

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

Course title for which funds are requested:

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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 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 (APSI). 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 E-mail 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 APSI 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 APSI in the summer of 2013.

AP Coordinator: \_\_\_\_\_

AP Coordinator E-mail 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.

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

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

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

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

Print Principal's Name: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

## 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

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 AP Summer Institute (APSI) during the summer of 2013.