

District _____ School _____

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®) 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.

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 & 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: _____ Cost: _____ Vendor Name: _____ Vendor Address: _____ Vendor City/State/Zip: _____ Rationale <ol style="list-style-type: none">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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2012-2013
Advanced Placement Incentives Program
Training 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 training	_____
Cost of sub/stipend	_____
Cost of other	_____
Cost of items	_____
% of total budget for technology, materials, and equipment	_____%
Budget Total	_____

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.)

Project Design

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

Action	Timeline	Person Responsible

(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?