

ARKANSAS DEPARTMENT OF EDUCATION

# Public Charter School Dissemination Grant Application

The Public Charter School Dissemination Grant will be available for experienced charter schools that have been in operation for at least three consecutive academic years, are financially viable, operationally successful and can demonstrate their success with hard data. The purpose of the Dissemination Grant Program is to provide funds to support the dissemination of effective practices/programs that have been developed, tested and proven successful in Arkansas charter schools.

Name of Public Charter School: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position / Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Grant amount requested: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

**Mail Applications To: Arkansas Department of Education  
Public Charter School Office  
Four Capitol Mall, Room 302-B  
Little Rock, AR 72201**

## PROPOSAL GUIDELINES

**Federal legislation states that dissemination funds shall be used to assist other schools in adapting the charter school's program or certain aspects of the public charter school's program, or to disseminate information about the charter school, through such activities as:**

- A. Assisting other individuals with the planning and start-up of a new public charter school, and agree to be held to at least as high a level of accountability as the assisting charter school;
- B. Developing partnerships with other public schools, including public charter schools, designed to improve student performance in each of the schools participating in the partnership;
- C. Developing curriculum materials, assessments, and other materials that promote increased student achievement and are based on successful practices within the assisting public charter school; and
- D. Conducting evaluations and developing materials that document the successful practices of the assisting charter schools that are designed to improve student achievement.

**The following information describes the application process and the requirements for compiling an application for dissemination funds under the Public Charter School Program guidelines.**

### **1. Who may apply?**

**An eligible charter school is one that has been in operation for at least three (3) consecutive school years and has demonstrated overall success, including:**

- substantial progress in improving student achievement;
- high levels of parent satisfaction; and
- the management and leadership necessary to establish a thriving, financially viable charter school.

### **2. How much funding is available?**

This is a discretionary, competitive grant for up to \$25,000.

### **3. What is the length of the funding period?**

The length of the grant is for a period not to exceed two (2) years. Funding for the grant is contingent upon federal funding.

**4. Who will make the determination regarding the proposals to be funded?**

All applications will be thoroughly reviewed and evaluated to assure guidelines of the federal regulations are met. The Department of Education will appoint a peer review panel that will review and rate the grant applications based on the scoring rubric provided in this grant application. Award selections will be based on merit, quality and thoroughness, as determined by points awarded.

**Please Note:**

Person(s) responsible for direction or management of the project must be an employee and staff member of the school that is the recipient of the grant award. Federal grant funds may not supplant state or local funds allocated to the school.

All grantees are required to conduct a presentation at the Arkansas State Public Charter Schools Conference concerning their dissemination project.

## Required Components

**Each of the following sections should be clearly identified within the grant application. Each section should start with a new page with the section title at the top of the page. Please number all pages. *The enclosed Action Plan and Budget formats must be used.***

- 1. Eligibility (15 points) (Page Limit: 5 double-spaced pages)** - The mission/eligibility narrative should include, but is not limited to the following:
  - a) Briefly describe the existing charter school including the program offered, grade levels and the number of students served.
  - b) Describe the extent to which the charter school offers the maximum flexibility possible under approved waivers of school law, standards or policies as approved by the Arkansas State Board of Education in the charter application.
  - c) Provide evidence of parent satisfaction/participation and methods used to obtain positive results.
  - d) Provide evidence of success/progress in improving student achievement, including positive outcomes for students with disabilities.
  - e) Provide necessary evidence that your school is a thriving, financially viable charter school (APSCN Reports, Audits etc.).
  
- 2. Proposed Project (20 points) (Page Limit: 5 double-spaced pages)**- The project outline should include, but is not limited to the following:
  - a) Provide the goals/activities of your project.
  - b) Describe the following:
    - How will your plan help other entities in charter planning and start-up?
    - Describe dissemination goals and measurable objectives.
    - Describe how your plan will support student achievement.
  - c) Describe the dissemination activities that will be utilized to provide your service or product to others.
  
- 3. Educational Priorities (20 points) (Page Limit: 4 double-spaced pages)** – Provide information that describes the educational priorities for the program. This may include, but not be limited to the following:
  - a) Parent/community involvement.
  - b) Opportunities for early learning and/or support for students at risk.
  - c) Opportunities for students receiving special services.
  - d) Provide support for identified schools listed in need of improvement.
  - e) Provides support for basic content areas such as math or reading.
  - f) Coordinates with your school ACSIP Plan or Technology Plan.
  - g) Provide support for developing partnerships with other schools in promoting student achievement.

h) Provide support for the development of assessments, curriculum, or any other materials to assist in the improvement of student achievement.

