

Funding Opportunity

Applications Due: **Monday, March 28, 2022, 11:59 pm**

Application Information Webinar: **Wednesday, February 23, 2022, 1:00 pm**

[Intent to Apply Due](https://app.smartsheet.com/b/form/9b0a5c383ff14e54bfc0eccad81c8e95): **Friday, February 25, 2022, 11:59 pm**

|  |
| --- |
| Mentor Program GrantPursuant to the [American Rescue Plan Act of 2021](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__www.whitehouse.gov_american-2Drescue-2Dplan_%26d%3DDwMFAw%26c%3DeuGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM%26r%3DmTRbUtf1C1kCU3xXx6NaXwqBD_GmpdPlpkKhZy6SZbw%26m%3D9Uspyoiw1fBGIo0-sn_En-cYmZtqkk_7M2jKy7UQNcU%26s%3DQdWKEoMRWTWKYGHjb6a0_UPeLhhlHB9CNR369A8Lip8%26e%3D&data=04%7C01%7Cjamie.rife%40MDHI.ORG%7Ccf7c4b8959a344212edf08d90fd3fb83%7C8131b7e5d9ef4fe2a244c0c620d8eaa0%7C1%7C1%7C637558225417674580%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=VnRKbxYNI8D4gMvfG2uumLnsFVBF9lRxBvcQHpPa%2BJ0%3D&reserved=0) Elementary and Secondary School Emergency Relief (ARP ESSER III) |



**Program Questions:**

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**Table of Contents**

[Introduction 3](#_Toc94878898)

[Purpose 3](#_Toc94878899)

[Eligible Applicants 3](#_Toc94878900)

[Available Funds 3](#_Toc94878901)

[Allowable Use of Funds 4](#_Toc94878902)

[Duration of Grant 4](#_Toc94878903)

[Evaluation and Reporting 4](#_Toc94878904)

[Data Privacy 4](#_Toc94878905)

[Application Assistance and Intent to Apply 5](#_Toc94878906)

[Review Process and Timeline 5](#_Toc94878907)

[Submission Process and Deadline 5](#_Toc94878908)

[Application Format 5](#_Toc94878909)

[Required Elements 5](#_Toc94878910)

[Part IA: Applicant Information 7](#_Toc94878911)

[Part IB: Program Assurances Form 8](#_Toc94878912)

[Application Scoring 9](#_Toc94878913)

[Selection Criteria and Evaluation Rubric 10](#_Toc94878914)

**Note:** The following version of the application is intended as a reference document for instructions and grant application planning purposes.

**Applications for the Mentor Program Grant must be submitted through the** [**online application form**](https://app.smartsheet.com/b/form/fc9fc395bade4d9b8bc1c0ed07d63cc4)**.**

Submission of application materials either in hard copy or via

e-mail will not be accepted.

**Mentor Program Grant**

**Applications Due: Monday, March 28, 2022, by 11:59 pm**

# Introduction

The COVID-19 pandemic has impacted education across our country. Like the learning disruption for students, beginning teachers have also been impacted by inconsistencies in learning environments and meaningful feedback. Just as students may have a "learning gap," our teacher candidates and early educators have their own "learning gap." Some preservice educators were unable to have adequate clinical residency experiences because of quarantine rules or impacts. New to the profession (probationary) teachers may have been completing their student teaching experience in the spring of 2020 when it was cut short by the initial COVID closings. Then those same preservice teachers were hired for the first time in the 2020-21 school year and did not have quality mentorship, instructional modeling, additional professional learning, or feedback and support on their instruction.

To ensure the pipeline of educators stays stable and continues to grow, strong mentorship and coaching supports must be put in place. Our preservice and new to the profession teachers must have high quality and talented mentors they can turn to as they grow and develop. According to the 2020 NEA Policy Playbook, there are “numerous studies [that] demonstrate that the implementation of comprehensive induction cuts new teacher turnover rates in half…Comprehensive induction is a sound investment to address teacher recruitment and retention.” Researchers Richard Ingersoll and Michael Strong state that “support and assistance for beginning teachers [has] a positive impact on three sets of outcomes: teacher commitment and retention, teacher classroom instructional practices, and student achievement.” Research shows that high-quality mentor programs include training and support for mentor teachers, intentional policies and practices for identification and placement with mentors and aligned practices /standards for the mentoring content.

