

**REQUEST FOR APPLICATION**

**KENTUCKY DEPARTMENT OF EDUCATION OFFICE OF CONTINUOUS IMPROVEMENT & SUPPORT**

**DIVISION OF INNOVATION**

**Kentucky Innovative Learning Network Partnership Grant**

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| **Deadline Date**  **4:00 P.M. (ET) on Friday,**  ***June 4, 2021*** | **RFA Issued By**  Office of Continuous Improvement and Support Division of Innovation |
| **Address Questions In Writing To:**  Procurement Branch  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  Deadline for Submission of Questions: 4:00 P.M. (EST) on Friday,  ***May 7, 2021*** | **Submit Applications To:**  Procurement Branch  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) |

**Comments/Special Instructions:**

1. To be eligible for this Partnership Grant, the local Education Agency must be a participating member of the 2020 - 2021 Kentucky Innovative Learning Network (KY ILN) and have submitted a signed Letter of Commitment (LoC) to the Division of Innovation no later than May 1, 2021. (See Appendix A.)
2. Grant recipients must agree to participate in the KY ILN Partnerships Cohort and/or agree to share their learning from their partnership experience on a KY ILN call.
3. KDE reserves the right to waive minor technical deficiencies.

### Background

There are many schools and districts in Kentucky implementing personalized learning and other innovative strategies. In order to support these innovative efforts, districts are encouraged to pursue external partnerships with educational organizations and other entities who may provide consulting services.This grant is intended to fund partnership agreements between local school districts and educational organizations. Appendix B contains a list of organizations who may provide consulting services. Pursuant to KRS 11A.020, KDE is not able to promote or endorse a specific product or company. As such, this list should not be interpreted as an endorsement. Partnerships are not limited to the organizations in Appendix B and no preference will be given to applications for partnerships with organizations listed in Appendix B.

### Funding

A breakdown of planned partnership efforts is required as part of this application. Each local Education Agency (LEA) may apply for a maximum grant amount of $10,000 to supplement partnership costs.

LEAs may choose to include a letter from the partnership agency with the breakdown of costs.

### Eligibility

To be eligible for a Partnership Grant, the LEA must be a participating member of the 2020 - 2021 Kentucky Innovation Lab Network (KY ILN) and have submitted a signed Letter of Commitment (LoC) to the Division of Innovation no later than May 1, 2021. See Appendix A for list of confirmed 2020 - 2021 KY ILN districts as of March 15, 2021.

### Allowable Use of Funds

1. Funds from the Partnership Grant must be used, for the partnership described in the application, during the 2021 - 2022 school year.
2. The Partnership Grant may be used to offset costs of any professional development or workshop fees directly associated with the partnership; for example, workshops offered by the educational organization. It shall not be used for professional development hosted by the LEA.
3. The Partnership Grant may be used to offset costs induced by traveling for training and/or convening hosted by the partnering organization; 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 Partnership 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 following must be included in each application:

1. A 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 estimate, including grant amount requested. The budget shall not contain any information that may be used to identify the LEA.

### Submission of Application

**The Kentucky Department of Education (KDE) must receive, in its email inbox, the application by Friday, June 4, 2021 at 4:00 PM (ET).** Applications received after this time and date will not be reviewed or considered for award. Furthermore, applications not complying with any of the technical requirements or blind applications with identifying information in the narrative or budget sections may be deemed non-responsive.

It is the district’s responsibility to check the [KDE Competitive Grants web page](https://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) regularly for new information (including changes) regarding this RFA.

Applicants are responsible for contacting the KDE at [kderfp@education.ky.gov](mailto:kderfp@education.ky.gov) confirming the receipt of their applications. Upon request, the KDE will confirm the receipt of the email and attachments (if any). Please note the KDE does not open attachments to check for accuracy.

### To formally submit an application:

Email the completed application to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)

* + The date/time on the received email must be on or before **4:00 PM (ET), Friday, June 4, 2021**. Applications not received by the deadline will not be reviewed or considered for award.
  + Scan the completed application in its entirety, including all signatures, to PDF format. Save the original application as **KYILNRFA/name of district**. (For example, Trigg County would save the original application as KYILNRFA/Trigg.)
  + Scan a blind copy to submit with your application. **The bind copy must not contain any identifying information** (i.e., district name, school name, county, individual names, etc.) Save the blinded application as **KYILNRFA/DistrictNameBLIND** (For example, KYILNRFA/TriggBLIND)
  + On the subject line of the email, type KYILNRFA/name of district.
  + Keep in mind that email coming in to the Kentucky Department of Education 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.
  + Attach the original and blind copy and send in one email to [KDERFP@education.ky.gov.](mailto:KDERFP@education.ky.gov)

### E valuation of Application

A committee consisting of persons knowledgeable about personalized learning initiatives will review applications meeting all eligibility criteria using the scoring rubric found in Appendix C. The Kentucky Department of Education reserves the right to negotiate the budget with funded applicants.

