**EARLY LITERACY GRANT PROGRAM**

**2016-2017**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Part I: Cover Page** *(Complete and attach as the first page of proposal)* | | | | | | | | | | | | |
| **District and School Participation** (*Check One*) | | | | | | | | | | | | |
| * ***Single School/Institute Charter School Application*** *(One single school application)* | | | | | | | | | | | | |
| ***Multi-School Consortium Application*** (*One district, BOCES or Charter School Institute applying on behalf of multiple schools within a single district, multiple districts or Charter School Institute)* | | | | | | | | | | | | |
| **List all districts and schools and/or Institute Charter Schools that will participate** (additional rows may be added)*:* | | | | | | | | | | | | |
| **District(s)** | | | | | | | | **School(s)** | | | | |
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|  | | | | | | | |  | | | | |
| **Contact Information** | | | | | | | | | | | | |
| **Name of Lead Local Education Agency (LEA):** | | | | | | | |  | | | | |
| **Mailing Address:** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **School District Authorized Representative:** | | | | | | |  | | | | | |
| Telephone: | | | | | | | | | E-mail: | | | |
| **Primary Contact Person:** | | | |  | | | | | | | | |
| Mailing Address: | | | | | | | | | | | | |
| Telephone: | | | | | | | | | E-mail: | | | |
| **Fiscal Manager:** | |  | | | | | | | | | | |
| Telephone: | | | | | | | | | E-mail: | | | |
| **Region:** *Indicate the region(s) this proposal will directly impact* | | | | | | | | | | | | |
| **□ Metro □ Pikes Peak □ North Central □ Northwest □ West Central**  **□ Southwest □ Southeast □ Northeast** | | | | | | | | | | | | |
| **Amount Requested:**  *Record the amount of funding you are requesting for each year of the grant cycle.* | | | | | | | | | | | | |
| **Year 1:** | **$** | | **Year 2:** | | **$** | **Year 3:** | | | | **$** | **Three-Year Total:** | **$** |

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| **Part IA: School Information and Signatures Page** *(Complete for each participating school and attach after cover page)* | | | | | | |
| **District Signatures** | | | | | | |
| **District Name:** |  | | | | | |
| **Board President Signature:** | | | |  | | |
| **Superintendent Signature:** | | | |  | | |
| **School Information and Signatures** | | | | | | |
| **School Name:** | |  | | | | |
| Telephone: | | | | | | |
| Mailing Address: | | | | | | |
| **Name of Principal or Designee:** | |  | | | | |
| Telephone: | | | | | E-mail: | Title: |
| **Signature of Principal or Designee:** | | |  | | | |
| **Name of Primary Contact Person:** | | |  | | | |
| Telephone: | | | | | E-mail: | Title: |
| **Signature of Primary Contact:** | | |  | | | |

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| **Number of students to be served at the following grades: (students that will be enrolled at each of the grade-levels in the 2016-17 school year)** | | | | |
| **Total**  **Kindergarten** | **Total**  **1st Grade** | **Total**  **2nd Grade** | **Total**  **3rd Grade** | **Total Students** |
|  |  |  |  |  |
| **SRD Kindergarten** | **SRD 1st Grade** | **SRD 2nd Grade** | **SRD 3rd Grade** | **Total SRD K-3** |
|  |  |  |  |  |
| **Please list the research-based reading programs to be used for universal/core instruction Programs must be selected from the READ Act Resource Bank Advisory List.** |  | | | |
| **Please list the research-based reading program(s) to be used for targeted and intensive instructional interventions.** | (Remember to be inclusive of all 5 components of reading, which may require more than one program based on the specific needs of students.) | | | |
| **Please list the interim and diagnostic assessments to be used for students in grades K-3. Assessments must be selected from the READ Act Resource Bank Approved List.** |  | | | |
| **Please list the professional development selected from the READ Act Advisory List, including on-going, on-site coaching.** |  | | | |
| **Does your school receive any other supplementary reading grants?** If so, please list grants and the number of years your school has received these grants. |  | | | |

