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## 2015-2016 Advanced Placement® (AP®) FIRST TIME Materials and Equipment Grant Application

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### 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.

- ❶ Funds will be utilized in the manner described in the application selected for funding under the Oklahoma Advanced Placement Incentives Program.
  - ❷ 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.
  - ❸ The Advanced Placement course for which the grant was awarded must be offered beginning the school year following receipt of the grant.
  - ❹ 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.
  - ❺ 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.
  - ❻ Grant funds awarded in **Spring 2016** will be expended by **December 31, 2016**. There can be no carryover of funds.
  - ❼ 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 **February 1, 2017**.
  - ❽ 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 **February 1, 2017**.
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\_\_\_\_\_  
SUPERINTENDENT'S NAME (Please Print)  Mr.  Mrs.  Ms.  Dr.

\_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S NAME (Please Print)  Mr.  Mrs.  Ms.  Dr.

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

# BUDGET & RATIONALE

Please complete the information in the boxes below for each item in your budget. Duplicate this page if you need additional boxes.

## BUDGET

\_\_\_\_\_  
COST OF ITEM #1

\_\_\_\_\_  
COST OF ITEM #2

\_\_\_\_\_  
COST OF ITEM #3

\_\_\_\_\_  
COST OF ITEM #4

BUDGET TOTAL

\_\_\_\_\_

**1**

Supplies/Equipment to be purchased with funds:

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
ITEM COST

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
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?

**2**

Supplies/Equipment to be purchased with funds:

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
ITEM COST

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP

### RATIONALE

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

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# BUDGET & RATIONALE

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## BUDGET

\_\_\_\_\_  
COST OF ITEM #1

\_\_\_\_\_  
COST OF ITEM #2

\_\_\_\_\_  
COST OF ITEM #3

\_\_\_\_\_  
COST OF ITEM #4

BUDGET TOTAL

\_\_\_\_\_

**3**

Supplies/Equipment to be purchased with funds:

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
ITEM COST

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
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?

**4**

Supplies/Equipment to be purchased with funds:

\_\_\_\_\_  
VENDOR NAME

\_\_\_\_\_  
ITEM COST

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
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?



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**QUALITY OF PERSONNEL**

*Please complete the information below.*

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 locate 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 be required to attend an Advanced Placement Summer Institute during the summer of 2016.