This grant will serve as an opportunity for districts to build, enhance, and strengthen mentoring programs to ensure beginning teachers have all the support necessary to build instructional capacity and effectiveness in the classroom.

# Purpose

This grant program exists to:

* Deepen mentoring programs at the local level, specifically targeting pre-service mentoring programs for student teachers/clinical residencies and new to the profession (probationary) teachers in their first 3 years of teaching.
* Broaden the skills of mentor teachers to maximize mentor/mentee relationships and build instructional capacity.

Only applicants that specifically address both purposes identified for funding will be considered.

# Eligible Applicants

School districts, the Charter School Institute (CSI), and Boards of Cooperative Services (BOCES) are eligible to apply for this opportunity.

Each district grantee may choose to partner with an educator preparation program(s) of their choice, as applicable. A district may include an authorized charter school in their application, but charter schools may not apply on their own.

# Available Funds

$9.5 million is available for the 2022-2023 and 2023-2024 school years. CDE anticipates to award grants for a two-year period. Funding in subsequent years for grantees is contingent upon grantees meeting all grant, fiscal and reporting requirements.

# Allowable Use of Funds

A District/BOCES that receives a grant under the program shall use the monies to:

* Serve preservice educators through clinical residencies or student teaching AND/OR serve educators in their first 3 years of teaching (probationary teachers);
* Develop, implement, and/or expand a 2-year mentoring program;
* Select and develop mentors based on well-articulated criteria;
* Develop collaborative structures and articulated roles for mentee, mentor, and other support team members for the mentee (i.e., grade level/department colleagues, staff development teachers, consulting teachers, supervisor/evaluators, etc.)

Allowable services or activities include:

* Beginning teacher workshops, training, and professional development opportunities that are specifically designed for beginning teachers during their first years in the classroom
* Workshops and training for mentors on the skills of effective mentoring
* Opportunities for mentors to meet with one another to share successes and trouble-shooting strategies to continue mentor's professional development

Funding may be used for:

* Expenses incurred in creating and managing the mentorship program
* District FTE to develop and facilitate mentor program
* Mentor stipends
* Mentee stipends, including stipends for pre-service and in-service educators in the program
* Substitute costs for classroom leave time for mentors and mentees
* Materials/supplies necessary for mentor program content delivery

# Duration of Grant

Grants will be awarded for a two-year term beginning in the 2022-2023 fiscal year. Year 1 funds must be expended by **June 30, 2023**. Year 2 funds must be expended by **June 30, 2024.** There will be no carryover of funds.

# Evaluation and Reporting

Each District/BOCES that receives a grant through the Mentor Program Grant is required to report, at a minimum, the following information to the Department on or before **June 30, 2023 (Year 1 data) and June 30, 2024 (Year 2 data)**:

* Numbers and information of educators participating in grant programming (i.e., numbers of educators being trained, attending workshops, receiving stipends, grade-level/content area, etc.);
* Aggregated perception survey data from key stakeholders conducted at least two times each academic year;
* Retention data; and
* Implementation level and reflection in Year 1 and Year 2.

Information reported to CDE in relation to grant activities is not confidential and is subject to public request. Grantees should ensure reported information does not contain Personally Identifiable Information (PII) or confidential information.

# Data Privacy

CDE takes seriously its obligation to protect the privacy of student and educator Personally Identifiable Information (PII) collected, used, shared, and stored. PII will not be collected through Mentor Program grant. All program evaluation data will be collected in the aggregate and will be used, shared, and stored in compliance with CDE’s privacy and security policies and procedures.

