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| **Name of Grant Program:** Massachusetts Dissemination Program: Facilitating School-to-School Learning | **Fund Code:**  537 |

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| PART III – REQUIRED PROGRAM INFORMATION – Cover Page |

*Part III is required for each Dissemination Grant application.*

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| **General Information** | |
| **Charter School Name:** | **Charter School Leader:** |
| **Year Renewed**[[1]](#footnote-1): | **School Accountability and Assistance Level:** |
| **Total Enrollment** (*as of October 1 2016 SIMS)***:** | **Does your school have *any* conditions placed on its charter? *Indicate Yes/No:* \_\_\_\_\_\_\_\_\_\_\_\_** |
| **Grades Served:** | **Proposed partner public school(s)/district(s):** |

Please indicate Yes/No for competitive priority areas, and when appropriate, briefly describe the status of the project.

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| 1. Is your school Level 1 or Level 2 **and** in the 50th percentile and above?   ***Indicate Yes/No***: \_\_\_\_\_\_\_\_\_\_\_ |
| 1. Has your proposed public school(s)/district(s) partner(s) committed to this project?   ***Indicate Yes/No***: \_\_\_\_\_\_\_\_\_\_\_ If yes, please list your key contact(s) at your partner school and any communication/collaboration already undertaken: |
| 1. Do you propose to partner with Level 3 or 4 public school(s)/district(s).   ***Indicate Yes/No:*** \_\_\_\_\_\_\_\_\_\_\_If yes, please identify the school(s) or district(s) with which you propose to partner: |
| 1. Does the project support at least **one** of the three competitive priorities (points awarded once regardless of how many of the priorities, a-c, are met). 2. Support the implementation of effective literacy strategies for pre-kindergarten through third-grade students. 3. Support the implementation of effective math strategies for fifth- through eighth-grade students. 4. Support the creation of school environments that are safe, supportive, and conducive to teaching and learning; reduce suspensions and expulsions; and/or focus on the social and emotional needs of all students.   ***Indicate Yes/No:\_\_\_\_\_\_\_\_\_\_\_\_*\_** If yes, please list which of the competitive priorities your project will support and describe how each will be supported: |

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| PART III – REQUIRED PROGRAM INFORMATION – Narrative |

**Dissemination Project Proposal/Plan**

The purpose of the Massachusetts Dissemination Grant Program is to provide funds over two years to support the dissemination of effective practices and programs that have been developed, tested, and proven successful in Massachusetts’ charter schools. The primary objectives of the Dissemination Grant are to support quality activities that will improve student academic achievement [[2]](#footnote-2) and facilitate school-to-school learning.

Narrative responses may not exceed 10 pages in length and must address items (A) through (F) in sequential order. Responses to Section II (Budget) and other required attachments are not included in the 10-page limit. Additional, non-required appendices and narrative pages that exceed 10 pages will not be read. Responses to Sections A-F will be reviewed for a possible total of 100 points. Competitive priorities offer “bonus points.” [[3]](#footnote-3)

This narrative must be submitted along with the required Part I, Part II, and Part IV forms indicated in the RFP document **no later than 5:00 p.m. May 18, 2017.** Please see: *Submission Instructions* in the RFP for full details.

### Describe the Dissemination Project -

### Provide a narrative description of the project that includes at least the following information:

* In the first paragraph, provide a general overview of the proposed dissemination project.

### Articulate clearly the practice that the school(s) wishes to disseminate.

### If multiple charter schools are working together to disseminate common best practices, please reflect this in the answers below as needed.

### Provide evidence that demonstrates the practice has a history of success for the charter school (e.g. research and/or student achievement data).

### What are the goals and/or objectives for the charter school and the partner school for the project?

### Identify/describe outcomes and data points that might indicate success.

### How will the project encourage adaptation or adoption of best practices at the partner school?

### What challenges do you anticipate for a partner school attempting to adopt the dissemination practices, and how might you each address those challenges?

### How will this project help to reach the primary objective to improve student performance at the partner school?

### Organizational Capacity –

### Provide evidence that the charter school has the organizational capacity to successfully manage and complete the proposed project.

### If the charter school is operating under any conditions, please explain why this status will not impede the school from being successful with the proposed project.

### If existing staff will be working on the project, please identify them and describe their current roles and how their roles will change if the proposal is approved.

### If new staff will be hired to complete the proposed project, indicate how many and their proposed job descriptions.

### If you plan to hire a vendor, please explain the role of the vendor and how the school will oversee the work of the vendor.

### Please provide any evidence that the school has successfully partnered with other schools in the past.

### Intended Partner(s) –

### Describe briefly why you think this practice can be used or adapted at another public school(s)/district(s).

### Include the information that would be communicated to a potential partner school (or what was communicated to your committed partner).

* Why was the partner school chosen for dissemination of this practice? If the partner school has not been identified, please describe the characteristics of an ideal partner school for the intended dissemination.

### Letters of Support from Proposed Partner(s) –

### If you are able, please provide a Letter of Intent to Partner for the dissemination grant project from the proposed public school(s)/district(s). (These letters do not count toward the 10-page limit.)

