



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS - FEDERAL PROGRAMS

MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM

REQUEST FOR PROPOSAL – GRADE K-6 MATHEMATICS/SCIENCE INITIATIVE
PROJECT DATES: October 1, 2016 to September 30, 2018

DIRECTIONS

Mail the completed application postmarked by Friday, September 16, 2016 to: Federal Programs, Missouri Department of Elementary and Secondary Education (DESE), 205 Jefferson Street, PO Box 480, Jefferson City, MO 65102-0480.

Questions, contact Federal Programs: Phone: (573) 526-2582; Fax: (573) 526-6698; or email to: webreplyfgm@dese.mo.gov; Visit DESE's website at: dese.mo.gov

SECTION I – APPLYING INSTITUTION/ORGANIZATION INFORMATION

APPLYING INSTITUTION / FISCAL AGENT / LEAD SCHOOL DISTRICT

CONTACT ADDRESS	CITY	STATE	ZIP CODE	COUNTY-DISTRICT CODE
NAME OF AUTHORIZED REPRESENTATIVE		TELEPHONE NUMBER		
EMAIL ADDRESS		FAX NUMBER		
NAME OF GRANT CONTACT	TITLE	TELEPHONE NUMBER		
EMAIL ADDRESS		FAX NUMBER		

LEAD INSTITUTION OF HIGHER EDUCATION

ADDRESS	CITY	STATE	ZIP CODE
NAME AND TITLE OF HIGHER ED CONTACT		TELEPHONE NUMBER	
EMAIL ADDRESS		FAX NUMBER	

FOR DESE USE ONLY

SIGNATURE OF AUTHORIZED DESE OFFICIAL	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.

SECTION II – ASSURANCES AND CERTIFICATION

Should an award of funds from the Mathematics and Science Partnership Program be made to the applicant in support of the activities proposed in this application, the authorized signature on this page of this application certifies to the Missouri Department of Elementary and Secondary Education (DESE) that the authorized official will:

1. Upon request, provide DESE with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;
2. Conduct educational activities funded by this project in compliance with the following federal laws: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975; Americans with Disabilities Act of 1990; and Improving America’s Schools Act of 1994;
3. Use grant funds to supplement and not supplant funds from nonfederal sources;
4. Take into account during the development of programming the need for greater access to and participation in the targeted disciplines by students from historically under represented and underserved groups;
5. Submit, in accordance with stated guidelines and deadlines, all program and evaluation reports required by the U.S. Department of Education and the DESE;
6. Ensure that private schools in the attendance area of the public school participating in the Mathematics and Science Partnership Program will be consulted in a timely and meaningful way. The Applicant will arrange for and facilitate the equitable participation of non-public staff in the planning of this project and the participation of nonpublic educational personnel in professional development activities developed by this proposal as required by Section 9501 of No Child Left Behind. See page 3 of Request For Proposal for specific details.

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

SECTION III – TOTAL BUDGET & GRANT INFORMATION

Math & Science Partnership	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	TOTAL
1100 Regular Instruction								
2200 Professional Development								
2400 Support Services - School Administration								
2500 Transportation and Maintenance								
2600 Planning and Evaluation								
3711 Nonpublic School								
Program Costs Subtotal								
Indirect Costs								
Administrative Costs								
ADMINISTRATIVE COSTS SUBTOTAL								
GRAND TOTAL								
NUMBER TO BE SERVED DIRECTLY	K-12 Teachers		School Districts		IHEs		Nonpublic Teachers	

YEAR OF APPLICATION
 FIRST YEAR SECOND YEAR THIRD YEAR

SECTION IV – MATHEMATICS AND SCIENCE SUPPORTING DATA PAGE

SUPPORTING DATA	FTEs				
	Teachers (60)	Paras (80)	Supervisor (30)	Media Personnel (40)	Administration (10)
FISCAL AGENT STAFF					
Principal Investigator/Co- Principal Investigator /Project Coordinator					
Asst.-Principal Investigator/Asst.-Project Coordinator					
Instructional Coach					
Technology Coordinator					
Clerical/Bookkeeper					
TOTAL					

SECTION V – ABSTRACT

Provide an abstract of the proposal that briefly and concisely describes the program to be implemented and summarizes the intended results of the program. The abstract may not exceed 250 words.

