

# ADVANCED PLACEMENT GRANTS Training Grant

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

# Training Grants

- \$25,000
- Each grant is one time only.
- All applications must be complete. Incomplete and/or late applications will not be considered.
- Submit an original and three copies to the State Department of Education (SDE).
- Applications are available on SDE web site at <http://ok.gov/sde/ap-grants> or by email.

# General Rules

- Don't be a politician
- Think skirt!

District \_\_\_\_\_ School \_\_\_\_\_

Applying for AP \_\_\_\_\_ IB \_\_\_\_\_ grant. (Please check one.)

Email address for the main contact for this grant:

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(Main method of contact will be by email.)

## **2012-2013 Advanced Placement® (AP®) Training 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. Items such as stipends for teachers, hiring of AP consultants, and paying for substitutes for training are consistent with the intent of the grant. Technology, materials and equipment may be purchased, but its purchase must be validated in the Budget & Rationale section of this application. Technology, materials and equipment should never total over 50 percent of the total budget.

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

2012-2013  
Advanced Placement Incentives Program  
Training Grant Application

**Information**

Amount of grant request: \_\_\_\_\_  
(Grant amount cannot exceed \$25,000)

**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: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

**AP Coordinator Information**

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. Training will occur within one (1) year of the grant award. Teachers are encouraged to attend follow-up training annually.
4. When appropriate, AP examinations will be made available. These exams are ordered from College Board/Educational Testing Service and will be made available to each student taking an AP course.
5. Grant funds awarded in Spring 2013 will be expended by December 31, 2013. There can be no carryover of funds.
6. An Oklahoma Cost Accounting System (OCAS) printout for the appropriate code (Revenue code: 3470, Project Reporting code: 396) showing proper expenditure of funds will be submitted to the Advanced Placement Office of the State Department of Education by Monday, February 3, 2014.
7. An evaluation of the training received including a list of employees receiving training will be submitted to the Advanced Placement Office of the State Department of Education by Monday, February 3, 2014.

(Mr./Mrs./Ms./Dr.) \_\_\_\_\_

Print Superintendent's Name: \_\_\_\_\_

Superintendent's or Designee's Signature: \_\_\_\_\_

# Budget

- 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.

# Rationale

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

## Budget & Rationale

Please complete the information in the following boxes for each item in your budget. Duplicate the boxes as many times as needed.

Training:

Vendor: \_\_\_\_\_

Cost: \_\_\_\_\_

Stipends/substitute pay for training:

Cost: \_\_\_\_\_

Other budget items:

Cost: \_\_\_\_\_

Technology/Materials/Equipment to be purchased with grant funds:

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Cost: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Vendor City/State/Zip: \_\_\_\_\_

**Rationale**

1. How will this item be used to enhance the learning in this training?
2. Why are funds needed to purchase this item?

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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 training	_____
Cost of sub/stipend	_____
Cost of other	_____
Cost of items	_____
% of total budget for technology, materials, and equipment	_____ %
Budget Total	_____

# Abstract

- Be brief!
- Include items that are listed in the budget section.
- Double space in 12-point font.

2012-2013  
Advanced Placement Incentives Program  
Training Grant Application

## **Training**

Provide a brief abstract summarizing the grant proposal. Be sure to address any item listed in the budget in your abstract. (Please double space using a 12-point font.)

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Training Grant Application

## Project Design

Describe the implementation plan for the requested training. What is the timeline for implementation? Who will be responsible for the various aspects?

<b>Action</b>	<b>Timeline</b>	<b>Person Responsible</b>

(Please add/delete lines as needed.)

What is the plan for continuing the momentum once the training implementation is over and the funding is spent?

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

Be specific!

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

If delivering by hand, grants are due to the State Department of Education by 3:30 p.m. on Friday, December 14, 2012.

If mailing, grants must be postmarked by Saturday, December 15, 2012.

# Contact Information

Cathy Seward, Executive Director  
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Office of Instruction  
Oklahoma State Department of Education  
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