**4. Evaluation (15 points) (Page Limit: 2 double-spaced pages)** – Identify methods/procedures/activities for evaluation. This should include but not be limited to the following:

- a) Describe the scope of work to be performed.
- b) Describe the process that will be used for the evaluation of the success of the project.
- c) Describe how the evaluation coordinates with the goals and objectives of the project.

**5. Timeline/Activities (15 Points) (No Page Limit)** – Complete the enclosed Action Plan form:

**General guidelines:**

- a) Provide program goal on each page;
- b) List activities to achieve the goals;
- c) Clearly defined timelines for each activity; and
- d) Identify the person(s) by job title that will be responsible for completing the activity.

**6. Budget and Budget Summary (15 Points) (No Page Limit)** - Complete the enclosed budget form and provide a detailed budget summary, which provides justification for each item.

The budget summary should:

- 1. Provide the basis for projecting the costs of staff travel, materials and supplies, consultants, etc.
- 2. How the major cost items relate to the proposed activities.
- 3. Describe any additional funds from private sources or grants that will be utilized in supporting the planning process.

**Charter School Dissemination Grant  
Budget**

Grant Funds Requested \$ \_\_\_\_\_

(Up to \$25,000)

	Budget Requested	Other Funds/Contributions	
	Amount	Amount	Source
	\$	\$	
Travel			
Supplies			
Consultants that directly support the dissemination project			
Printing, copying materials			
Extended contract time for staff involved in the project including summer work time			
Equipment, if it is a one-time purchase, without which the product cannot be created			
Other (Specify)			
<b>TOTAL</b>			

**(No indirect cost budget items).**

**BUDGET SUMMARY**  
**Charter School Dissemination Grant Program**  
**Detailed Line Item Budget - Justification**

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GRANTEE:

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Describe in detail the line items listed on the Budget to provide justification for the items and an explanation of how costs were computed. (Use additional pages as necessary.)

**ASSURANCES: *This form must be signed and attached to the grant application.***

**Assurances**

1. The Grantee shall provide the services under the terms of this agreement in accordance with the purposes, goals, objectives and target groups as stated in the application for funding and any approved addendum.
2. The Applicant possesses the legal authority to apply for this grant; a resolution or motion has been adopted by the applicant's governing body which authorizes the submission of this application, including all understanding and assurances contained herein, directing and authorizing the "official representative" to act in connection with the application and to provide such additional information as required.
3. The Grantee will comply with Title VI of the Civil Rights Act of 1964 (*P.L. 88-352*) which states that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the provider receives financial assistance. Equal opportunity will also be assured in all employment practices.
4. The Department of Education, through any authorized representative, will have access to and the right to examine all records, books, papers or documents relating to the grant funding.
5. The applicant understands that awarded funds may be withdrawn if, in the opinion of the Program Coordinator and the Arkansas Department of Education, the applicant fails to establish or operate the funded program in accordance with the terms of the funded application.
6. Funds shall only be expended for practice/program/activities proposed in the approved budget.
7. Contractual agreements made prior to the beginning date of the grant shall not be paid with grant funds.
8. The Grantee shall establish a separate account for these funds and will maintain records of project activities throughout the grant period.
9. The Grantee shall provide expenditure reports as required by the Arkansas Department of Education. Failure to submit these reports shall result in loss of consideration for other state and federal grants.

By signing in the designated area below the applicant agrees to abide by the stipulations of this application and these assurances.

\_\_\_\_\_  
Name of School District or Eligible Entity

\_\_\_\_\_  
Official Representative Signature

\_\_\_\_\_  
Date

**Charter School Planning and Implementation Grant Program  
Check List for Application Packet**

- 1. Cover Page (provided)**
- 2. Eligibility (5 pages maximum)**
- 3. Proposed Project (5 pages maximum)**
- 4. Educational Priorities (4 pages maximum)**
- 5. Evaluation (2 pages maximum)**
- 6. Action Plan (form provided)**
- 7. Budget and Budget Summary (form provided)**
- 8. Assurances (form provided)**

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**Other Important Information:**

- **Fax copies will not be accepted.**
  - **The Department of Education will not assume any responsibility for screening applications and notifying applicants of incomplete or missing information. Incomplete proposals not meeting requirements in each component will not be reviewed.**
  - **Each applicant must include one copy with original signatures and three (3) additional copies.**
  - **Mailed copies should be addressed to Dr. Mary Ann Duncan, Public Charter School Office, Arkansas Department of Education, Four Capitol Mall, Room 302-B, Little Rock, AR 72201**
  - **Questions regarding the application should be directed to Dr. Mary Ann Duncan @ 501-683-5313 or [maryann.duncan@arkansas.gov](mailto:maryann.duncan@arkansas.gov)**
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**Charter School Dissemination Grant Program  
Action Plan**

