certificate to be sent.

If there is no previous training within one (1) year of the grant, applicant will need to attend an Advanced Placement Summer Institute during the summer of 2013.

To get a copy of a winning grant application, go to: http://ok.gov/sde/sites/ok.gov.sde/files/OpenRecordsRequest.pdf

Be specific!

- What type of grant?
- What subject?
- Winning grant?

- Grants are due to the State Department of Education by 3:30 p.m. on Friday, December 14 2012, or postmarked by Saturday, December 15th.

Contact Information

Cathy Seward, Executive Director
Advanced Placement/Gifted & Talented
Office of Instruction
Oklahoma State Department of Education
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Oklahoma City, Oklahoma 73105-4599
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405-521-4288