

2017 Read to be Ready Summer Grant Application Materials

Valid for 2017 Summer Grant Program ONLY. FOR REFERENCE ONLY.

Read to be Ready Summer Grant Call for Proposals

The Tennessee Department of Education (TDOE) seeks proposals for summer instructional programs that provide reading and writing opportunities for rising first, second, and third grade students. The priority deadline to submit proposals is **Wednesday, March 1 at 5:00 p.m. CST**, and the final deadline to submit proposals is **Friday, March 10 at 5:00 p.m. CST**. Applicants will be notified of the status of their proposal on a rolling basis but no later than **Friday, March 31**. If awarded, programs must begin no earlier than one week after the last day of school but no later than June 15 and must conclude no later than one week before school begins. The Read to be Ready Summer Grant is supported by funds from the Dollar General Literacy Foundation and the Tennessee Department of Human Services.

Purpose

The purpose of the Read to be Ready Summer Grant is to fund summer instructional programs that provide rich, authentic literacy opportunities to economically disadvantaged students entering first, second, and/or third grade who are not yet proficient in reading and writing skills. The primary goal of these camps is two-fold. First, the summer programs should develop students' overall comprehension while building vocabulary and foundational skills. Camps should also develop students' love for reading and writing over the summer months by providing them with access to a multitude of high-quality, high interest texts and literacy experiences. We invite educators and school leaders to submit proposals describing their goals and plans for implementing their proposed summer reading program.

Program criteria

Criteria for evaluating the proposals for the Read to be Ready Summer Grant are presented on the [evaluation rubric](#) which can be found on the Read to be Ready website. The following is a list of characteristics that programs **must** demonstrate to be considered for funding:

- Target rising first, second, and/or third graders who are economically disadvantaged;
- Serve a minimum of fifteen students with an instructor to student ratio of one to five;
- Provide at least four hours of reading, writing, and literacy-related enrichment activities a day for a minimum of four weeks;
- Align with the [Read to be Ready goals and instructional emphases](#);
- Differentiate best practices in literacy for the unique needs of the students;
- Provide a clear plan for family communication and engaging families with literacy;
- Provide a list of community partners who will engage with your program;
- Provide each student with a minimum of six high-quality, high interest books for his or her own home library;
- Provide families with specific engagement ideas and guidance around the books provided for each student

Expectations

Applicants that are awarded summer grant dollars will be expected to do the following:

- The program director and all educators who are serving as camp instructors are **required** to attend one full-day training session. The dates and locations of the training sessions are below:
 - Thursday, May 11 (or) Friday, May 12 - Nashville, TN
 - Tuesday, May 16 - Memphis, TN

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- Friday, May 19 - Knoxville, TN
- The program director and all educators who are serving as camp instructors are **required** to complete a health and safety training;
- The program director and all educators who are serving as camp instructors and going to be on-site at the camp are **required** to have background checks on file prior to the beginning of the camp;
- Track and report on progress toward meeting goals by reporting metrics on the following:
 - Student attendance
 - A pre/post motivation survey provided by the TDOE
 - A pre/post running record using the Reading A-Z tool (Note: If you do not currently have this tool available at your site(s), you are required to purchase it with your grant funds.)*
 - Other formative and summative metrics determined by TDOE prior to the start date of the camp;
- Ensure support for the program with the district central office;
- Work with your central office finance department to track all revenues and expenditures for this grant on the district's general ledger using sub-fund 142.720;
- Maintain all payment documentation, including invoices, purchase orders, payroll documentation, and receipts, in order to provide them to the TDOE in the event of a desk review;
- Comply with the signed grant agreement required to receive funds.

Funding

For summer 2017, grant awards will range from \$10,000 to \$42,300 per grantee. The maximum amount you can request depends on the number of students you plan to serve. Please [review the FAQ](#) to determine the maximum award you can request this summer. (This can be found in the “Fiscal” questions section.)

If awarded, a grant agreement and final approved budget will be provided to you no later than ten business days following your final award notification. The grantee and the district will be expected to sign and upload the grant agreement within seven business days of receipt or risk forfeiting their award. Funds may be used via the guidelines outlined in the [budget crosswalk](#).

After the grant agreement is signed and uploaded into ePlan, the district must enter the approved budget into ePlan for the TDOE to review and approve. Once approval is received, the district will be able to request reimbursements in the usual manner. Individual schools will work with the central office finance department to seek reimbursement for expenditures made at the school level.

