

Grant Training Request Form Guidance

Colorado Charter Schools Program – Schools of Choice



COLORADO
Department of Education

Grant Training Request Form Updates

Colorado Charter Schools Program (CCSP) grant recipients are expected to engage in a variety of technical assistance (TA) options that are intentionally designed to share and guide best practices in charter schools. Flexibility exists within the annually prescribed TA requirements; therefore, a Grant Training Request Form (GTRF) is used to document the various training activities achieved over the life of the grant award.

The GTRF has undergone minor changes to make submittal more user-friendly and ensure timely approval. The Schools of Choice (SOC) Unit is proud to launch updated guidance to effectively use this form and communicate between SOC and its CCSP sub-grantees.

When to Complete a GTRF

GTRF's can be used in the following instances:

1. For a training opportunity not presented by SOC but prescribed as part of the [CCSP Technical Assistance Requirements](#) that necessitates coordination and scheduling on your own.

Examples: Performance Management Trainings (data dashboard, Unified Improvement Planning (UIP), strategic plan development and board self-assessment.)

2. For an alternative training opportunity presented by an external source comparable to one presented by SOC and prescribed as part of the [CCSP Technical Assistance Requirements](#). These alternative options should be sought out and coordinated on your own.

Examples: Specialized instructional and/or business manager trainings, board fundamentals training, or board retreats.

3. For a substitute training opportunity presented by CDE or an external source because the original training offered as part of the [CCSP Technical Assistance Requirements](#) was missed and/or partially fulfilled, or any other reason not mentioned.

Examples: post-award webinar, annual finance seminar, business operations network meeting, and/or administrator mentoring meetings.

WHAT HAS CHANGED?

Submittal Process Updates

- The GTRF is now an [electronic Smartsheet form](#) accessible from your individualized Smartsheet Dashboard.
- GTRFs will be submitted via Smartsheet and no longer via email to the SOC inbox.
- Pre-authorization from SOC is no longer required.
- GTRF should be submitted within 30 days following the event to receive TA credit.
- The GTRF now includes prompting questions to craft detailed reflection responses.

Approval Process Updates

- Comments, feedback, and approvals will be sent from SOC staff to the person submitting the form via Smartsheet.
- GTRFs will be approved within 30 days after receipt of the [electronic Smartsheet form](#).

Instances When a GTRF is NOT Required

- When a live training hosted or co-hosted by SOC is attended in real-time. Participants attending an in-person training should be sure to locate and complete the event sign-in form to confirm presence and if attending a virtual training that is being recorded, a GTRF is not needed.
- When a participant misses less than half of the training. Attendance and participation are recorded and noted in the sub-grantee's Smartsheet Tracker.

Steps for Receiving TA Credit

1. Complete the GTRF via [the Smartsheet form](#) within 30 days after attending a training. The completed form should include a detailed reflection summarizing what the training was about most useful, and how the information learned will be implemented in the school's programming.
2. Once the GTRF is submitted, the SOC staff will review to verify the details of the specified training, applicable credit earned, and status of completion. Request for more information or clarification will be issued to the form's submitter via Smartsheet notification.
 - a. Credit is awarded based on the number of hours per training or webinar duration (i.e., three training hours is equivalent to one TA credit).
3. Upon final SOC approval, the sub-grantee's Smartsheet Tracker will be updated by SOC staff detailing the TA strand and TA credit amount.
4. Finally, an email detailing how the TA credit has been applied will be sent to the sub-grantee within 30-days of the completed GTRF submission.

Steps to Completing the GTRF

1. The [electronic GTRF](#) can be accessed directly from this guidance as well as online (e.g., [Charter School Technical Assistance Requirements and Resources website](#)) and/or from the sub-grantee's Smartsheet Dashboard.
 - a. It important to note that GTRFs cannot be started and saved for completion later (submitter will need to complete in full)
2. GTRFs must be properly filled out to make certain a timely SOC review and response can occur. Many fields of the electronic GTRF are required to aid in the proper completion which include the following:

