

APPLICATION QUESTIONS

Annotated Guidance

Accessing and Operating CCIP:

Once you log into your SAFE account, click “CCIP.” From there, please click on “Document Library” and find the directions on how to use CCIP.

A) APPLICANT INFORMATION

General Information, experience and capacity

It is very important to fill out the entire section accurately and completely. Be sure to list all entities involved in the project and to include partnership agreements, consortium agreements and letters of support (for districts in fiscal or academic distress). As consortia and partnerships are formed, it will be important for the co-applicants to have intentional conversations about the nature of the partnership including the roles and responsibilities of each of the entities and organizations involved. Applicants should read and understand the documents defining partnerships and consortia before answering the questions below.

- 1. Project title:**
- 2. Executive summary:** Provide an executive summary of your project proposal and which goal(s) in question 9 you seek to achieve. Please limit your responses to no more than three sentences. *This is an ultra-concise description of the overall project. It should not include anything other than a brief description of the project and the goals it hopes to achieve.*
- 3. Total students impacted:** *This is the number of students that will be directly impacted by the project implementation. Applicants should not include numbers of students that may be impacted if the project is replicated or scaled up in the future.*
- 4. Lead applicant primary contact:**
Provide the following information:
First name, last name of contact for lead applicant:
Organizational name of lead applicant
Unique identifier (IRN/Fed Tax ID)
Address of lead applicant
Phone number of lead applicant
Email address of lead applicant



5. Secondary applicant contact:

Provide the following information, if applicable:

First name, last name of contact for secondary applicant

Organizational name of secondary applicant

Unique identifier (IRN/Fed Tax ID)

Address of secondary applicant

Phone number of secondary applicant

Email address of secondary applicant

6. List all other participating entities by name:

Provide the following information for each additional participating entity, if applicable:

First name, last name of contact for each additional secondary applicant

Organizational name of each additional secondary applicant

Unique identifier (IRN/Fed Tax ID)

Address of each additional secondary applicant

Phone number of each additional secondary applicant

Email address of each additional secondary applicant

7. Partnership and consortia agreements and letters of support:

- If a school or district is in academic or fiscal distress and has a commission assigned, please include a resolution from the commission in support of the project.
- If a partnership or consortium will be established, please include the signed Straight A Description of Nature of Partnership or Description of Nature of Consortium Agreement.

Part of the application eligibility process will include verification that partnership and/or consortia agreements have been signed by all parties stated in the application. The descriptions should describe the specific roles that each partner and member of the consortia will fill to ensure success in the initiative. See the guidance related to partnerships and consortia for further details.

8. Please provide a brief description of the team or individuals responsible for the implementation of this project including relevant experience in other innovative projects. You should also include descriptions and experiences of partnering entities.

This response should include a short narrative on the qualifications of the applicant and the applicant's ability to manage a grant of the scope requested. If the application is for a consortia or a partnership, the lead should provide information on its ability to provide for the management of the grant in an effective and efficient manner, and also include the partner/consortia members qualifications, skills and experience with innovative project implementation and projects of similar scope.



B) PROJECT DESCRIPTION

Overall description of project and alignment with goals

9. Which of the stated Straight A Fund goals does the proposal aim to achieve? (Check all that apply.)
- Student achievement
 - Spending reductions in the five-year fiscal forecast
 - Utilization of a greater share of resources in the classroom

Applicants should select any and all goals the proposal aims to achieve. Responses to many of the questions below will provide explanation, evidence and rationale for the answer provided in this question.

10. Select one: Which of the following best describes the proposed project?
- New - never before implemented
 - Existing and researched-based - never implemented in your district or community school but proven successful in other educational environments
 - Mixed concept - incorporates new and existing elements
 - Enhancing/scale up - elevating or expanding an effective program that is already implemented in your district, school, consortia or partnership.

11. Describe the innovative project.

The response should provide a clear and concise description of the project and its major activities. The description should include a statement of a problem to be addressed and the activity/project that will be undertaken toward solving the problem. Later questions will address specific outcomes and the measures of success.

12. Describe how it will meet the goal(s) selected above. *If the school/district receives school improvement funds/support, include a brief explanation of how this project will advance the improvement plan.*

The description of how the goals will be met should provide the reader with a clear understanding of what the project will look like when implemented with a clear connection between the activities involved in the project and the stated goals of the fund. If partnerships/consortia are part of the project, this section should describe briefly how the various entities will work together in the project. More detailed descriptions of the roles and activities should be written in the uploaded documents describing the Nature of the Partnership or Consortia.