How to Apply

Those interested in applying for a grant will find all relevant materials on the [Read to be Ready website](#). In order to be considered for the grant, applicants must complete and submit an **application, camp proposal, and budget template**. You can access the online application [here](#) and the proposal and budget templates [here](#). *Note: If the proposal is not submitted in the correct template or if you do not fully fill out the budget template, your application will be disqualified.*

As a part of your proposal, you are required to include a reference from the Director of Schools of your district or, if you are applying from Hamilton County, Knox County, Metro Nashville Public Schools, or Shelby County, you must have the [appropriate reference listed](#). **No letter is required.**

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To properly obtain a reference, you should send an email to your Director of Schools, or appropriate contact, that has the following information: the name of your program director, the location(s) of the proposed sites, and the amount of funding for which you are applying. If they respond that they are willing to support your application, you can then list them as a reference. If we contact the appropriate person, and he or she is not in support of your application and/or does not have the above information, your application will be disqualified. The purpose of obtaining a reference is to ensure the district will work with you so you receive reimbursement for your camp expenses.

Please note that you must **submit all elements of the application at one time**, so please collect all of the information and documentation you need before beginning the application process. In order to know what information you will need to collect in advance, you can click [here](#) to see a full preview of the application and the required fields.

On the application you will be required to provide a **district fiscal number** (Find that information [here](#)) and your **application number** (Find that information [here](#)). If your program is taking place at multiple locations, select one of the locations and use that school to determine your application number. (It does not matter which school you select.) *Note: You can find the district fiscal number document on the Read to be Ready website in an Excel format. You may find the information you need more quickly using that version.*

If you have any questions, please refer to the [FAQ](#), [exemplars](#) (*These can be found in the 2017 Proposal Template and Resources section.*), and all other resources on the website. If you still have questions cannot find your school on the application number list, email ReadtobeReady.TN@tn.gov. We look forward to reviewing your proposal!

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Read to be Ready Summer Grant Expectations Rubric

When scoring, please consider the application **in its entirety**. However, in order to help you effectively use your time, we have provided guidance in the “Rubric Category” column to help direct you where the required information to determine a score should *primarily* be found. *Please note that Section 1 and Section 7 can and will likely be used to help determine the scores in other categories, depending in their content.*

Rubric Category	Exemplary (5)	Strong (4)	Target (3)	Deferred (2)	Disqualification (1)
Audience and Reach <i>Section 1</i> <i>Section 3</i>	<p>The program intentionally targets economically disadvantaged students in the early grades (rising 1st-3rd) who need literacy instruction. The program plans to serve a minimum of 15 students with a ratio of no less than one instructor for every five students. The proposal includes a thorough analysis used to identify these students. There is an intentional and innovative plan to recruit and retain students.</p>	<p>The program specifically targets economically disadvantaged students in the early grades (rising 1st-3rd) who need literacy instruction. The program serves a minimum of 15 students with a ratio of no less than one instructor for every five students. The proposal includes an analysis used to identify these students. There is a specific plan to recruit and retain students.</p>	<p>The program targets at least 15 economically disadvantaged students, students in the early grades (rising first through third), who need literacy instruction. The program serves a minimum of 15 students with a ratio of no less than one instructor for every five students. There is evidence of an analysis to identify these students. There is a plan to support the participation goal.</p>	<p>The program attempts to target at least 15 economically disadvantaged students in the early grades (rising first through third), and/or students needing literacy instruction. The program’s design brings into question its ability maintain a ratio of no less than one instructor for every five students. The program does not show evidence of an analysis to identify these students or a plan to support participation.</p>	<p>The program does not target at least 15 economically disadvantaged students in the early grades (rising 1st-3rd) who need literacy instruction. There is no evidence of an analysis to identify these students. There is no specific plan to support participation.</p>
Program Director & Staff <i>Section 2</i>	<p>The program director is certified in elementary education, or an equivalent, and has at least one advanced degree in literacy, along with more than three years of experience in literacy instruction. All other employees have certification in elementary education, or an equivalent, and more than one year of experience with early childhood literacy.</p>	<p>The program director is certified in elementary education, or an equivalent, and has literacy credentials, along with more than three years of experience in literacy instruction. All other employees have certification in elementary education, or an equivalent, and more than one year of experience with early childhood literacy.</p>	<p>The program director is certified in elementary education, or an equivalent, and has literacy credentials, along with at least three years of experience in literacy instruction. All other employees have at least one year of experience with early childhood literacy.</p>	<p>The program director is certified in elementary education, or an equivalent, and has fewer than three years of experience in literacy instruction. Other employees have less than one year experience with early childhood literacy.</p>	<p>The program director is not certified in elementary education, or an equivalent, and has fewer than three years of experience in literacy instruction. Other employees have no experience with early childhood literacy.</p>

