in collaboration with

Application Instructions
FY 19 Educational Technology Training Grant

➡ **Application Materials**

Consortia of eligible school districts and libraries may apply for FY19 Educational Technology Training Grants utilizing the Fiscal Agent Application (Excel Workbook) and Consortium Member Application (Excel Workbook) available on the teach.wi.gov website.

➡ **Event Funding Priorities**

Funding 1 priority will be given to collaborative teaching events organized by the consortium that involve teachers and/or librarians from more than one district of the consortium. Note: Non-consortium districts and libraries may attend; however, grant funds may only be applied to participation costs for consortium members.

Funding 2 priority will be given to events that involve a single school district, library, library branch or library system. Reimbursement for costs to attend a conference or other similar training event fall into Funding 2 priority.

➡ **Funding Available and Period Covered**

$1,500,000 is available for FY19 Educational Technology Training Grant. Please see "Eligible Applicants" to determine the amount available for your school district, library or consortium.

If $1,500,000 is insufficient to fully fund approved requests, grant awards will be **prorated** in the following manner:

- If there is enough funding for requests in Funding 1 and Funding 2, then no proration will occur.

- If there is enough funding for a portion of the requests in Funding 1, then Funding 1 requests will be prorated and Funding 2 will not be funded.

- If there is enough funding for all the Funding 1 requests and a portion of Funding 2 requests, then Funding 1 will be fully funded and Funding 2 will be prorated.

Proration will occur by Funding level through an across-the-board reduction applied to the amount requested by each district or library within a consortium. Final grant awards and budgets will be provided.

FY19 grants shall be for the period of September 1, 2018 – August 30, 2019. Awardees must obligate their funds by the end of the grant award period and funded events must occur during this period.

Retroactive events occurring July 1, 2018 thru the consortium's application date <u>are eligible</u>.

➡ Eligible School Districts Applicants

Grants are available to consortia of three or more eligible school districts for the purpose of training teachers on the use of educational technology. There is no maximum number of eligible school districts that can be part of a consortium. Non-eligible school districts cannot be included in a consortium or benefit from these grant dollars.

Participating school districts must have 13 or fewer students per square mile and the amount of funding available to a school district is determined by the number of students within the district.

- $7,500 for districts with fewer than 750 students.
- $10 per student for districts with between 750 and 1,500 students.
- $15,000 for districts with more than 1,500 students.

A listing of eligible school districts and the maximum funding available is located at teach.wi.gov.

➡ Eligible Library Applicants

Consortiums of eligible public libraries may apply for grants. A consortium consists of 3 or more eligible public libraries or public library branches. A library system is also eligible to apply if that system contains 3 or more eligible public libraries or public library branches. There is no maximum number of eligible libraries that can be part of a consortium. Non-eligible libraries cannot be included in a consortium or benefit from these grant dollars.

Grant to consortia of eligible public libraries or to an eligible public library system are determined by municipality population.

- For each eligible public library or branch in the consortium or system located in a municipality the population of which is 2,000 or less, $500.
- For each eligible public library or branch in the consortium or system located in a municipality the population of which is at least 2,001 but less than 5,000, $750.
- For each eligible public library or branch in the consortium or system located in a municipality the population of which is at least 5,000 but less than 20,001, $1,000.

A listing of eligible libraries and the maximum funding available is located at teach.wi.gov.

➡ Fiscal Agent Application

Each consortium or library system must designate a fiscal agent. Information regarding Fiscal Agent responsibilities is located at teach.wi.gov.

Fiscal Agents must complete each tab on the Fiscal Agent Application (Excel Workbook):
1. Consortium Districts/Library Systems
2. Consortium Event Summary – complete a sheet for *each* Funding 1 event
3. Consortium Budget – summarizes the budgets of all consortium members.
4. Fiscal Agent Info – certifies the completeness and accuracy of the Fiscal Agent Application.

Note: Fiscal agent administrative costs are *not* allowable.

Application instructions are located on the "Instructions" tab of the Fiscal Agent Application.

➡️ **Consortium Member Application**

Each Consortium Member (District or Library) must complete each tab on the Consortium Member Application (Excel Workbook):

1. Budget – Substitute teacher costs, including salary and fringe, should be included in the Substitute Teacher Costs line.
2. School District/Library Info

Application instructions are located on the "Instructions" tab of the Consortium Member Application.

➡️ **Eligible Costs/Events**

Registration fees for online/blended/face-to-face professional learning events focused on enhancing digital learning capacity; district substitute teacher costs; mileage, meals and lodging reimbursed at the State rate; on-site facilitator expenses/compensation. Funds *may* be used to reimburse for out-of-state conference registration costs, but not associated travel or other costs (DOA will review out-of-state costs case-by-case.). Note: costs related to the provision of training by consortium member teachers and other district employees **will not** be reimbursed.
Click here for state travel rates.

➡️ **Ineligible Costs/Events**

Educator stipends/compensation related to training, event attendance or preparation; instructional materials, technology hardware, technology software; dues or membership fees, credentialing, credits or licensure requirement costs; entertainment or performance costs; promotional materials or prizes; individual district professional learning opportunities that occur subsequent to grant application date; portions of a training event that are not related to technology training; expenses paid to entities in which a consortium district employee has a financial interest; and out-of-state teacher travel costs.

➡️ **Submittal and Contact Information**

Application Deadline is 11:59 pm on Friday, May 4, 2018.

Applications must be received by 11:59 p.m. on Friday, May 4, 2018. Applications received after this date and time will not be accepted. A signed PDF file (preferred method) **or** paper copy of this application may be submitted. Submit applications to:

Email
teach@wisconsin.gov

Mailing Address
DOA TEACH PROGRAM
PO BOX 7844
MADISON, WI 53707-7844

Expected notification to fiscal agents by Friday, May 25, 2018. Grant award agreements will then be executed.

For more information visit: teach.wi.gov