Note: If the school or district has a school improvement plan, the response will explain how this project will complement and not detract from implementation of the school improvement plan.



C) SUSTAINABILITY

Planning for ongoing funding of the project, cost breakdown

13. Financial documentation - All applicants must enter or upload the following supporting information. Responses should refer to specific information in the financial documents when applicable:
- a. Enter a project budget.
 - b. Upload the *Straight A Financial Impact Template* forecasting the expected changes to the five-year forecast resulting from implementation of this project. If applying as a consortia or partnership, please include the five-year forecasts of each school district, community school or STEM school member for review.
 - c. If subsection (b) is not applicable, please explain why in addition to how the project will demonstrate sustainability and impact.

The project budget and the Straight A Financial Impact Table will be used to verify the responses in the rest of the sustainability section. Applicants should make sure that the claims made in the responses below are consistent with the information provided in the financial documentation. The Financial Impact Table must be completed following the directions listed in the workbook. The Financial Impact Table includes a separate tab for traditional or non-traditional schools (community/STEM/other) to complete. Only fiscal year 2014 of the five-year forecast will be imported and used as a baseline in completing this table.

14. What is the total cost for implementing the innovative project?
- Total project cost
 - Provide a brief narrative explanation of the overall budget. The narrative should include the source and amount of other funds that may be used to support this concept (e.g., *Title I funding, Race to the Top money, local funding, foundation support, etc.*), and provide details on the cost of items included in the budget (i.e., staff counts and salary/benefits, equipment to be purchased and cost, etc.).

Responses should provide rationale and evidence for each of the budget items and associated costs outlined in the project budget. If the requested amount is different than the overall cost of the project, specific information on the source and amount of other funding should be included. The overall budget explanation should be verified by and consistent with the financial information that is provided.



15. What **new/recurring costs** of your innovative project will continue once the grant has expired?

- Specific amount of new/recurring cost (annual cost after project is implemented)
- Narrative explanation/rationale: Provide details on the cost of items included in the budget (i.e., staff counts and salary/benefits, equipment to be purchased and cost, etc.)
- If there are no new/recurring costs, please explain why.

Responses should include any costs that will be required to maintain and sustain the project permanently beyond the duration of the grant. To every extent possible, rationale for the specific amounts given should be outlined. Responses may include ongoing costs related to yearly training of new staff members, estimated costs for equipment update cycles and additional allocations of staffing required to maintain the program permanently. The costs outlined in the narrative section should be consistent and verified by the financial documentation submitted and explained in the Financial Impact Table. If the project does not have new/recurring costs, the applicant should detail why this is the case.

16. Are there **expected savings** that may result from the implementation of the innovative project?

- Specific amount of expected savings (annual)
- Narrative explanation/rationale: Provide details on the anticipated savings (i.e., staff counts and salary/benefits, equipment to be purchased and cost, etc.)

For some innovative projects, once the up-front costs are accounted for, savings may be realized through a new, less expensive approach or solution to an existing problem in the organization. Specific amounts and rationale leading to the overall savings should be included. To every extent possible, the response to this prompt should include evidence for the specific amounts given. The savings outlined in this narrative should be consistent and verified by the financial documentation submitted in the Financial Impact Table.

17. Provide a brief explanation of how the project is self-sustaining. If there are ongoing costs associated with the project after the term of the grant, this explanation should provide details on the cost reductions that will be made that are at least equal to the amount of new/recurring costs detailed above. If there are no new/recurring costs, explain in detail how this project will sustain itself beyond the life of the grant.

Answers to the first three questions in the sustainability section will inform the explanation of how the project is self-sustaining. Any ongoing costs, either new or recurring, require an applicant to outline the expenditure reductions that will be implemented and identify the specific areas of the budget (noted in the Financial Impact Table) that will change. These reductions/reallocations should be permanent and the resulting five-year impact documentation should reflect no additional expenditures as a result of this project



D) IMPLEMENTATION

Time line, communication and contingency planning

18. Fill in the appropriate dates and an explanation of the time line for the successful implementation of this project. In each explanation, be sure to briefly describe the largest barriers that could derail your concept or time line for implementation and your plan to proactively mitigate such barriers. In addition, the narrative should list the stakeholders that will be engaged during that stage of the project and describe the communication that occurred as the application was developed. Describe the ongoing communication plan with the stakeholders as the project is implemented. (Stakeholders can include parents, community leaders, foundation support and businesses, as well as educational personnel in the affected entities.)