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<p>Partnerships</p> <p><i>Section 1</i> <i>Section 4</i></p>	<p>The program demonstrates a strong, established partnership with the local education agency and the district has pledged ample support (e.g., data, transportation, space, staff, materials). The program partners with at least five community programs or experts in its literacy effort.</p>	<p>The program has a demonstrated partnership with the local education agency, and the district leadership is willing to offer some support (e.g., data, transportation, space, staff, materials). The program partners with at least three community programs or experts in its literacy effort.</p>	<p>The local education agency is aware of the program. The program partners with at least one community program or local expert in its literacy effort.</p>	<p>The proposal does not show clear evidence of a partnership with the local education agency and/or the community.</p>	<p>The proposal does not show evidence of a partnership with the local education agency and/or any community organizations.</p>
<p>Instructional Plan</p> <p><i>Section 5</i></p>	<p>The plan provides a clear and intentional plan for learning activities, instructional materials, and schedule that tightly aligns with best practices in literacy and Read to Be Ready Goals. The plan clearly emphasizes a strong focus on the motivation to read and write. There is a thoughtful and intentional plan to address reading comprehension, vocabulary building, and foundational literacy skills in authentic reading and writing contexts.</p>	<p>The plan provides a clear plan for learning activities, instructional materials, and schedule that is aligned with best practices in literacy and Read to Be Ready Goals. The plan emphasizes the motivation to read and write. There is an intentional plan to address reading comprehension, vocabulary building, and foundational literacy skills in authentic reading and writing contexts.</p>	<p>There is evidence of a plan for learning activities, instructional materials, and schedule that is aligned with best practices in literacy and Read to Be Ready Goals. Reading motivation is a part of the program. There is a plan to address reading comprehension, vocabulary building, and foundational literacy skills in authentic reading and writing contexts.</p>	<p>The plan does not provide clear evidence of a plan for learning activities, instructional materials, and schedule that is aligned with best practices in literacy and Read to Be Ready Goals. Reading motivation has not been considered. There is a plan to address reading comprehension, vocabulary building, and foundational literacy skills.</p>	<p>There is not an instructional plan that is focused on best practices in literacy with a focus on reading motivation.</p>

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<p>Family Engagement Plan</p> <p><i>Section 6</i></p>	<p>Describes and provides a rationale for multiple ways to communicate with and engage families and community stakeholders. The plan is responsive and intentional in engaging families in literacy activities. The communication plan is responsive to home languages and technology access of the targeted families. The program is intentionally responsive to the needs of targeted families in terms of time of day, location, child care opportunities, etc.</p>	<p>Describes multiple ways to communicate with and engage families and community stakeholders. The plan is intentional in engaging families in literacy activities. The communication plan is responsive to home languages and technology access of the targeted families. The program is responsive to the needs of targeted families in terms of time of day, location, child care opportunities, etc.</p>	<p>There is a plan to communicate and engage families and communicate stakeholders. There is evidence of engaging families in literacy activities. There is a communication plan that acknowledges languages and technology access of the targeted families. The program considers families' needs in terms of time of day, location, child care opportunities, etc.</p>	<p>There is a vague plan to communicate and engage families and communicate stakeholders. There is no clear evidence of engaging families in literacy activities. There is a plan to communicate with families. There is minimal considerations for families' needs around time of day, location, child care opportunities, etc.</p>	<p>There is no plan to communicate and engage families and communicate stakeholders. There is no evidence of engaging families in literacy activities. There is not a plan to communicate with families. Time of day, location, and a lack of child care opportunities create obstacles for families to participate.</p>
<p>Program Length</p> <p><i>Section 5</i> <i>Section 8</i></p>	<p>The proposal clearly shows that the program's literacy-related instruction, which includes reading, writing, and connected activities, lasts at least five hours a day and/or the program runs for a minimum of five weeks.</p>	<p>The proposal clearly shows that the program's literacy-related instruction, which includes reading, writing, and connected activities, lasts at least four hours a day; the program runs for a minimum of four weeks.</p>	<p>The proposal has evidence that the program's literacy-related instruction, which includes reading, writing, and connected activities, lasts at least four hours a day; the program runs for a minimum of four weeks.</p>	<p>The proposal does not make it clear that the program's literacy-related instruction, which includes reading, writing, and connected activities, spans the course of four hours; the program runs for a minimum of four weeks.</p>	<p>The program runs fewer than four hours a day and/or runs fewer than four weeks.</p>

