



in collaboration with



Application Instructions

TEACH Teacher Training Grants for Educational Technology

➡ Application Materials

Consortia of eligible school districts may apply for FY17 Teacher Training for Educational Technology Grants utilizing application workbooks available on the <http://teach.wi.gov/> website – Fiscal Agent Application (Excel Workbook) and Consortium Member Application (Excel Workbook).

➡ Teacher Training Activities/Events

Funding 1 priority will be given to collaborative consortium-led teaching events that involve teachers from more than one district of the consortium and no teachers from outside of the consortium.

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

➡ Funding Available and Period Covered

\$1,500,000 is available for FY17 Teacher Training Grants for Educational Technology. Please see “Eligible Applicants” to determine the amount available for your school district and 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 of 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 within a consortium. Updated budgets will be provided.

Fiscal year 2016-17 (FY17) grants shall be for the period of July 1, 2016-June 30, 2017. Awardees must obligate their funds by the end of the grant award period, and funded events must occur during this period. Events that have occurred on July 1 thru your consortium’s application date – retroactive events – are eligible.

➡ Eligible Applicants

Grants are available to consortia of three or more eligible school districts for the purpose of training teachers in 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: <http://teach.wi.gov/>

➡ Fiscal Agent, Fiscal Agent Certification and Consortium Members

Each consortium must designate a fiscal agent. Fiscal Agents must complete each tab on the Fiscal Agent Application (Excel Workbook) – Consortium Districts, Consortium Event Summary, Consortium Budget and Fiscal Agent Info. Application instructions are located on the “Instructions tab” of the Fiscal Agent Application (Excel Workbook).

Each Consortium Member (District) must complete each tab on the Consortium Member Application (Excel Workbook) – Budget and School District Info. Application instructions are located on the “Instructions tab” of the Consortium Member Application (Excel Workbook).

Note: Fiscal agent administrative costs are **not** allowable. Information regarding Fiscal Agent responsibilities is located here: <http://teach.wi.gov/docview.asp?docid=27290>.

➡ School District Information

A Consortium Member Application (Excel Workbook) must be completed for each district listed as a Consortium Member on the “Consortium member tab” in the Fiscal Agent Application (Excel Workbook). Application instructions are located on the “Instructions tab” of the Consortium Member Application (Excel Workbook).

➡ District Budget and Consortium Budgets

Each consortium member that would receive grant funds must complete the “Budget tab” on the Consortium Member Application (Excel Workbook). Fiscal Agents must also complete the “Consortium Budget tab” on the Fiscal Agent Application (Excel Workbook). The “Consortium Budget tab” summarizes the budgets of all consortium members. Substitute teacher costs, including salary and fringe, should be included in the Substitute Teacher Costs line.

➡ 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.

State travel rates are available at:

<http://doa.wi.gov/Documents/DPM/BCLR/Compensation/PocketTravel%20Guide%202015-2017.pdf>

➡ 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.

➡ Fiscal Agent Certifications

Complete this section to certify the completeness and accuracy of your application. It is located on the “Fiscal Agent Info tab” of the Fiscal Agent Application (Excel Workbook).

➡ Submittal and Contact Information

Application Deadline is 11:59 pm on Monday, October 10, 2016.

Applications must be received by 11:59 p.m. on Monday, October 10, 2016. Applications received after this date and time will not be accepted. A signed PDF file or paper copy of this application may be submitted. Submit applications to:

Email
teach@wi.gov

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

Notification to fiscal agents: Friday, October 28, 2016. Grant award agreements will then be executed.

For more information visit: <http://teach.wisconsin.gov/category.asp?linkcatid=3891&linkid=619&locid=85>