### A ward

LEAs will receive notice of award on or around August 3, 2021. LEAs chosen to receive a Partnership Grant agree to participate in the KY ILN Partnership cohort, and/or agree to share their learning from their partnership experience on a KY ILN call.

# APPLICATION

**Section I - Contact Information**

## Total Requested Grant Funds:

(insert from gray box in Section III) District:

Address:

City:

Superintendent:

Grant Contact Name and Title:

Grant Contact Phone Number:

Grant Contact Email Address:

*Districts chosen to receive a Partnership Grant agree to use the funds to facilitate the partnership*

*agreement described in the application during the 2021 - 2022 school year. In addition, grant recipients will agree to participate in the KY Innovative Learning Network partnership cohort and/or share learning from their partnership experience on a KY Innovative Learning Network call. By signing below, you agree to these terms.*

Superintendent signature Date

Grant contact signature Date

**APPLICATION**

**Section II - Narrative Questions**

***Reminder: DO NOT identify your district by name in any of your narrative responses.*** *While*

*responses ought to be detailed, avoid revealing any personally identifying information as this portion of your application will be scored blindly.*

Responses to each question should not exceed 600 words.

1. With what organization or entity does the district plan to form a partnership? Why did the district select this particular organization?
2. Describe the planned project that will be the focus of the partnership between the district and the chosen organization. How does this project and partnership fit into the instructional plans or objectives of the district?
3. What is the anticipated size or scale of the partnership? (ex. District-wide, specific school, certain grade level(s), or student populations)
4. What changes might the district see as a result of this partnership?
5. Provide a description of the planned activities, supports, or other resources the partnering organization will provide to the district.

**SECTION III - Financial Budget**

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| --- | --- |
|  | **Total Estimated Expenses** |
| **Organization Fees** |  |
| **Project Cost** |  |
| **Materials** |  |
| **Travel** |  |
| **Other (please specify)** |  |

|  |  |
| --- | --- |
| **Grand total of partnership contract** |  |
| **TOTAL REQUESTED GRANT FUNDS**  **(maximum request of $10,000)**  *\*The remaining balance for the partnership contract will be paid for with district funds.* |  |

**APPENDIX A: 2020 - 2021 CONFIRMED KY ILN DISTRICTS**

This is a list of Kentucky school districts that have returned a signed [Letter of Commitment](https://education.ky.gov/school/innov/Documents/KY%20ILN%20Letter%20of%20Commitment.pdf)

[(LOC)](https://education.ky.gov/school/innov/Documents/KY%20ILN%20Letter%20of%20Commitment.pdf) to the Kentucky Department of Education’s Division of Innovation. This list is current as of March 15, 2021.

*Districts must be on this list to be eligible for the KY ILN Partnership grant.*

## If you do not see your district on this list and believe that this is a mistake, please contact Sarah Snipes (Sarah.Snipes@education.ky.gov). If you are not a current member of the KY ILN, but are interesting in becoming a member, please visit the [Kentucky Department of Education KY](https://education.ky.gov/school/innov/Pages/Innovation-Lab-Network.aspx)

[ILN website](https://education.ky.gov/school/innov/Pages/Innovation-Lab-Network.aspx) for more information. Signed letters of commitment must be turned into Sarah Snipes (Sarah.Snipes@education.ky.gov) by ***May 1, 2020*** to be considered for this award.