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<p>Budget</p> <p><i>Section 10</i></p>	<p>The budget narrative chart is complete, and the funding asks reflect the needs of the proposal. Additional information that clearly explains program expenses and describes the rationale for spending is included and helpful. Application shows creativity in use of funds or shows ways in which applicant will leverage other sources of funding. The fully-completed budget matches the budget narrative chart. Funds are budgeted wisely and do not include excessive spending or unrelated expenditures.</p>	<p>The budget narrative chart is complete, and the funding asks reflect the needs of the proposal. Additional information that clearly explains program expenses and describes the rationale for spending is included and helpful. The fully-completed budget matches the budget narrative chart. Funds are budgeted wisely and do not include excessive spending or unrelated expenditures.</p>	<p>The budget narrative chart is complete, and the funding asks reflect the needs of the proposal. The fully-completed budget matches the budget narrative chart. Funds are budgeted wisely and do not include excessive spending or unrelated expenditures.</p>	<p>The budget narrative chart is complete but the funding asks do not reflect the needs of the proposal. The fully-completed budget was submitted but does not match the budget narrative chart. Funds are not budgeted wisely and include excessive spending or unrelated expenditures.</p>	<p>The budget narrative chart is not complete and/or a fully-completed budget was not submitted.</p>
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Budget Template - 2017 Read to be Ready Summer Grant

[View the instructions here.](#)

XYZ County Schools - ABC Elementary School, DEF Elementary School			
Expenses	Total Program Expenses (Including other funding sources, if applicable)	Read to be Ready Summer Grant Request ONLY	Percentage Requested by Category
Staff Compensation	\$0	\$0	0%
Staff Training & Development	\$0	\$0	0%
Transportation	\$0	\$0	0%
Materials & Supplies	\$0	\$0	0%
Field Trips	\$0	\$0	0%
Food	\$0	\$0	0%
Other -	\$0	\$0	0%
Other -	\$0	\$0	0%
Total Requested Funds	\$0	\$0	0%

Other Sources of Program Funding (Contributions, Gifts, Grants, & Earned Revenue)	Total	Complete if applicable
Local Government	\$0	
State Government	\$0	
Federal Government	\$0	
Individuals	\$0	
Fundraising	\$0	
Foundation -	\$0	
Corporation-	\$0	
Federation-	\$0	
Other - QRS Food Service	\$0	
TOTAL REVENUES	\$0	

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Crosswalk for Budget Line Items – 2017 Read to be Ready Summer Grant			
Application Budget	ePlan Budget Codes		Notes
Category Code 71100			
Salaries	105	Supervisor or Director	Program Director
	116	Certified Teachers	Camp instructors
	163	Educational Assistants	Para-professionals
	189	Other Salaries & Wages	Bus drivers, cafeteria coordinators, translators, college students
	195	Certified Substitute Teachers	Please use these codes when paying for subs on the mandatory training day ONLY; if you need to pay for a sub during camp, you will be able to do a budget amendment to move funds to these codes only when it is required. (This avoids tying up dollars unnecessarily.)
198	Non-certified Substitute Teachers		
Benefits and Taxes	201	Social Security	Use these codes for all employees. Contact your central office to check on the percentages you should use before creating your budget.
	204	State Retirement	
	212	Employer Medicare	
Supplies	429	Instructional Supplies & Materials	Supplies used for direct instruction (Ex. Soil for garden, books, magazine subscriptions, STEM materials, etc.), assessment tool
Bus fuel costs	599	Other charges	All fuel expenses (Ex. Pick-up, drop-off, field trips)
Field Trips	599	Other charges	Admissions to events, meals on field trips
Printing and Publications	599	Other Charges	Parent newsletters, field trip permission forms, notification about the program
Category 72210			
Travel	355	Travel	For local travel - between program locations, travel to stores for supplies, etc.
	524	In-Service/Staff Development	Travel to professional development activities, mileage, hotel, per diems while traveling
Conference & Meetings	524	In-Service/Staff Development	Cost of hosting local PD for camp instructors, stipend for session speaker, printing
Supplies	422	Food Supplies	Meals, snacks
Category 72310			
Board of Education Services	533	Criminal Investigation of Applicants – TBI	Background checks for instructors

**How to Fill Out a 2017 Read to be Ready Summer Grant
Budget Template Instructions**

Overview

The budget template must be completed and is **required** to be considered to receive a Read to be Ready Summer Grant. Applicants should **complete all relevant tabs** and upload the completed document in the application. This should be completed for applicants seeking to be considered for the 2017 Read to be Ready Summer Grant.

