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**REQUEST FOR APPLICATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FY24 Kentucky Innovative Learning Network**  **(KY ILN) Travel Grant**   |  |  |  | | --- | --- | --- | | Deadline 4 p.m. (ET)  Tuesday, December 19, 2023  *(Applications received after 4 p.m. (ET) will NOT be reviewed)* | Issued By  Kentucky Department of Education  Office of Continuous Improvement & Support  Division of Innovative Learning |  | | Email All Questions To:  Kentucky Department of Education  Procurement Branch  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  *(Questions will only be accepted via email)*  **November 14, 2023, at 4 p.m. (ET)** | **Submit Applications to:**  [**KDERFP@education.ky.gov**](mailto:KDERFP@education.ky.gov)  *(Only electronic applications will be accepted)* |  | | **Specific Instructions:**  **Failure to follow these specific instructions will deem an applicant’s response**  **non-responsive and will not be scored.**   1. To be eligible for this Travel Grant, the Local Education Agency must be a participating member of the 2023 - 2024 Kentucky Innovative Learning Network (KY ILN) and have submitted a signed Letter of Commitment (LoC) to the Division of Innovation no later than October 15, 2023. (See Appendix A.) 2. Grant recipients must agree to share their learning from their travel experience with the network at the annual KY ILN presentation of learning event, during a KY ILN virtual meeting, or in another manner that demonstrates reflection on and potential application of the learning experience. 3. KDE reserves the right to waive minor technical issues. 4. Applicants are responsible for monitoring KDE’s Competitive Grants webpage for amendments and updates to the posted RFA and supporting materials. 5. Plagiarism is strictly prohibited.  The use of AI to generate application content will also be considered plagiarism. | |  | |

**KENTUCKY DEPARTMENT OF EDUCATION**

**Request for Application**

**Kentucky Innovative Learning Network (KY ILN) Travel Grant**

Deadline – Tuesday, December 19, 2023, 4 p.m. (ET)

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| October 2023 | RFA released | Online | N/A |
| November 9, 2023 | Technical assistance webinar recording posted | Online | Watching this recorded TA session is recommended. |
| November 14, 2023  By 4 p.m. ET | Questions deadline | Email | N/A |
| On or around November 17, 2023 | FAQ posted | Online | N/A |
| December 19, 2023  By 4 p.m. ET | Application deadline | Send to KDE | **Required** |
| December/January | Application review and scoring | Online | N/A |
| On or around January 19, 2024 | Awardees are posted to KDE website | Online | N/A |
| January/February 2024 | MOA process (KDE & LEA) | N/A | Districts |
| January/February 2024 | District plans reviewed | N/A | N/A |
| On or around  March 1, 2024 | Funding available to LEA | N/A | Districts |

Background

The Office of Continuous Improvement & Support is issuing a Request for Application (RFA) for the Kentucky Innovative Learning Network (KY ILN) Travel Grant. There are many schools and districts in Kentucky exploring and implementing learner-centered systems, practices, and pedagogies and other innovative strategies such as competency-based education, project-based learning, performance-based assessment, community accountability, and more. To support these innovative efforts, districts are encouraged to visit exemplary schools across the United States and district leaders may benefit from site visits to other hubs of educational innovation outside of the Commonwealth. This grant is intended to support travel to model schools and/or exemplary conferences that promote and concern learner-centered and innovative practices at their programmatic core. A list of suggested schools, conferences, and other entities is included in Appendix B, but travel is not limited to the suggestions in Appendix B. No preference will be given to applications for travel to schools mentioned in Appendix B.

Funding

The Kentucky Department of Education (KDE) anticipates funding approximately 5 schools at an estimated $2,500 per year for one year. In total, $12,500 will be awarded across five districts.

The fiscal agent for the application for public schools shall be a local school district. Each school will provide a budget and budget summary aligned to the allowable MUNIS codes to show how the funds will be spent. This may need to be edited to fit the program needs.

Each local Education Agency (LEA) may apply for a maximum grant amount of $2,500 to supplement travel costs. A breakdown of planned travel expenses (flight, hotel accommodations, etc.) for all traveling district personnel is required as part of the application. Applications will be evaluated based in part on a demonstrated shared financial commitment on behalf of the district.