**Note:** Documents submitted must not contain any personally identifiable student or educator information including names, identification numbers, or anything that could identify an individual. All data should be referenced/included in the aggregate and the aggregate counts should be redacted to remove small numbers under n=16 for students or n=5 for educators.

# Application Assistance and Intent to Apply

An [application information webinar](https://us02web.zoom.us/j/84011368163?pwd=WUZ1RFNQRkMyY01TOEkwcndFMW90UT09) will be held on **Wednesday, February 23, 2022, at 1 pm**.

If interested in applying for this funding opportunity, complete the [online Intent to Apply form](https://app.smartsheet.com/b/form/9b0a5c383ff14e54bfc0eccad81c8e95) by **Friday, February 25, 2022, by 11:59 pm**. Completing the Intent to Apply form is encouraged, but not required to submit an application.

# Review Process and Timeline

Applications will be reviewed by CDE staff and peer reviewers to ensure they contain all required components. Applicants will be notified of final award status no later than **Monday, May 13, 2022**.

**Note:** This is a competitive process – applicants must score at least 63 points out of the 90 possible points to be approved for funding. Applications that score below 63 points may be asked to submit revisions that would bring the application up to a fundable level. There is no guarantee that submitting an application will result in funding or funding at the requested level. All award decisions are final. Applicants that do not meet the qualifications may reapply for future grant opportunities.

# Submission Process and Deadline

Completed applications (including all required elements outlined below) must be submitted through the [online application form](https://app.smartsheet.com/b/form/fc9fc395bade4d9b8bc1c0ed07d63cc4) by **Monday, March 28, by 11:59 pm**.

Within the online application, applicants will complete Part IA with their applicant information and upload attachments as described in the Required Elements section below.

Incomplete or late applications will not be considered. If you do not receive an email confirmation of receipt of your submission from the application system within 24 hours after the deadline, e-mail CompetitiveGrants@cde.state.co.us.

Application materials and budget are available for download on the [Mentor Program webpage](http://www.cde.state.co.us/educatortalent/mentorgrant).

# Application Format

* The total application narrative (Sections A-E) of the application cannot exceed 15 pages. See below for the required elements of the application. **Note:** Applications that exceed 15 pages will not be reviewed.
* All narrative response pages must be standard letter size, 8-1/2” x 11”, using no smaller than 12-point font, single-spaced with 1-inch margins and numbered pages. Applications not adhering to formatting requirements may be disqualified.
* The Program Assurances Form must include signatures from the lead organization/fiscal agent. If grant application is approved, funding will not be awarded until all signatures are in place.

# Required Elements

The format outlined below must be followed in order to assure consistent application of the evaluation criteria. See evaluation rubric for specific selection criteria needed in Part II (pages 10-11).

|  |  |
| --- | --- |
| **Complete responses in the** [**online application form**](https://app.smartsheet.com/b/form/fc9fc395bade4d9b8bc1c0ed07d63cc4)**:** | **Part IA: Applicant Information** |
| **Upload these documents in the** [**online application form**](https://app.smartsheet.com/b/form/fc9fc395bade4d9b8bc1c0ed07d63cc4)**:**1. Part IB: Program Assurances Form2. Part II: Executive Summary and Application Narrative Executive Summary does not count toward 15-page limit for Application Narrative3. Budget Workbook Submit in Excel format in [original CDE template](http://www.cde.state.co.us/educatortalent/mentorgrant) | **Part IB: Program Assurances Form** |
| **Part II: Executive Summary and Application Narrative**Executive Summary [does not count towards 15-page limit]Application Narrative [cannot exceed 15 pages]Section A: Current ProgrammingSection B: Needs AssessmentSection C: Training and SupportsSection D: Progress Monitoring and EvaluationSection E: Budget Narrative |
| **Budget Workbook** [does not count towards 15-page limit] |

**Mentor Program Grant**

**Applications Due: Monday, March 28, 2022, by 11:59 pm**

# Part IA: Applicant Information

Part IA will be completed using the online application form. The system does not save works in progress so applicants may wish to complete the information in Part IA in this document and copy responses into the online application.