In order to successfully fill out this budget template, we recommend referencing the budget crosswalk, which helps applicants correctly code expenses. It is **imperative** that expenses are coded correctly, otherwise reimbursement may be delayed or denied. Access the budget crosswalk [here](#).

Additionally, there are two completed budgets that you can reference as examples. They can be found under the 2017 Budget Template and Resources section on the [Read to be Ready website](#).

Please note that all numbers in this example document are fictional and **do not** represent how the department believes funds should be allocated. They are simply there to provide reads of this document with guidance.

If you have additional questions about the budget or the budget template, please email ReadtobeReady.TN@tn.gov.

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Budget Expansion Sheet

This sheet is meant to provide the department with a more-detailed explanation of expenses that the applicant is going to request reimbursement for if the Read to be Ready Summer Grant is awarded. The Budget Expansion Sheet should **only** reflect items that are going to be reimbursed with *grant* funds. If you have privately-raised funds or donations that you plan to spend on the camp, these funds should **not** be reflected in this sheet.

Please review the following information for specific instructions to complete the Budget Expansion Sheet.

Budget Crosswalk

	A	B	C	D	E	F
Staff Compensation						
	Category Code	Budget Code	Total Amount	Name	Title	
	71100	105	\$2,500.00	John Smith	Program Director	
	71100	116	\$1,750.00	Jane Doe	Certified Teacher	
	71100	116	\$1,750.00	Josh Baker	Certified Teacher	
	Total		\$6,000.00			

Crosswalk for Budget Line Items – 2017 Read to be Ready Summer Grant		
Application Budget	ePlan Budget Codes	Notes
Category Code 71100		
Salaries	105 Supervisor or Director	Program Director
	116 Certified Teachers	Camp instructors
	105 Educational Assistants	Para-professionals
	189 Other Salaries & Wages	Bus drivers, cafeteria coordinators, translators, college students

In order to successfully fill out this budget template, reference the budget crosswalk, which helps applicants correctly code expenses. It is **imperative** that expenses are coded correctly, otherwise reimbursement may be delayed or denied. The notes section is there to help the person filling out the budget select the correct category and budget codes.

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Staff Compensation

In this section, describe only the expenses that will be paid for using Read to be Ready Summer Grant funds. (If you are using external funds, do **not** include them in this section.) Additionally, if you are compensating educators for planning time and/or training time, please reflect these expenses **in this section**. Delete the example line before you begin.

This section should include the following expenses: staff compensation and benefits.

Column Explanation

- **Category Code:** Only applicable category code in category - 71100
- **Budget Code:** Only applicable budget codes in category - 105, 116, 163, 189, 201, 204, 212
- **Total Amount:** Reflects the total cost of the specific line item
- **Name:** Reflects the name of the person who will be paid for the services (*If this is not yet known, please list "TBD."*)
- **Title:** Answers, "How will this person serve the camp?" (Ex. Instructor, Bus Driver)
- **Pay:** Reflects per hour pay *or* stipend amount for work in the summer (*If it is a stipend, it should be the same at the "Total Amount" column*)
- **Time:** Reflects how long that person will work with the program
- **Responsibilities:** A high-level summary of the services this person will provide

After you complete this section, the "Total" should *automatically* calculate for you if you filled out the sheet correctly. If you have any doubt that "Total" column is wrong, we encourage you to double check it. When it is time to fill out the Overview Sheet, this total should be placed in the row marked "Staff Compensation."

Staff Training and Development

In this section, describe only the expenses that will be paid for using Read to be Ready Summer Grant funds. (If you are using external funds, do **not** include them in this section.) **Do not** compensate educators for planning time and/or training time in this section. Reflect this in the "Staff Training and Development" section. Finally, delete the example line before you begin.

