

ADVANCED PLACEMENT Vertical Team Grant

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

Vertical Team Grant

- \$25,000
- Each grant is one time only per discipline.
- They are given to High Schools.
- 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 the SDE website at <http://ok.gov/sde/ap-grants> or by email.

General Rules

- Don't be a politician
- Think skirt!

District _____ School _____

Discipline 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®) Vertical Team 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 which is to form and train an Advanced Placement Vertical Team. Items such as stipends for teachers, hiring of AP consultants, and paying for substitutes for AP Vertical Team 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.

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 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 \$25,000)

School District Information

School District Street Address: _____

School District City/Zip: _____

School District County: _____ Congressional District: _____

High School Site Information

High School Name: _____

High School Street Address: _____

High School City/Zip: _____

Feeder School Site Information

Feeder School Name: _____

Feeder School Street Address: _____

Feeder School City/Zip: _____

Feeder School Site Information

Feeder School Name: _____

Feeder School Street Address: _____

Feeder School City/Zip: _____

(Please add/delete feeder school information as needed.)

AP Coordinator Information

AP Coordinator: _____

AP Coordinator Email Address: _____

2012-2013
Advanced Placement Incentives Program
Vertical Team Grant Application

The AP Vertical Team must include at least one representative from each grade level in grades seven through twelve.

Vertical Team Member Name	Vertical Team Member School	Grade Taught

Did any member of the Vertical Team attend an Advanced Placement Summer Institute during the summer of 2012?

Yes _____ No _____

If yes, please attach a copy of the attendance certificate to this application. If no, a minimum of one vertical team member must attend an Advanced Placement Summer Institute in the summer of 2013.

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 in the discipline listed on page 1 must be offered beginning the school year following receipt of the grant. The AP course should be on the school's list of course offerings 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. The AP Vertical Team shall include at least one representative from each grade level in grades seven through twelve.
6. AP examination/s in the discipline listed on page 1 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.
7. Grant funds awarded in Spring 2013 will be expended by December 31, 2013. There can be no carryover of funds.
8. 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.
9. 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.

(Mr./Mrs./Ms./Dr.) _____

Print Superintendent's Name: _____

Superintendent's or Designee's Signature: _____

High School Name: _____

(Mr./Mrs./Ms./Dr.) _____

Print High School Principal's Name: _____

High School Principal's Signature: _____

Feeder School Name _____

(Mr./Mrs./Ms./Dr.) _____

Print Feeder School Principal's Name: _____

Feeder School Principal's Signature: _____

Feeder School Name _____

(Mr./Mrs./Ms./Dr.) _____

Print Feeder School Principal's Name: _____

Feeder School Principal's Signature: _____

Feeder School Name _____

(Mr./Mrs./Ms./Dr.) _____

Print Feeder School Principal's Name: _____

Feeder School Principal's Signature: _____

(Please add/delete signature lines as needed)

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.
- Be sure to make note of nonallowable expenditures.

Rationale

- Be sure your rationale addresses the prompt.
- If you need to add more information, add additional lines.
- Please use a 12-point font when typing your rationale.
- Vertical Team Rationale should include information about teamwork and vertical alignment.

2012-2013
Advanced Placement Incentives Program
Vertical Team Grant Application

Budget & Rationale

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

Stipends/substitute pay for training:

Cost: _____

Vertical Team training:

Cost: _____

Other budget items:

Cost: _____

Technology/Materials/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?

2012-2013
Advanced Placement Incentives Program
Vertical Team Grant Application

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 sub/stipend	_____
Cost of training	_____
Cost of other	_____
Cost of technology, materials and equipment	_____
% 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
Vertical Team Grant Application

Abstract

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

Quality of Personnel

- Be sure to include planned Advanced Placement training.
- Training must occur within one year and include at least a one-week AP summer institute.
- Once training has occurred, mail a copy of the certificate of completion to the SDE.

Quality of Personnel

- If personnel has already completed Advanced Placement training, attach a copy of the certificate of completion to the application.
- Information needed is best presented in a table or chart.
- Vertical Team Members must include educators for Grades 7 to 12.

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Vertical Team Grant Application

Quality of Personnel

Please complete the information below. You may expand the table as needed to include information.
(Please use a 12-point font.)

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.

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Significance of the Project

The purpose of the Advanced Placement Incentive Program is to establish, organize, and administer a program designed to improve the course offerings available to high school students throughout the state and to prepare students for admission to and success in a postsecondary educational environment.

How will the proposed vertical team address this program purpose? (Please double-space using a 12-point font.)

Project Design

Describe the steps to be taken to organize the vertical team. (Please use a 12 point font.)

Organization Action	Timeline	Person Responsible

(Please add/delete lines as needed.)

Describe the steps to be taken to develop the vertical team.

Project Steps	Timeline	Person Responsible

(Please add/delete lines as needed.)

Describe the steps to be taken to sustain the vertical team.

Action to Sustain	Timeline	Person Responsible

Program Evaluation

How will the Vertical Team be evaluated in relation to the program purpose as given on the Significance of Project page? (Please double space using a 12-point font.)

The evaluation should include quantitative data that addresses the following guiding questions in whole or part:

- Are more students participating in the Advanced Placement Program and courses leading toward AP courses?
- Are more students from traditionally underrepresented populations expressing greater interest in and participating more in AP courses
- Are students accomplishing the transition from middle school to high school more successfully?
- Are additional teachers interested in joining the AP Vertical Team?
- Are scores on state and national standardized tests or other exams improving?
- Has the AP Vertical Team affected student attendance and retention rates?

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

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Advanced Placement/Gifted & Talented
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