### Action Plan – (The Action Plan is a required attachment and does not count towards the 10-page limit.)

### Using the format below (add rows as needed), provide a detailed two-year action plan for the completion of proposed activities necessary to accomplish each of the project objectives/project outcomes, including:

### A chronological timeline (2 years);

### Persons responsible;

### Activities that allow you to use the data points outlined in description of the part A of the Dissemination project as described in part A above to measure the interim progress and annual advancement in meeting the outcomes also identified in part A of the Dissemination Plan. Please propose concepts for measuring success as well as appropriate points in your series of planned activities, even if subject to modification based on future work with Massachusetts Department of Elementary and Secondary Education (Department) to develop a more precise method for evaluating the program; and

### The amount of funds requested for each activity.

An example of the type of activities is provided below in the chart, but note that this is only a partial list for a project of this type.

### *Please note: Interim progress reports will be due every six months and will be based on completed action plan steps and any other updates.*

### Please ensure that the total amount of funds requested in this Action Plan aligns with the overall project budget provided in Part F. *Note that in the event that we are able to partially fund your project, this action plan will be used to determine which components may be funded.*

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| **Sample Action Plan** | | | |
| **Activity** | **Activity will be completed by this time**  (Describe using length of time post-award, i.e., “Week 2,” “Month 3”) | **Person Responsible- the charter school/the partner/or both?**  (Describe by Role or Position) | **Projected Cost of Activity**  (Please indicate whether activity is supported by grant funds and, if so, align with Part F budget) |
| ***Example:***  *Our school will work with our partner to develop a home visit system to increase family engagement in students’ education and emphasize the importance of regular attendance.* |  |  |  |
| *Our school will gather materials and create introduction to our home visit system to share with partner school* | *Week 3* | *Project Lead/Data Coordinator* | *$4,000 (20 hours of staff time), grant funded* |
| *The partner school will identify baseline data- using last year’s daily attendance data and also determine those students absent more than 10% of the past school year. (The partner school will also identify baseline academic data)* | *Week 4* | *Data Coordinator* | *$1,000 (10 hours of staff time), grant funded* |
| *With partner school develop joint plan for the dissemination project* | *Week 7* | *Project Lead* | *$8,000 (40 hours of staff time), grant funded* |
| *Plan and execute family event with partner school* | *Week 10* | *Project Lead* | *$6,000 (30 hours of staff time), grant funded* |
| *Partner schools begin home visits with families, coached by charter school staff* | *Week 12* | *Project Lead* | *$8,000 (40 hours of staff time), grant funded* |
| ***Interim Review of Data Points*** *Interim measures will include tracking absents for subset of students who were determined chronically absent last year and other subgroups, as determined by the school, and in the aggregate.* | *Week 20* | *Data Coordinator* | *$2,000 (10 hours of staff time), grant funded* |
| ***Annual Review of Data Points*** *Chronic Absenteeism will be reduced by 5% at the end of the first years.* | *Week 45* | *Project Lead* | *$2,000 (10 hours of staff time), grant funded* |
| **Year Two** |  |  |  |
| *All teachers in partner schools would be visiting 80% of families at least once by November 1, 2019.* | *Week 10, year 2* | *Principal* |  |
| ***Annual Review of Data Points*** *Chronic Absenteeism will be reduced by 10% at the end of two years.* *Improved student performance will be measured by change in grades for core academic subjects (math, science, ELA, social studies) for students who have been chronically absent prior to the partnership but improve attendance to at least the schoolwide average.* |  |  |  |

### Budget – Provide a request for funds that includes:

* + a proposed budget using the required Budget Detail Pages -Part II form including the column with a narrative explanation of the proposed budget, as it aligns with the Part A, the dissemination project description.

***Please note:*** *Awarded Recipients: upon award, recipients will be required to enter the approved budget and Part I in EdGrants. Once selected, recipients will be contacted with further instructions on the process.*

**Reporting Requirements if Grant is Awarded**

If a grant is awarded, observations and/or site visits may be conducted. Further, grant recipients will be required to report to the Department as described below, in addition to the standard financial reporting required to draw down funds throughout the project duration. The reports may be submitted via e-mail to Joanna Laghetto at [jlaghetto@doe.mass.edu](mailto:jlaghetto@doe.mass.edu).

* + Interim progress reports will be due every six months on the completed action plan steps and the school’s own evaluation of project objectives and outcomes.
  + Grantees are required to work with the Department and participate in an evaluation of the grant program.
  + A the conclusion of the project, recipients must submit a final narrative project report along with a copy/sample of any products/materials created as part of the dissemination project (unless these are available online). The Department will provide a template to help with the final report. This final report should include a report on the action plan, the school’s own evaluation of project outcomes, and must provide links to any web-based dissemination component of the project. In addition, be sure to submit the standard required Final Financial Report within 60 days of the end of the project period as required for all grants.

***Please note:*** *Grantees shall participate in dissemination related conferences or steering committees to be facilitated by Department during the grant period and up to a year beyond the grant period. Details will be provided to all grantees once information is confirmed.*

1. The charter school(s) must have been renewed at least once. [↑](#footnote-ref-1)
2. See [Application for Grants under the Charter Schools Program Grants for State Educational Agencies](https://www2.ed.gov/programs/charter/2016archive.html), CFDA Number: 84.282A, 2016. [↑](#footnote-ref-2)
3. Each competitive priority will provide an additional 4 points above the 100 total. [↑](#footnote-ref-3)