**Part IB: Assurances and Disclaimers***(Sign and attach after signature pages)*

Districts/BOCES/District Charter Schools/Institute Charter Schools that accept funding through the Early Literacy Grant Program agree to the following assurances:

1. The applicant agrees to assemble a School Leadership Team (SLT) or demonstrate how an existing team will complete the requirements of the SLT outlined in the proposal. Membership must include at a minimum a district administrator, building administrator, K-1 teacher, 2-3 teacher, and an interventionist. The SLT agrees to meet regularly to review the school’s K-3 student level data and data related to the school’s implementation of grant requirements. The SLT also agrees to develop and regularly update the school’s professional development plan related to assessment and instruction in K-3 literacy.
2. District leadership is committed to supporting Early Literacy Grant schools in implementing Scientifically Based Reading Research and all other requirements of the Early Literacy Grant.
3. The applicant agrees to work with the Department and the selected coach/consultant to embed explicit and systematic instruction of the five components of reading into all elements of the K-3 teaching structures, including universal/core instruction and targeted and intensive instructional interventions.
4. The applicant agrees to participate in required professional development provided by the Department and the selected coach/consultant and will ensure that all other professional development provided through Early Literacy Grant funds is aligned with the purpose of the grant program and has been approved by the Department.
5. The applicant agrees to work with the Department and the selected coach/consultant to incorporate Scientifically Based Reading Research findings into instructional practice in all K-3 classrooms.
6. The applicant will provide the Colorado Department of Education (CDE) such information as may be required to determine if the grantee is making satisfactory progress toward achieving the goals of the grant. This includes participation in the collection of qualitative data through the use of forms developed and used by the Department during the grant cycle to monitor fidelity of implementation.
7. The applicant will cooperate with CDE in the development and submission of certain reports and individual student data to meet statutory and rule requirements. The applicant agrees to report interim assessment data to the online data collection tool associated with their chosen assessment, following the schedule and deadlines for submission provided by CDE throughout implementation of the grant.
8. Staff at each participating school is committed to implementing the Early Literacy Grant program as described in this application.
9. The school will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
10. The work product in this grant application is the original work of the school/applicant and its agents who worked on the application.
11. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
12. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

Funded sites will be expected to cooperate with CDE in the development and submission of certain reports to meet statutory requirements. *All grantees must work with and provide requested data to CDE for the Early Literacy Grant program* *within the time frames specified.*

In addition, funded projects will be required to maintain appropriate fiscal and program records. Fiscal audits of funds under this program are to be conducted by the recipient agencies annually as a part of their regular audit. Auditors should be aware of the Federal audit requirements contained in the Single Audit Act of 1984.

IF ANY FINDINGS OF MISUSE OF FUNDS ARE DISCOVERED, PROJECT FUNDS MUST BE RETURNED TO THE COLORADO DEPARTMENT OF EDUCATION. The Colorado Department of Education may terminate a grant award upon thirty (30) days notice if it is deemed by CDE that the applicant is not fulfilling the requirements of the funded program as specified in the approved project application, or if the program is generating less than satisfactory results. The applicant may subcontract for work to be performed, but shall retain sole responsibility for the project and shall be the only direct recipient of funds.

The work product in this grant application is the original work of the district/applicant and its agents who worked on the application. If a discovery of plagiarism is made known or brought to the attention of officials at the Colorado Department of Education during a current grant competition, then at the discretion of the Department, the Department has the right to remove the grant application for funding consideration because of the occurrence of cause.

Project modifications and changes in the approved budget must be requested via e-mail and be approved in writing by the Colorado Department of Education before modifications are made to the expenditures. Please contact Rachel Anderberg (anderberg\_r@cde.state.co.us or 303-866-6150) in CDE’s Office of Literacy for any budget modifications.

By signing below, the undersigned agrees to all **Early Literacy Grant** program assurances listed above:

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| Name of School Board President |  | Signature of School Board President |
|  |  |  |
| Name of District Superintendent |  | Signature of District Superintendent |
|  |  |  |
| Name of Principal or his/her Designee |  | Signature of Principal or his/her Designee |