

# 2021-22 Governor's Civics Seal Grant Application

Note: Applications will be submitted online.

## I. General Information

1. For which grant is this application being submitted? (\$5,000 School-Level, \$10,000 School-Level, \$5,000 District/CMO-Level, \$10,000 District/CMO-Level, \$20,000 District/CMO-Level)\*
2. School Name and address\*\*
3. Principal's name\*\*
4. Principal's contact information\*\*
5. District/CMO Name
6. CORE Region
7. Director of Schools' name
8. Director of Schools' contact information
9. Name and contact information of the person(s) preparing this grant application.
10. Name and contact information of the appointed program coordinator (if different from the person who prepared this grant application).
11. List the names and roles of educators who were involved in the collaboration and preparing of this grant application.
12. A memo from the Director of Schools or school leader (i.e., Principal) authorizing submission of the grant (to be uploaded under "Supporting Documents.")

\*Schools may apply for \$5,000 (ADM of 1-999; applications address at least one key priority) or \$10,000 (ADM of 1,000 or greater; applications address both key priorities); Districts may apply for \$5,000 (1-9 schools; applications address at least one key priority), \$10,000 (10 or more schools; application addresses both key priorities), or \$20,000 (20 or more schools; application addresses both key priorities).

\*\*Only applicable if applying for the school-level grant.

## II. Civics Program Information

Each of the following should be answered in a narrative of 250 words or less. All questions are required unless otherwise noted as optional.

1. What civics courses or programs are currently offered in your school or district for students? (This can include curricular course offerings and regular extra- or co-curricular activities/programs.)
2. How many students are currently served by civics programs within the school or district? Provide a total and a breakdown by grade-level or school.
3. What civics-specific professional development opportunities does your school or district provide to educators, staff, and/or parents/community members?
4. Identify the group of students (all or subset) whom your grant proposal will impact.
5. Does your school or district participate in civics initiatives in Tennessee (i.e., Project-Based Assessment)?
  - a. If yes, how many years have you participated? How have you monitored compliance?
6. Does your school or district currently participate in the Citizenship Test?
  - a. If yes, has your school been named a Civics All-Star School? (Yes or No) *Note: this would be for grades 9-12 only.*
7. How does your school or district currently fund or support its civics programming (e.g., budget allocation)? Explain how the program(s) are funded.
8. Does your school or district have any current partners or ongoing relationships that support civics programs? Please list those partners or ongoing relationships you have and describe how you work together. Are you currently seeking supplemental grants or funding that benefit civics programs besides the Governor's Civics Seal Grant? Discuss your school or district's experience securing grants for civics (if applicable).

## III. Strategic Plan for Civics Education

Each of the following should be answered in a narrative of 250 words or less. All questions are required.

1. Does your school or district have a strategic plan for civics education (or is civics a component of an overall strategic plan)? If so, upload the document under supporting attachments. If your school/district does not have a strategic plan for civics education, please answer the following questions:
  - a. What are your short-term goals for civics education?
  - b. What are your long-term goals for civics education?
2. Who was involved in the development of your strategic plan for civics education?
3. In what ways will you be monitoring and tracking progress toward meeting these goals?

4. How will the use of this money lead to your school or district earning the Governor's Civics Seal in the 2021-22 school year?
5. Did your district or school receive a Governor's Civics Seal Grant during the 2020-2021 school year? (Yes or No)
  - a. If yes, please share an overview of the project outcomes, key learnings, and what modifications (if any) you would plan to make in the 2021-22 school year, if selected for an award. If you did not receive funding, please write "not applicable."

#### **IV. Needs Assessment and Impact Strategies**

Using the Needs Assessment Template and Impact Strategies list (See attachment 6), provide a needs assessment of your school or districts' civics program(s). The needs assessment should be inclusive of the schools, students, and/or educators your proposal will serve.

In addition to filling out the first four (4) rows, please include at least four (4) other needs to be assessed. You will also use this template to propose impact strategies and activities you wish to be funded by the grant.

Both the needs assessment and impact strategies should include a narrative response using 250 words or less. Upload the document in PDF form.

#### **V. Proposed Budget**

Using the provided template (**Budget Template**) attach the proposed budget detailing how your school or district plans on expending the requested funds. You may use the **Creating Budget Resource Guide and Sample Budget** to guide your creation of a budget.