**Submit all application materials through the** [**online application form**](https://app.smartsheet.com/b/form/fc9fc395bade4d9b8bc1c0ed07d63cc4)**.**

|  |
| --- |
| **District/BOCES Information** |
| **District/BOCES Name:** |  | **District/BOCES Code:** |  |
| **Mailing Address:** |  | **UEI #:** |  |
| **Requested Funding:** | $ |
| **Type of Organization**[check box below that best describes your organization] |
| [ ]  School District [ ]  Charter School Institute [ ]  BOCES  |
| **Region**[indicate region of Colorado this program will directly impact] |
| [ ]  Metro [ ]  Pikes Peak [ ]  North Central [ ]  Northwest[ ]  West Central [ ]  Southwest [ ]  Southeast [ ]  Northeast |
| Authorized Representative Information |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Program Contact Information** |
| **Name:** |  | **Title:** |  |
| **Telephone:** |  | **E-mail:** |  |
| **Fiscal Manager Information** |
| **Name:** |  |
| **Telephone:** |  | **E-mail:** |  |

# Part IB: Program Assurances Form

The appropriate Authorized Representatives must sign below to indicate their approval of the contents of the application **Mentor Program Grant**, and the receipt of program funds.

|  |  |  |  |
| --- | --- | --- | --- |
| On | (date) | , 2022, the Board of | (district/BOCES/CSI) |

hereby agrees to the following assurances:

1. The grantee will annually provide the Colorado Department of Education the evaluation information required in the beginning, mid, and end-of-year survey of the Request for Applications.
2. The grantee will work with and provide requested data to CDE for the above named surveys within the time frames specified.
3. The grantee will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
4. Funded projects will maintain appropriate fiscal and program records and that fiscal audits of this program will be conducted by the grantees as a part of their regular audits.
5. If any findings of misuse of these funds are discovered, project funds will be returned to CDE.
6. The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.

The Colorado Department of Education may terminate a grant award upon thirty 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.

Project modifications and changes in the approved budget must be requested in writing and be approved in writing by the CDE before modifications are made to the expenditures. Contact Tricia Miller (Miller\_T@cde.state.co.us) and Kristin Kipp (Kipp\_K@cde.state.co.us) for any modifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Name of Organization Board President(School Board, Charter School Institute, BOCES) |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Organization Authorized Representative(Superintendent, Charter School Institute, BOCES Executive Director) |  | Signature |  | Date |
|  |  |  |  |  |
| Name of Program Contact |  | Signature |  | Date |

**Note:** If grant application is approved, funding will not be awarded until all signatures are in place. Please attempt to obtain all signatures before submitting the application.

**Mentor Program Grant**

**Applications Due: Monday, March 28, 2022, by 11:59 pm**

# Application Scoring

CDE Use Only

|  |  |  |
| --- | --- | --- |
| **Part I:** | **Applicant Information** | Not Scored |
| **Part II:** | **Application Narrative** |  |
|  | Section A: | Current Programming | /20 |
|  | Section B: | Needs Assessment | /10 |
|  | Section C: | Training and Supports | /40 |
|  | Section D: | Progress Monitoring and Evaluation | /10 |
|  | Section E: | Budget Narrative and Budget Workbook | /10 |
|  |  |  |  |
| **Total:** | **/90** |

**GENERAL COMMENTS:** Indicate support for scoring by including overall strengths and weaknesses. These comments will be provided to applicants with their final scores.

**Strengths:**

**Weaknesses:**

**Required Changes:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RECOMMENDATION:** | Funded |  |  | Funded with Changes |  |  | Not Funded |  |

# Selection Criteria and Evaluation Rubric

**Part I: Applicant Information and Program Assurances** [Not Scored]

**Part II: Executive Summary and Application Narrative**

Executive Summary [Not Scored]

Provide a brief description (no more than one page) of the applicant’s program to be funded by Mentor Program Grant. This summary does not count toward the 15-page narrative page limit.