- Proposal time line dates
Plan: XX/XX/XXXX
 - Narrative explanation
- Implement XX/XX/XXXX
 - Narrative explanation
- Summative evaluation XX/XX/XXXX
 - Narrative explanation

A complete response to this question will demonstrate specific awareness of the context in which the project will be implemented, the major barriers that need to be overcome and the time it will take to implement the project with fidelity. A strong plan for implementing, communicating and coordinating the project should be outlined, including coordination and communication in and amongst members of the consortium or partnership (if applicable). It is recognized that specific action steps may not be included, but the outline of the major implementation steps should demonstrate a thoughtful plan for achieving the goals of the project. The time line should reflect significant and important milestones in an appropriate and reasonable time frame.

19. Describe the expected changes to the instructional and/or organizational practices in your institution.

The response should illustrate that the applicant has identified critical instructional and/or organizational changes that will result from implementation of the grant and what the impact of these changes will be. These changes can include permanent changes to current district processes, new process that will be incorporated into the organization or the removal of redundant or duplicative processes. The response may also outline the expected change in behaviors of individuals in the organization (changes to classroom practice, collaboration across district boundaries, changes to a typical work day for specific staff members, etc.). The expected changes should be realistic and significant in moving the institution forward.



E) SUBSTANTIAL IMPACT AND LASTING VALUE

Impact, evaluation and replication

The responses in this section are focused on the ability to design a method for evaluating the project's capacity to lead to long-term sustainable results. Therefore, the questions focus on the method of defining the problem(s) the project hopes to solve and the measures that will determine if indeed the problem(s) has been solved.

20. Describe the rationale, research or past success that supports the innovative project and its impact on student achievement, spending reduction in the five-year fiscal forecast or utilization of a greater share of resources in the classroom.

The response should provide a concise explanation of items which provide rationale that will support the probability of successfully achieving the goals of the project. Answers may differ based on the various levels of development that are possible. If the project is for a new, never before implemented project, the response should provide logical, coherent explanations of the anticipated results based on some past experience or rationale. For projects that have been implemented on a smaller scale or successfully in other organizations, the response should provide the quantifiable results of the other projects. If available, relevant research in support of this particular proposal should also be included.

21. Is this project able to be replicated in other districts in Ohio?

- Yes
- No

22. If so, how?

If the applicant responds "No" to first part of the question; no score will be entered for this item. If the applicant selects "Yes" to the first part of the question, the response should provide an explanation of the time and effort it would take to implement the project in another district. To every extent possible, applicants should outline how this project can become part of a model so that other districts across the state can take advantage of the learnings from the proposed innovative project. If there is a plan to increase the scale and scope of the project, it should be included here.

23. Describe the substantial value and lasting impact that the project hopes to achieve.

The response should provide quantifiable measures of the grant outcomes and how the project will lead to successful attainment of the project goals. Applicants should describe how the program or project will continue after the grant period has expired. .



24. What are the specific benchmarks related to the fund goals identified in question 9 that the project aims to achieve in five years? Include any other anticipated outcomes of the project that you hope to achieve that may not be easily benchmarked.

The applicant should provide details on the quantifiable measures of short- and long- term objectives that will be tracked and the source of benchmark comparative data points. Responses should include specified measurement periods and preliminary success points that will be used to validate successful implementation of the project. If a similar project has been successfully implemented in other districts or schools, identification of these comparable benchmarks should be included

25. Describe the plan to evaluate the impact of the concept, strategy or approaches used.

- Include the method by which progress toward short- and long-term objectives will be measured. (This section should include the types of data to be collected, the formative outputs and outcomes and the systems in place to track the program's progress.)
- Include the method, process and/or procedure by which the program will modify or change the program plan if measured progress is insufficient to meet program objectives.

This plan should include the methodology for measuring all of the outcomes mentioned in question 24. Applicants should make sure to outline quantitative approaches to assess progress and measure the overall impact of the project proposal. The response should provide a clear outline of the methods, process, time lines and data requirements for the final analysis of the project's progress, success or failure. The applicant should provide information on how the lessons learned from the project can and will be shared with other education providers in Ohio.

By virtue of applying for the Straight A Fund, all applicants agree to participate in the overall evaluation of the Straight A Fund for the duration of the evaluation time frame. The Governing Board of the Straight A Fund reserves the right to conduct evaluation of the plan and request additional information in the form of data, surveys, interviews, focus groups and any other related data for the General Assembly, Governor and other interested parties for an overall evaluation of the Straight A Fund.

- PROGRAM ASSURANCES: I agree, on behalf of this applicant, and any or all identified partners, to abide by all assurances outlined in the Straight A Assurance (available in the document library section of the CCIP).