You are encouraged to solicit the collaboration of social studies and/or civics educators within your school or district regarding estimation of needs, contracted services, and programmatic/operating costs. Please upload the budget under "Supporting Attachments."

#### **VI. Monitoring and Accountability**

Provide a narrative describing summative (final outcomes) and formative evaluation measures (milestones/benchmarks) your school or district might use for ongoing monitoring and assessing (tracking and adjusting for effectiveness) of the impact of the program described in the grant.

#### **VII. Implementing and Planning**

*Each of the following should be answered in a narrative of 250 words or less. All questions are required.*

1. Identify the person who will serve as the program coordinator for your school or district. This person will serve as point of contact and be responsible for overseeing the planning, implementation, and accountability, if awarded.
2. Please detail this individual's qualifications to serve in the role of program coordinator.
3. Please detail the involvement of any full or part-time civics educators or social studies teachers who will be involved in the project.
4. If awarded, what challenges do you anticipate you may encounter when implementing strategies? How will you address those challenges?

#### **VIII. Supporting Attachments**

If your district or school encounters any challenges with uploading supporting attachments, you may email ALL attachments to [Civics.Initiatives@tn.gov](mailto:Civics.Initiatives@tn.gov). Please keep them in ONE email and include your district or school name in the subject line and the contact information for the person responsible for the application. All supporting attachments must be submitted within 48 hours of submitting the online application form or before the close of the application, whichever comes first.

- **REQUIRED:** As shared in the district overview, please attach a memo from the Director of Schools or school leader (i.e. Principal) authorizing the submission of the grant.
- **REQUIRED:** Needs Assessment and Impact Strategies
- **REQUIRED:** Proposed Project Budget
- **OPTIONAL:** Your school or district's civics strategic plan.
- **OPTIONAL:** You may also include charts, bulleted lists, or other graphic/organizational elements to support your proposal.

# 2021-22 Governor’s Civics Seal Evaluation Framework

School or District: \_\_\_\_\_ First Time Applicant (Yes or No): \_\_\_\_\_

Please ensure that your proposal meets all of the requirements below before submitting. If you do not meet requirements on **all** these items, your proposal will not advance to panel review and will not be considered for funding.

Many of the questions in the application serve to establish the context for your proposal. Do not assume that an answer of “no” or an answer illustrating a gap in current programming will disqualify your proposal. A focus of the Governor’s Civics Seal initiative is to increase district capacity and structures to support students in becoming college, career, and citizenship ready.

**Qualifications** *(The following section is scored by TDOE staff review.)*

Requirement	Meets Requirement	Does Not Meet Requirement
Application is submitted on time and completed in its entirety.		
Application includes information about any currently offered civics programming.		
Application includes the school’s or district’s grant proposal, including goals and objectives.		
Application shows understanding and alignment to key priorities of one or both key priorities: 1) High-Quality Instructional Materials and Resources (including: Incorporate civic learning across a broad range of grades and academic subjects, Provide instructional resources that support civics education, Support in implementing a high-quality civics project-based assessment) and Teacher Preparation and Professional Development (including providing professional development opportunities or resources that support civics education)		
Application contains a completed budget proposal and justification narrative.		
Application includes connections to the Tennessee Academic Standards for Social Studies.		
<b>Office use only:</b> The application _____ meets _____ does not meet the requirements for advancement to committee review.		

The following framework will be used to score all proposals and will be used by the committee when reviewing grant proposals.

Indicator	Needs Improvement (1)	Developing (2)	Target (3)	Exemplary (4)
Current Civics Programming	<ul style="list-style-type: none"> <li>Vaguely identifies current participation in Tennessee’s civics initiatives, current professional development, and/or civics programming</li> </ul>	<ul style="list-style-type: none"> <li>Somewhat identifies current participation in Tennessee’s civics initiatives</li> <li>Somewhat identifies the professional development and civics programming provided</li> </ul>	<ul style="list-style-type: none"> <li>Adequately identifies and explains current participation in civics initiatives in Tennessee (if applicable)</li> <li>Adequately identifies and explains the professional learning and civics-based programs currently provided</li> </ul>	<ul style="list-style-type: none"> <li>Explicitly identifies and explains current participation in Tennessee’s civics initiatives (if applicable)</li> <li>Explicitly identifies and explains the professional learning and civics-based programs currently provided</li> </ul>