SECTION VI – COMMITMENT AND CAPACITY OF PARTNERSHIP

This section shall include a narrative of the roles of the partners and program personnel, and their duties and responsibilities related to the goals and objectives of the project. This section shall also describe the partnership’s governance structure specific to decision making, communication, and fiscal responsibilities. In addition to this narrative section, each application must append:

1. A Partner Identification Form (see Appendix A) for each partner, including the Lead School District and Lead Institution of Higher Education; and
2. A letter of commitment from each partner outlining the role and contributions of the partner and providing evidence that the proposed partnership activities are integral to the partner’s instructional mission.

SECTION VII – PROJECT NARRATIVE AND TIMELINE

The program narrative must include a timeline for the implementation of activities and address each of the following items. The narrative section must be double-spaced and may not exceed ten pages.

1. Program Goals and Objectives
2. Program Activities
3. Partnership Meetings
4. Institutional Capacity
5. Follow-up Activities
6. Coordination with Existing Programs and Initiatives
7. Alignment to State Content and Professional Development Standards
8. Research Based to Support Project
9. Partnerships with School Improvement Efforts

SECTION VIII – BIBLIOGRAPHY

Include a bibliography to support research and other needed references.

SECTION IX – EVALUATION AND ACCOUNTABILITY PLAN

Describe the plan that will be used to evaluate the program during each year of the program. This plan must include:

1. Measurable objectives and annual targets which describe progress towards meeting the goals and objectives established in response to the comprehensive needs assessment and reducing the number of teachers who do not meet the definition of “highly qualified teacher”;
2. Measurable objectives to increase the number of mathematics teachers who participate in content-based professional development activities; and
3. Measurable objectives for improved student academic achievement on Missouri mathematics and science assessments.

SECTION X – BUDGET NARRATIVE

The budget narrative should describe the basis for determining the amounts shown on the Total Budget page(see Appendix B). The budget narrative may be single-spaced. Both the total budget and the narrative description should be aligned with the activities described in the proposal narrative and should reflect any coordinated uses of resources from other sources.

SECTION XI – APPENDIX

None of the forms listed below count toward the 20 page maximum length of the proposal. The proposal appendix should include only the following documents:

1. A Partnership Identification Form (see Appendix A) for each partner and fiscal agent;
2. Letters of commitment from each partner;
3. A Total Budget form (see Appendix B) and, if necessary, the Administrative Cost Budget (see Appendix C);
4. A Partner Funding Request form (see Appendix D) for each partner, and
5. A Statement of Nonpublic School Participation form for each registered Nonpublic school in the attendance area of the Local Education Agency represented in this application (see Appendix E).

SECTION XII – PROPOSAL SUBMISSION AND REVIEW

Applicants must submit an original and four copies of the full proposal to DESE. The original must include an original signature of the authorized institutional official on the cover page. All grant applications must be delivered to the Federal Programs' Section of DESE by noon on Friday, September 16, 2016, or must be postmarked on Friday, September 16, 2016. Faxed and emailed applications will not be accepted. Incomplete applications will not be considered. Proposals should be mailed or delivered to:

Kyle Heislen, Supervisor of Federal Programs
Office of Quality Schools
Department of Elementary and Secondary Education
205 Jefferson Street, P.O. Box 480
Jefferson City, MO 65102-0480

Phone: (573) 526-2582
Fax: (573) 526-6698
Email: webreplyfgm@dese.mo.gov

APPENDIX A – PARTNER IDENTIFICATION FORM

Complete all of this form for each partner that is participating in this proposal.

PARTNERSHIP INSTITUTION			
NAME OF PRIMARY CONTACT		TITLE	
ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS	

TYPE OF INSTITUTION/ORGANIZATION

DESCRIBE THE PARTNER'S MAIN ROLE IN THIS PROPOSAL

APPENDIX B – TOTAL BUDGET *(additional pages may be copied)*

BUDGET ITEMIZATION	YEAR 1	YEAR 2
6100: Certificated Salaries		
6100 Subtotal	\$	\$
6150: Noncertificated Salaries		
6150 Subtotal	\$	\$
6200: Employee Benefits <i>(optional categories)</i> FICA Medicare Retirement (Teacher or Non-Teacher) Health, Life, and/or Dental Insurance Other Benefits		
6200 Subtotal	\$	\$
6300: Purchased Services		
6300 Subtotal	\$	\$
6400: Materials/Supplies		
6400 Subtotal	\$	\$
6100-6400 SUBTOTAL	\$	\$
6500: Capital Outlay		
6500 Subtotal	\$	\$
TOTAL – (Transfer Subtotal funding areas to SECTION III)	\$	\$