Terms and Definitions

*Competency-based Education:* A system in which:

1. Students are empowered daily to make important decisions about their learning experiences, how they will create and apply knowledge, and how they will demonstrate their learning.

2. Assessment is a meaningful, positive, and empowering learning experience for students that yields timely, relevant, and actionable evidence.

3. Students receive timely, differentiated support based on their individual learning needs.

4. Students progress based on evidence of mastery, not seat time.

5. Students learn actively using different pathways and varied pacing.

6. Strategies to ensure equity for all students are embedded in the culture, structure, and pedagogy of schools and education systems.

7. Rigorous, common expectations for learning (knowledge, skills, and dispositions) are explicit, transparent, measurable, and transferable.

*Innovation:* a new or creative alternative to existing instructional and administrative

practices intended to improve student learning and performance of all students.

Innovation is a process of seeking a new approach to education to achieve better results.

*Personalized learning:* a student-centered, customized learning model that addresses the diversity of a student’s background and needs and sets high expectations for all students.

*Program supplantation:* Using grant funds to replace funding already set aside for a program currently in place.

*Program supplementing:* Funds may enhance a program depending on connection to grant goals and objectives, alignment with academic standards and if services and activities provided by the program address the needs of students identified to be served in the application.

Requirements for Funding

Successful applicants will address the following questions/criteria in the order provided below.

1. Which school(s), conference, or organization do you plan to visit, and why were they selected? What aspects of vibrant learning experiences, innovation (especially in assessment), and community engagement and collaboration do you hope to observe? (10 points)
2. Who from your district/school/organization will attend this visit? Please describe this person’s role in supporting the design, scaling, and implementation of deeper, more personalized, learner-centered education in your district/school/organization. (10 points)
3. Provide a rough sketch of your visit agenda. (10 points)
4. How will you share learning from this experience with the rest of your district? (10 points)
5. What changes might you see in your district as a result of this visit? (5 points)
6. Budget Form is attached and provides specific and detailed information. (5 points)

Allowable Use of Funds

1. Funds from the KY ILN Travel Grant may be used, encumbered, or obligated for the visit described in the application no later than July 31, 2024.
2. The Travel Fund Grant may be used to offset costs of any professional development or workshop fees directly associated with the visit; for example, workshops offered at the destination school during the visit. It may not be used for professional development back at the LEA either before or after the travel visit.
3. The Travel Fund Grant may be used to offset costs induced by traveling; for example, air fare, mileage reimbursement (at the current Kentucky state rate), car rental expenses, lodging, meals, and related costs.

Unallowable Use of Funds

1. The KY ILN Travel Grant shall not be used to compensate district staff or offset costs induced by the LEA as a result of sending staff offsite; for example, paying for substitute teachers in the classroom.
2. Funds shall not be used for entertainment expenses during travel related to partnership activities.

### **Application Components**

The application should contain the following items presented in the order listed below. Each component should be clearly labeled within the application.

1. Application Cover Page with Identifying Information for the LEA
2. Narrative responses to five questions which shall not contain any information that may be used to identify the LEA (i.e., district name, school name, county, individual names, etc.).
3. A completed budget form including travel grant amount requested. The budget shall not contain any information that may be used to identify the LEA.

Formatting Requirements

Failure to follow the formatting requirements may deem your application non-responsive.

1. **Application Narrative may not exceed 5 pages (Budget form attachment is not included in the 5 pages.)**
2. Text shall be Arial 12-point font and be double-spaced. Do not use condensed or narrow versions.
3. Bulleted lists may be single-spaced.
4. Pages should be numbered consecutively with the narrative beginning on page one. Do not number the application cover page.
5. All pages of the application should be single-sided and double-spaced with side and top margins of one inch.
6. Charts, Tables and Bulleted lists may not exceed more than 20% of the narrative.

**Redacting Instructions**

Blinding/Redacting is the removal of identifying information from an application. Identifying information is district name, school name, county name, and city name. Names of Individuals and Signatures should NOT be blinded/redacted.

Redacted copies should be completely redacted electronically using Black highlighting or X’d out - using the find and replace feature - ex: XXX.