Narrative [90 Points]

The following criteria will be used by reviewers to evaluate the application. For the application to be recommended for funding, it must receive at least 63 points out of the 90 possible points and all required elements must be addressed. An application that receives a score of zero on any required elements will not be funded without revisions.

**Scoring Definitions**

Minimally Addressed or Does Not Meet Criteria - information not provided

Met Some but Not All Identified Criteria - requires additional clarification

Addressed Criteria but Did Not Provide Thorough Detail - adequate response, but not thoroughly developed or high-quality response

Met All Criteria with High Quality - clear, concise, and well thought out response

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section A: Current Programming** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe the current programming for mentors. Include successes and challenges of current programming.
 | 0 | 1 | 3 | 5 |  |
| 1. Describe the vision for the mentor program that will result from this grant.
 | 0 | 3 | 7 | 10 |  |
| 1. Describe the mentor selection criteria that are in place.
 | 0 | 1 | 3 | 5 |  |
| **Total** | **/20** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section B: Needs Assessment** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe the needs of beginning teachers in the district(s) and how they are not being adequately met by current mentor programming.
 | 0 | 1 | 3 | 5 |  |
| 1. Describe any “learning gaps” that have been observed among beginning teachers as a result of the COVID-19 pandemic.
 | 0 | 1 | 3 | 5 |  |
| **Total** | **/10** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section C: Training and Supports** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe the collaborative structures and articulated roles for mentor, mentees, and other support team members for the mentee (i.e., grade level and department colleagues, staff development teachers, consulting teachers, supervisor/evaluators, etc.).
 | 0 | 1 | 3 | 5 |  |
| 1. Describe the plan to select and train mentors prior to their assignment to a beginning teacher.
 | 0 | 3 | 7 | 10 |  |
| 1. Describe the formal structures/activities for mentor and mentee interactions, including how often they will meet.
 | 0 | 3 | 7 | 10 |  |
| 1. Describe how mentors will be provided ongoing training and support.
 | 0 | 3 | 7 | 10 |  |
| 1. Describe how time and space will be provided for mentee support teams to meet regularly (i.e., grade-level or subject-specific teams that include the mentee).
 | 0 | 1 | 3 | 5 |  |
| **Total** | **/40** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section D: Progress Monitoring and Evaluation** | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Describe how you will evaluate the effectiveness of your program and monitor progress towards the measurable goals for this program.
 | 0 | 1 | 3 | 5 |  |
| 1. Describe how the organization will implement improvements in process if goals are not being met.
 | 0 | 1 | 3 | 5 |  |
| **Total** | **/10** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section E: Budget Narrative and Budget Workbook*** Budget Narrative is included in the 15-page limit.
* Budget Workbook does not count toward page limit.
 | **Minimally Addressed or Does Not Meet Criteria** | **Met Some but Not All Identified Criteria** | **Addressed Criteria but Did Not Provide Thorough Detail** | **Met All Criteria with High Quality** | **TOTAL** |
| 1. Provide a **Budget Narrative** (included in the 15-page limit) in a narrative format that addresses the following criteria:
* Provide an explanation that summarizes the proposed uses of grant funds by budget category and is tied to the proposed activities.
* Provide an explanation of how the proposed uses of funds align with the purposes of this grant program.
 | 0 | 1 | 3 | 5 |  |
| 1. Complete and attach the **Budget Narrative (Excel file)**. List costs of the proposed project as presented that are reasonable, necessary and are calculated to show how amounts are determined. The budget should be sufficient in relation to the objectives, design, scope, and sustainability of project activities and demonstrate how funds will be used for supplementary services.

**Item Description Example:**.X FTE for [role or title] at $xxxxx per [hour or month or year] times [x per hours or months or year] | 0 | 1 | 3 | 5 |  |
| **Total** | **/10** |