Indicator	Needs Improvement (1)	Developing (2)	Target (3)	Exemplary (4)
Grant Proposal	<ul style="list-style-type: none"> <li>• Vaguely identifies the needs of the school or district; does not include goal setting</li> <li>• Vaguely identifies how progress will be tracked or monitored nor provides a plan to earn the Governor's Civics Seal</li> <li>• Vaguely identifies challenges to implementation or strategies to address them</li> <li>• Vaguely identifies how the proposal will result in student-facing deliverables</li> </ul>	<ul style="list-style-type: none"> <li>• Somewhat identifies the civics needs of the school or district and how they will use the funds, but goal setting is unclear</li> <li>• Somewhat identifies how the school or district will monitor and track progress, and a plan has been partially created to lead the school or district to earn the Governor's Civics Seal</li> <li>• Somewhat identifies challenges to implementation, but not strategies to address them</li> <li>• Somewhat identifies how the proposal will result in student-facing deliverables</li> </ul>	<ul style="list-style-type: none"> <li>• Adequately identifies the specific civics needs of the school or district and how they will use the funds, and short- and long-term goals</li> <li>• Adequately identifies a plan has been developed that will lead the school or district to earning the Governor's Civics Seal and how the school or district will monitor and track progress</li> <li>• Adequately identifies challenges to implementation and strategies to address them</li> <li>• Adequately identifies how the proposal will result in student-facing deliverables</li> </ul>	<ul style="list-style-type: none"> <li>• Explicitly identifies and explains the specific civics needs of the school or district and how they will use the funds, and short- and long-term goals</li> <li>• Explicitly identifies a plan has been developed that will lead the school or district to earning the Governor's Civics Seal and how the school or district will monitor and track progress</li> <li>• Explicitly identifies challenges to implementation and strategies to address them</li> <li>• Explicitly identifies how the proposal will result in student-facing deliverables</li> </ul>
Alignment to Key Priorities	<ul style="list-style-type: none"> <li>• Does not demonstrate understanding of the civics seal priorities and they are not reflected in the proposal.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the civics seal priorities but only provides some vague detail on how their proposal will further that work.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the civics seal priorities and provides strong detail on how their proposal will further that work.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the civics seal priorities and provides strong detail on how their proposal will further that work.</li> <li>• Budget, deliverables, and other areas of the proposal show strong long-term planning, including how the grant funds will support the key priorities.</li> </ul>
Proposed Budget	<ul style="list-style-type: none"> <li>• Is incomplete</li> <li>• Does not specify how funds will be expended</li> <li>• Vaguely demonstrates evidence of investment in or support for civics programs</li> <li>• Includes excessive spending or unrelated expenditures</li> </ul>	<ul style="list-style-type: none"> <li>• Is complete, but the specified expenses do not align with proposed strategies or reflect the targeted needs within the school or district served by the grant proposal</li> <li>• Includes an explanation of the program expenses but not a narrative that justifies them</li> <li>• Somewhat demonstrates evidence of investment in or</li> </ul>	<ul style="list-style-type: none"> <li>• Is complete, and the specified expenses are aligned with proposed strategies and reflect the targeted needs within the school or district</li> <li>• Adequately explains program expenses and includes a narrative that justifies expenditures</li> <li>• Adequately demonstrates evidence of investment in and support for civics programs</li> </ul>	<ul style="list-style-type: none"> <li>• Is complete, and the specified expenses are aligned with proposed strategies and reflect the targeted needs within the school or district</li> <li>• Explicitly explains program expenses with a defensible narrative that justifies proposed expenditures</li> <li>• Explicitly demonstrates evidence of significant investment in and support for civics programs</li> <li>• Explicitly demonstrates thoughtful budgeting</li> </ul>

Indicator	Needs Improvement (1)	Developing (2)	Target (3)	Exemplary (4)
		support for civics programs <ul style="list-style-type: none"> <li>• Somewhat demonstrates thoughtful budgeting, but may include excessive spending or unrelated expenditures</li> </ul>	<ul style="list-style-type: none"> <li>• Adequately demonstrates thoughtful budgeting and does not include excessive spending or unrelated expenditures</li> </ul>	and does not include excessive spending or unrelated expenditures.
<p><b>Note:</b> Applicants who received a grant award in the 2020-2021 school year are eligible to apply to submit a new proposal or a revised application to be considered to continue their 2020-2021 program or activities. This group of grant applications will be reviewed and awarded after all eligible first-time grant applications are funded.</p>				