Please review redacted copy before submitting to ensure all identifying information is redacted and all required pages and attachments are included.

Redacted copies will be scored as received.

### **Submission of Application**

1. Scan or save the completed application in its entirety, including all signatures, to PDF format. Save the original application as ***24KYILNTDistrict***. (For example: Woodford County would save the original application as 24*KYILNTWoodford*.)
2. Scan or save a blinded/redacted copy of the application in its entirety to PDF format. Save the redacted application as ***24KYILNTDistrictB***. (For example: Woodford County would save the redacted application as *24KYILNTWoodfordB*.)
3. Email the original copy and redacted copy to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)

* On the subject line of the email, type ***24KYILNTDistrict***.
* If possible, **send both attachments in the same email**. **ALL PARTS December 19, 2023, by 4 p.m. ET.**
* Keep in mind that email coming into the KDE is routed for security purposes through multiple networks and servers. Allow ample time for this and the possibility that email is not always received on the first try.
* Applications received after the deadline will not be reviewed or considered for award.
* Applicants can request confirmation of receipt in their submission email. KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.
* Do not add others on application submission emails.
* Do not send Google docs or documents from Google drives.
* Each PDF attachment **MUST** be less than 10,000 KB (or 10 MB) in size. Please work with your technology staff to ensure the correct file size. Files that are above the size limit will not be reviewed or eligible for an award.

Application Deadline

**The KDE must receive, in its email inbox, the application by December 19, 2023, at 4 p.m. ET.** Applications received after this time and date will not be accepted. Furthermore, applications not complying with any of the technical requirements may be deemed non-responsive.

It is the district’s responsibility to check the [KDE Competitive Grants webpage](http://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) regularly for new information (including amendments) regarding this solicitation. Applicants are responsible for contacting the KDE to confirm the receipt of their application.

**Evaluation of Applications**

Internal reviewers will be trained for this specific competition, and they will evaluate applications using the RFA and a scoring rubric aligned to the criteria established in the RFA.

**Kentucky Innovative Learning Network (KY ILN) Travel Grant SCORING RUBRIC**

The narrative description should be written in the chronological order in which the criteria are written below.

|  |
| --- |
| **Narrative Questions** |
| **Narrative Questions:** Address each of the following in the order shown:   1. Which school(s), conference, or organization do you plan to visit, and why were they selected? What aspects of vibrant learning experiences, innovation (especially in assessment), and community engagement and collaboration do you hope to observe? (10 points) 2. Who from your district/school/organization will attend this visit? Please describe this person’s role in supporting the design, scaling, and implementation of deeper, more personalized, learner-centered education in your district/school/organization. (10 points) 3. Provide a rough sketch of your visit agenda. (10 points) 4. How will you share learning from this experience with the rest of your district? (10 points) 5. What changes might you see in your district as a result of this visit? (5 points) 6. Budget Form is attached and provides specific and detailed information. (5 points) |
| **TOTAL POINTS: 50 Points** |

**Attachments:**

Application Cover page

Appendix A

Appendix B

**KYILN Travel Grant**

**Application Cover Page**

| **DISTRICT NAME** |  | |
| --- | --- | --- |
| **DISTRICT ADDRESS** |  | |
| **SUPERINTENDENT** |  | Phone:  Email: |
| **GRANT CONTACT/WRITER** |  | Phone:  Email: |

I assure that the attached application contains accurate information. I understand grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I assure that the application has been reviewed and approved for implementation by all shareholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirements and deadlines could result in partial or complete loss of funding of grant and may impact future funding.