**Program Goal:**

Activity	Time Line	Person(s) Responsible

(Use additional pages as needed)

# Charter School Dissemination Grant

## Scoring Rubric

## Public Charter School Dissemination Grant Scoring Sheet

**ELIGIBILITY**

**Page Limit:** 5 double-spaced pages

**15 Points**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Detailed description of the school</li> <li>• Waiver flexibility</li> <li>• Parent satisfaction/participation</li> </ul> | <ul style="list-style-type: none"> <li>• Success in improving student achievement</li> <li>• Evidence the school is thriving and financially viable</li> </ul> |
|---|--|

**Rating Scale**

<b>MINIMAL 1-5 points</b>	<b>ADEQUATE 6-10 points</b>	<b>EXCELLENT 10-15 points</b>
<ul style="list-style-type: none"> <li>• Description of the applying school or organization is vague or missing</li> <li>• Waiver flexibility is not well defined or is missing</li> <li>• Parent satisfaction/participation is unclear or missing</li> <li>• Evidence of success in improving student achievement are not discussed</li> <li>• Evidence that the school is thriving and financially viable is vague or missing</li> </ul>	<ul style="list-style-type: none"> <li>• Description of the applying school or organization is present but lacks detail</li> <li>• Waiver flexibility is defined but may not support justification for need of the school</li> <li>• Parent satisfaction/participation is stated but may not be well supported.</li> <li>• Evidence of success in improving student achievement are general, not well defined</li> <li>• Evidence that the school is thriving and financially viable is present but lacks detail</li> </ul>	<ul style="list-style-type: none"> <li>• Description of the applying school is complete with details on background and other projects</li> <li>• Waiver flexibility is well defined and is tied into the justification for the need of the school</li> <li>• Parent satisfaction/participation is well defined and supported</li> <li>• Evidence of success in improving student achievement are documented and well supported</li> <li>• Evidence that the school is thriving and financially viable is detailed and well documented</li> </ul>

Comments:

Score: \_\_\_\_\_/15

Reviewer Initials: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

## Public Charter School Dissemination Grant Scoring Sheet

**PROPOSED PROJECT**

**Page Limit:** 4 double-spaced pages

**20 Points**

- Description of goals/activities in order
- Description of assistance to others, dissemination goals/measurable objectives and support for student achievement
- Description of dissemination activities to provide service/product including presentation

**Rating Scale**

<b>MINIMAL 1-7 points</b>	<b>ADEQUATE 8-14 points</b>	<b>EXCELLENT 15-20 points</b>
<ul style="list-style-type: none"> <li>• Description of the goals and activities is vague or missing</li> <li>• Description of assistance, dissemination goals/objectives and support of student achievement is not evident</li> <li>• Description of the dissemination activities and provided service/product is vague or missing</li> </ul>	<ul style="list-style-type: none"> <li>• Description of the goals and activities are present, but lacks detail or is not in chronological order</li> <li>• Description of the assistance to other schools, dissemination goals/objectives and achievement support is present, but lacks detail or does not justify the need</li> <li>• Description of dissemination activities and provided service or product is vague and/or does not include presentation at the charter conference</li> </ul>	<ul style="list-style-type: none"> <li>• Clear description of the goals and activities in chronological order, that justifies the need for the proposed project</li> <li>• Clear description of the assistance to other schools, dissemination goals/objectives and support of student achievement</li> <li>• Clear description of the dissemination activities and provided service or product with detailed plan for presentation at the state charter conference</li> </ul>

Comments: \_\_\_\_\_

Score: \_\_\_\_\_/20

Reviewer Initials: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

## Public Charter School Dissemination Grant Scoring Sheet

**EDUCATIONAL  
PRIORITIES**

**Page Limit:** 4 double-spaced pages

**20 Points**

- Description of parent/community involvement
- Documentation of opportunities for early learning, at risk and special needs populations
- Description of support for schools in need of improvement and content areas of math/reading
- Description of coordination with ACSIP, Technology Plan and partnerships
- Description of assessments and curriculum materials to support student achievement