Field	Description	Sample
Name of charter school	Submitter will manually type or select name from list	<i>GOAT Elementary School</i>
Name and email of the person completing the request form	Submitter will manually type	<i>Katy Goebel; Goebel_k@cde.state.co.us</i>
Applicable grant year for which the TA credit is sought (<i>Year 0, Year 1, or Year 2</i>)	Submitter will select all that apply or choose to submit a separate form for each applicable grant year	<i>Planning Year 0</i>
Strand/Category of TA for which credit is sought (<i>Sub-grantee, Governing Board, Administrator, or Business Operations</i>)	Submitter will select all that apply or choose to submit a separate form for each applicable strand/category	<i>Administrator Support</i>



Field	Description	Sample
TA Activity/Event for which credit is sought	Submitter will select all that apply from list	<i>Unified Improvement Plan (UIP) 101 Training</i>
Specific need/reason for the training	Apart from for the reason to fulfill the CCSP grant requirement, submitter shall specify why or how this training will meet the individual's and/or the school's need	<i>This training is a requirement for schools in the CCSP grant and will help ensure our school has goals and metrics that align to our school mission and vision. This is the administrator's first year writing a UIP and training was needed.</i>
Participant name(s) and title/role	Submitter will manually type	<i>Mrs. Mary Poppins, School Leader</i>
Training topic/title	Submitter will manually type	<i>UIP Training</i>
Training date(s), times, and hours	Submitter will manually type	<i>12/1/22 8:30 – 11:30 am; 3 hours</i>
Training facilitator(s)	Submitter will manually type	<i>Charlie Brown & Snoopy</i>
Training outline/description <i>(Option to upload training agenda)</i>	Submitter will also indicate whether the training was attended in-person or remote and/or hosted in-state or out-of-state	<i>This half day training was focused around the foundational aspects of a UIP and how to write a UIP for new school leaders. There were 3 main areas of focus of the UIP: 1) Manage a single, consistent process for all schools and districts, 2) Meet state and federal accountability improvement planning requirements, and 3) Describes improvement efforts that will take the school from the current to desired level of performance.</i>
Training cost and use of CCSP funds	Submitter will include the cost (if any) of the training and if CCSP funds were used.	<i>\$500; Yes, CCSP funds were budgeted and used</i>
Participant Name	Submitter will indicate the individual(s) providing response	<i>Mrs. Mary Poppins</i>
Summary of Training	What was the training about?	<i>This half day training gave some high level, key points of the UIP process and why it exists and is important. The training also focused on sharing more detailed points around how to successfully write a UIP, the timeline for writing and submitting one, data needed, and resources to help you be successful.</i>



Field	Description	Sample
Implementation of Lessons Learned	How will the gain from this training be implemented?	<i>I will take the information learned in this session to draft our first UIP with the support of our Board and my team. We already have a mission statement and will use that to create some short- and long-term goals for our school. Our goal is to have a draft done by March 2023 as we begin hiring staff and enrolling students for the fall of 2023.</i>
Development of High-Quality Charter Schools	How does this training contribute to being a high-quality charter school?	<i>It is paramount as a school to have clear, outlined, shared goals that are measurable and documented. The UIP will serve as a guide for us as we use data to make decisions and ensure all students are receiving the best possible instruction and support.</i>

3. Submitter should review the information entered to ensure completeness of the form. If a copy of the form is desired, check the box marked “Send me a copy of my responses” to receive a copy of the completed Smartsheet form prior to selecting/clicking the “Submit” button.
4. Once submitted, an alert generated by Smartsheet will be sent to SOC to review this form. A member of the SOC team will be assigned to review the request with 30-days of receipt.
5. Any clarification questions or feedback between SOC staff and the person submitting the form will be transmitted from the pertinent areas of the Smartsheet form.
6. Upon final SOC review and approval, TA credit will be awarded and manually documented accordingly in the sub-grantee’s respective Smartsheet Tracker.

WHERE CAN I LEARN MORE?

Grant Training Request Form: <https://app.smartsheet.com/b/form/a01a97190adb4d3393be6023ccc374ed>

Technical Assistance Requirements and Resources:

<http://www.cde.state.co.us/cdechart/technicalassistancerequirementsresources>

Grant Training and Event Calendar: <http://www.cde.state.co.us/cdechart/grantcalendarfinal>

Charter School Events: <http://www.cde.state.co.us/cdechart/socevents>