**2020 - 2021 Kentucky Innovation Lab Network districts**

Allen County Barren County Berea Independent Boone County Boyd County Boyle County Bullitt County Clark County

Cloverport Independent Corbin Independent Covington Independent Dayton Independent

Eminence Independent Fayette County Fleming County Frankfort Independent

Fort Thomas Independent Glasgow Independent Graves County

Hancock County Hardin County Jefferson County Johnson County Lee County

Logan County Marion County Marshall County Mason County Metcalfe County Nelson County

Owensboro Independent Shelby County Somerset Independent Trigg County

Trimble County Webster County

**APPENDIX B: ORGANIZATIONS FOR PARTNERSHIPS**

This is a list of organizations and other entities across the United States that are providing services to assist educational agencies in the implementation of personalized learning. Inclusion on this list does not represent an endorsement of the organization by the Kentucky Department of Education. This list is meant to guide applicants towards some possible options, but partnerships are not limited to the suggestions provided here and no particular preference will be given to

applications for partnerships with any of the entities listed.

**Organizations for Partnerships**

Websites are linked when possible

[Altitude Learning](https://www.altitudelearning.com/)

[Aurora Institute](https://aurora-institute.org/)

[Bellwether Education Partners](https://bellwethereducation.org/issues/innovation-and-personalized-learning)

[CliftonStrengths with Gallup](https://www.strengthsquest.com/home.aspx)

[Education Reimagined](https://education-reimagined.org/)

[KnowledgeWorks](https://knowledgeworks.org/)

[2Revolutions](https://www.2revolutions.net/)

**APPENDIX C: SCORING RUBRIC**

**Kentucky Innovative Learning Network Partnership Grant Scoring Rubric**

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| --- | --- | --- | --- | --- |
| **Section** | **Point Range** | **Excellent - Very Good** | **Good - Fair** | **Poor - Inadequate** |
| **Section II Question 1**  *With what organization or entity does the district plan to form a partnership? Why did the district select this particular organization?* | **0 - 10** | It is clear why this organization was chosen. Explicit aspects of personalized learning and/or innovative practices are identified.  **Points: 8 - 10** | It is clear why this organization was chosen. Aspects of personalized learning and/or innovative practices are mentioned, but detail is not given.  **Points: 4 - 7** | It is not clear why this organization was chosen. Few or no aspects of personalized learning and/or innovative practices are provided.  **Points: 1 - 3** |
| **Section II Question 2**  *Describe the planned project that will be focus of the partnership between the district and the chosen organization. How does this project and partnership fit into the instructional plans or objectives of the district?* | **0 - 10** | The proposed project has a clear plan for implementation. The role of the partnering organization is described in detail. The project clearly aligns with the district's instructional objectives.  **Points: 8 - 10** | The proposed project has a plan for implementation. The role of the partnering organization is described, but detail is not provided. The project aligns with the district's instructional objectives.  **Points: 4 - 7** | Limited project proposal is provided. The partnering organization's role and the alignment of the project to the district's instructional objectives is unclear.  **Points: 1 - 3** |
| **Section II Question 3**  *What is the anticipated size or scale of the partnership? (ex. District-wide, specific school, certain grade* | **0 - 5** | The scale of the project's impact is identified and the district is clearly in a position to benefit from this partnership.  **Points: 4 - 5** | The scale of the project's impact is identified, though limited. The district is in a position to benefit from this partnership.  **Points: 2 - 3** | The scale of the project's impact is not clearly identified. It is unclear how the district would benefit from this partnership.  **Points: 0 - 1** |

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| *level(s), or student populations)* |  |  |  |  |
| **Section II Question 4**  *What changes might the district see as a result of this partnership?* | **0 - 10** | It is very clear that the district expects to implement change as a result of this partnership.  **Points: 8 - 10** | There is evidence that the district expects to implement change as a result of this partnership, but specifics are lacking.  **Points: 4 - 7** | Potential changes as a result of this partnership are vague and unclear.  **Points: 1 - 3** |
| **Section II Question 5**  *Provide a description of the planned activities, supports, or other resources the partnering organization will provide to the district.* | **0 - 10** | The proposed partnership plans are purposeful and clear. There is evidence that the district will receive excellent support from the partnering organization.  **Points: 8 - 10** | The proposed partnership plans are provided. There is evidence that the district will receive sufficient support from the partnering organization.  **Points: 4 - 7** | The proposed partnership plans are unclear or lack detail. There is limited evidence that the district will receive support from the partnering organization.  **Points: 1 - 3** |
| **Section II Financial Budget** | **0 - 5** | The partnership budget is reasonable, purposeful, and efficient.  **Points: 4- 5** | The partnership budget is reasonable, but funds may be allocated inefficiently.  **Points: 2 - 3** | The partnership budget is unreasonable.  **Points: 0 - 1** |