**Assurance of Commitment from the Superintendent.**

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Superintendent Date

KYILN Travel Grant

Budget Form

**Instructions**: Use this form to provide a detailed, itemized explanation of expenditures for each MUNIS Code. Not all MUNIS codes listed need to be used. However, the school may not use grant monies for any MUNIS code that is not listed. Successful approval of budget is pending further review by the KDE.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MUNIS**  **Code** | **Description** | **Specific, detailed cost information per person.** | **Number of people** | **Total Amount** |
| 0321 | Workshop Consultant |  |  |  |
| 0322 | Educational Consultant |  |  |  |
| 0335 | Professional Consultant |  |  |  |
| 0338 | Registration Fees |  |  |  |
| 0339 | Other Professional Training and Development Services |  |  |  |
| 0580 | Travel - General |  |  |  |
| 0581 | Travel Mileage |  |  |  |
| 0585 | Travel Meals |  |  |  |
| 0586 | Travel - Hotels |  |  |  |
| 0589 | Travel - Other |  |  |  |
| 0591 | Services Purchased from Another District or Educational Agency within the state |  |  |  |
| 0592 | Services Purchased from Another District or Educational Agency outside the state |  |  |  |
| 0990 | Other Uses of Funds (be specific) |  |  |  |
| **Total Amount of all Expenses\*** | | | |  |
| **Total Amount of Grant Award\*** | | | | $2,500.00 |

\*The total travel cost may exceed $2,500.00; however, all awardees will receive a maximum of $2,500.00 as a grant award.

**APPENDIX A: 2023 – 2024 CONFIRMED KENTUCKY INNOVATIVE LEARNING NETWORK (KY ILN) DISTRICT**

This is a list of Kentucky school districts that have returned a signed and completed Letter of Commitment (LoC) to the Kentucky Department of Education’s Division of Innovative Learning. This list is current as of September 29, 2023.

Districts must have submitted a completed Letter of Commitment returned to Rob Collins and on file by November 30th, 2023, to be eligible for the Kentucky Innovative Learning Network (KY ILN) Travel Grant.

If you do not see your district listed and believe this is a mistake, please contact Rob Collins ([Robert.Collins@education.ky.gov](mailto:Robert.Collins@education.ky.gov)). If you are not a current member of the KY ILN but are interested in becoming a member, please visit the [Kentucky Department of Education KY ILN website](https://education.ky.gov/school/innov/Pages/Innovation-Lab-Network.aspx) for more information.

**2023 – 2024 Kentucky Innovative Learning Network Districts**

* Allen County
* Barren County
* Boone County
* Boyd County
* Boyle County
* Bullitt County
* Carter County
* Clark County
* Corbin Independent
* Eminence Independent
* Floyd County
* Frankfort Independent
* Graves County
* Greenup County
* Hardin County
* Johnson County
* Lawrence County
* Marshall County
* Metcalfe County
* Owensboro Independent
* Shelby County
* Somerset Independent
* Washington County

**APPENDIX B: ORGANIZATIONS FOR SITE VISITS**

This is a list of model schools, conferences, and other entities across the United States that are implementing components of learner-centered education. Inclusion on this list does not represent an endorsement of the school by the Kentucky Department of Education. This list is meant to guide applicants toward possible school visit options; however, travel is not limited to the suggestions here, and no preference will be given to applications for travel to any of the schools listed below.

**Model Schools, Conferences, and Other Entities:**

|  |  |
| --- | --- |
|  | **Schools and Model Sites** |
| Alaska | Fairbanks North Star Borough School District |
| California | Galt Unified School District (elementary & high)  Lindsey Unified School District  High Tech High  Oakland Unified School District  Vista High School  Vista Innovation & Design Academy (VIDA) - Middle School |
| Colorado | Mesa County Schools (District 51)  Westminster Public Schools (District 50) |
| Georgia | Henry County Schools  Atlanta Neighborhood Charter |
| Maine | Casco Bay High School  RSU2 |
| Minnesota | Minnetonka Public Schools |
| New Hampshire | PACE Districts: Concord, Pittsfield, Rochester, Sanborn, Southeagen |
| New York | Syracuse City School District |
| North Carolina | Rowan-Salisbury Schools |
| Texas | Dallas ISD  Rogers Elementary School |
| Utah | Innovations Early College High School |
| Vermont | Winooski School District |
| Wisconsin | Wisconsin Institute for Personalized Learning  Kettle Moraine School District |
| Other | Big Picture Learning Network Schools |
|  | **Conferences** |
|  | Aurora Institute Symposium |
|  | Big Picture Learning: Big Bang Conference |
|  | Big Picture Learning: Leadership Conference |
| California | Deeper Learning Conference |
|  | Model Schools Conference |
|  | Innovative Schools Summit |
| Texas | SXSW EDU Conference |
|  |  |