**Rating Scale**

MINIMAL 1-7 points	ADEQUATE 8-14 points	EXCELLENT 15-20 points
<ul style="list-style-type: none"> <li>• Educational priorities are vague and lack detail.</li> <li>• No evidence of support for the listed educational priorities.</li> <li>• No documentation of the educational priorities as they relate to student achievement.</li> </ul>	<ul style="list-style-type: none"> <li>• Educational priorities are clearly stated but lack documentation or evidence of support.</li> <li>• The link between the educational priorities and student academic achievement is vague and lack specific descriptions.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear description of the educational priorities with a variety of supporting evidence and documentation.</li> <li>• Strong link is clearly stated between the educational priorities and student academic achievement.</li> </ul>

Comments:

Score: \_\_\_\_\_/20

Reviewer Initials: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

## Public Charter School Dissemination Grant Scoring Sheet

**EVALUATION**

**Page Limit:** 2 double-spaced pages

**15 Points**

- Description of the scope of work to be performed
- Description of the process used for the evaluation of project success
- Description of evaluation coordination with project goals and objectives

**Rating Scale**

<b>MINIMAL 1-5 points</b>	<b>ADEQUATE 6-10 points</b>	<b>EXCELLENT 10-15 points</b>
<ul style="list-style-type: none"> <li>• Description of the scope of work to be performed is missing</li> <li>• Description of the process used for the evaluation of project success is not stated</li> <li>• Description of evaluation coordination with project goals/objectives is not present</li> </ul>	<ul style="list-style-type: none"> <li>• Description of the scope of the work to be performed is vague</li> <li>• Description of the process used for the evaluation of the project success is not clearly stated</li> <li>• Description of evaluation coordination with project goals/objectives is not clearly stated</li> </ul>	<ul style="list-style-type: none"> <li>• Description of the scope of the work to be performed is specific and clearly stated</li> <li>• Description of the process used for the evaluation of the project success is clearly stated in detail</li> <li>• Description of evaluation coordination with project goal/objectives is well documented</li> </ul>

Comments:

Score: \_\_\_\_\_/15

Reviewer Initials: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

## Public Charter School Dissemination Grant Scoring Sheet

### ACTION PLAN

**Page Limit:** No page limit

**15 Points**

Complete the Action Plan form with clear program goals and activities that support the objective(s). The Action Plan must include the timeline for each activity, the projected number of participants or number involved, evaluation component for the activity (what indicator will show the impact/effectiveness of the activity/objective), and the person responsible for the activity.

**Rating Scale**

<b>MINIMAL 1-5 points</b>	<b>ADEQUATE 6-10 points</b>	<b>EXCELLENT 10-15 points</b>
<ul style="list-style-type: none"> <li>Timeline is missing or is incomplete</li> <li>Activities for goals are not listed or are very limited</li> <li>Person responsible is not provided</li> </ul>	<ul style="list-style-type: none"> <li>Timeline is provided but is very general</li> <li>Activities for goals are listed but are general and may not be all that is needed to complete the objective</li> <li>Person responsible is provided, but title is not</li> </ul>	<ul style="list-style-type: none"> <li>Detailed timeline</li> <li>Activities are detailed and will fulfill the goals</li> <li>Person responsible is provided, complete with title</li> </ul>

Comments:

Score: \_\_\_\_\_/15

Reviewer Initials: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

## Public Community-Based Pilot Grants Scoring Sheet

**BUDGET AND BUDGET SUMMARY**

**Page Limit:** No page limit

**15 Points**

Complete the enclosed budget form and provide a detailed budget summary, which provides justification for each item such as:

- Travel
- Supplies
- Consultants that directly support the dissemination project
- Printing/copying materials
- Extended contract time for project staff including summer work time
- Equipment, if it is a one-time purchase, without which the product cannot be created
- Other

### Rating Scale

<b>MINIMAL 1-5 points</b>	<b>ADEQUATE 6-10 points</b>	<b>EXCELLENT 11-15 points</b>
<ul style="list-style-type: none"> <li>• Budget and Budget Summary sections are incomplete</li> <li>• Budget is incorrect</li> <li>• Budget Summary does not explain requested funding items</li> </ul>	<ul style="list-style-type: none"> <li>• Budget and Budget Summary are complete</li> <li>• Budget is correct</li> <li>• Budget Summary is vague in explanation of budget items</li> <li>• Items in budget were not discussed within the grant application or are not justifiable expenditures</li> </ul>	<ul style="list-style-type: none"> <li>• Budget and Budget Summary are detailed</li> <li>• Budget is correct and provides extensive detail</li> <li>• Budget Summary is detailed in the explanation of budget items</li> <li>• Budget items are discussed within the grant application or are justifiable expenditures</li> </ul>

Comments:

Budget/Summary Score: \_\_\_\_\_/15      Reviewer Initials: \_\_\_\_\_

Applicants Name: \_\_\_\_\_