APPENDIX C – ADMINISTRATIVE COST BUDGET (fiscal agent costs only)

BUDGET ITEMIZATION	YEAR 1	YEAR 2
6100: Certificated Salaries		
6100 Subtotal	\$	\$
6150: Noncertificated Salaries		
6150 Subtotal	\$	\$
6200: Employee Benefits (optional categories) FICA Medicare Retirement (Teacher or Non-Teacher) Health, Life, and/or Dental Insurance Other Benefits		
6200 Subtotal	\$	\$
6300: Purchased Services		
6300 Subtotal	\$	\$
6400: Materials/Supplies		
6400 Subtotal	\$	\$
6100-6400 SUBTOTAL	\$	\$
6500: Capital Outlay		
6500 Subtotal	\$	\$
TOTAL – (Transfer Subtotal funding areas to SECTION III)	\$	\$

APPENDIX D – PARTNER FUNDING REQUEST

On this form, list only the funds that this partner will be allocated. Copy this form for each partner that is receiving funds.

PARTNERSHIP INSTITUTION

BUDGET ITEMIZATION	YEAR 1	YEAR 2
6100: Certificated Salaries		
6100 Subtotal	\$	\$
6150: Noncertificated Salaries		
6150 Subtotal	\$	\$
6200: Employee Benefits <i>(optional categories)</i> FICA Medicare Retirement (Teacher or Non-Teacher) Health, Life, and/or Dental Insurance Other Benefits		
6200 Subtotal	\$	\$
6300: Purchased Services		
6300 Subtotal	\$	\$
6400: Materials/Supplies		
6400 Subtotal	\$	\$
6100-6400 SUBTOTAL	\$	\$
6500: Capital Outlay		
6500 Subtotal	\$	\$

APPENDIX E – STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
OFFICE OF QUALITY SCHOOLS – FEDERAL PROGRAMS

STATEMENT OF NONPUBLIC SCHOOL PARTICIPATION TITLE II: PART B: MATHEMATICS AND SCIENCE PARTNERSHIP PROGRAM

NAME OF NONPUBLIC SCHOOL	TELEPHONE NUMBER
NAME OF NONPUBLIC SCHOOL CONTACT PERSON	NAME OF SCHOOL DISTRICT IN WHICH NONPUBLIC SCHOOL IS LOCATED

DIRECTIONS

To be completed by each registered nonpublic school in the public school district and submitted with the district's application.
Mail the completed form to: Federal Programs, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480.
Questions, contact Federal Programs: Ph: (573) 526-2582; Fax: (573) 526-6698; or email to: webreplyfgm@dese.mo.gov.

PLEASE CHECK THE MOST APPROPRIATE STATEMENT:

- 1. Administrator and/or teachers in my school have been involved in the planning of this project. I plan for my teachers and/or students to participate in these programs.
- 2. I was invited to participate in planning but chose not to do so. My school will not participate in this program.
- 3. Administrators and/or teachers in my school have been involved in the planning of the project. I do not plan for my teachers to participate in these programs because of philosophical, religious, or other reasons.
- 4. Administrators and/or teachers in my school have been involved in the planning of this project, but the options for nonpublic participation does not seem equitable. Until changes are made for equitable options, I do not plan for my teachers to participate.
- 5. Administrators and/or teachers in my school have not been properly involved in the planning of this project. I need more information before I can decide whether or not my school should participate.

ASSURANCES: Title IX of No Child Left Behind Act includes the following consultation requirements concerning the participation of nonpublic schools in Title II: Part B, Mathematics and Science Partnership Program.

1. In general - To ensure timely and meaningful consultation, a local educational agency, educational service agency or consortium of such agencies shall consult with appropriate private school officials in the geographic attendance area of the Mathematics and Science Partnership Program site. This consultation must occur during the design and development of the program, under this Act and before the grant application is submitted to DESE, on issues such as:
 - (A) how the children's needs will be identified;
 - (B) what services will be offered;
 - (C) how and where the services will be provided; and
 - (D) how the services will be assessed.
2. Timing - Such consultation shall occur before the agency or consortium makes any decision that affects the opportunities of eligible private school children, teachers, and other educational personnel to participate in programs under this Act.
3. Discussion required - Such consultation shall include a discussion of service delivery mechanisms that the agency or consortium could use to provide equitable services to eligible private school children, teachers, administrators, and other staff.

COMMENTS:

ORIGINAL SIGNATURE OF NONPUBLIC OFFICIAL	DATE
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