This section should include the following expenses: travel costs associated with attending the mandatory day-long department training, any required background checks, any other costs associated with onsite trainings, such as printing, bringing in a speaker, etc.

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Column Explanation

- **Category Code:** Only applicable category codes in category – 71100, 72210, 72310
- **Budget Code:** Only applicable budget codes in category – 195, 198, 524, 533
- **Total Amount:** Reflects the total cost of the specific line item
- **Expense:** What are these funds paying for?
- **Description:** Provide more detail about the expense

Note: Grant funds will pay for substitutes. All requested travel expenses must comply with GSA requirements, which can be found [here](#), and please note the requirements for travel days, which can found [here](#). Finally, the State of Tennessee reimburses mileage at 47 cents a mile. This information should help you accurately calculate your travel expenses.

After you complete this section, the “Total” should *automatically* calculate for you if you filled out the sheet correctly. If you have any doubt that “Total” column is wrong, we encourage you to double check it. When it is time to fill out the Overview Sheet, this total should be placed in the row marked “Staff Training and Development.”

Transportation

In this section, describe only the expenses that will be paid for using Read to be Ready Summer Grant funds. (If you are using external funds, do **not** include them in this section.) Delete the example line before you begin.

This section should include the following expenses: fuel costs for student transportation to and from camp and field trips and transportation costs for local travel. (I.e. traveling between program locations, traveling to stores for supplies, etc.)

Column Explanation

- **Category Code:** Only applicable category codes in category – 71100, 72210
- **Budget Code:** Only applicable budget codes in category – 599, 355
- **Total Amount:** Reflects the total cost of the specific line item
- **Expense:** What are these funds paying for?
- **Description:** Provide more detail about the expense

Note: All requested travel expenses must comply with [GSA requirements](#). Please note the [requirements for travel days](#). Finally, the State of Tennessee reimburses mileage 47 cents a mile. This information should help you accurately calculate your travel expenses.

After you complete this section, the “Total” should *automatically* calculate for you if you filled out the sheet correctly. If you have any doubt that “Total” column is wrong, we

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encourage you to double check it. When it is time to fill out the Overview Sheet, this total should be placed in the row marked "Transportation."

Materials & Supplies

In this section, describe only the expenses that will be paid for using Read to be Ready Summer Grant funds. (If you are using external funds, do **not** include them in this section.) Delete the example line before you begin.

This section should include the following expenses: all materials and supplies needed for instructional purposes and any printing needs for non-instructional, non-training purposes. Materials and supplies expenses include: books, writers' notebooks, soil for the garden, STEM project materials, magazine subscriptions, markers, etc. Non-instructional, non-training printed materials may include field trip permission forms, partner newsletters, etc.

Column Explanation

- **Category Code:** Only applicable category code in category – 71100
- **Budget Code:** Only applicable budget codes in category – 429, 599
- **Total Amount:** Reflects the total cost of the specific line item
- **Expense:** What are these funds paying for?
- **Description:** Provide more detail about the expense

After you complete this section, the "Total" should *automatically* calculate for you if you filled out the sheet correctly. If you have any doubt that "Total" column is wrong, we encourage you to double check it. When it is time to fill out the Overview Sheet, this total should be placed in the row marked "Materials & Supplies."

Field Trips

In this section, describe only the expenses that will be paid for using Read to be Ready Summer Grant funds. (If you are using external funds, do **not** include them in this section.) Delete the example line before you begin.

This section should include the following expenses: all field trip admission costs and field trip meals. Field trip costs may also include onsite "field trips." (I.e. The mobile petting zoo visits, etc.) *Please note: This includes admission for students, instructors, and families.*

Column Explanation

- **Category Code:** Only applicable category code in category – 71100

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- **Budget Code:** Only applicable budget code in category – 599
- **Total Amount:** Reflects the total cost of the specific line item
- **Expense:** What are these funds paying for?
- **Description:** Provide more detail about the expense

After you complete this section, the “Total” should *automatically* calculate for you if you filled out the sheet correctly. If you have any doubt that “Total” column is wrong, we encourage you to double check it. When it is time to fill out the Overview Sheet, this total should be placed in the row marked “Field Trips.”

Food

In this section, describe only the expenses that will be paid for using Read to be Ready Summer Grant funds. (If you are using external funds, do **not** include them in this section.) Delete the example line before you begin.

This section should include the following expenses: snacks and meals for students. This should *not* include meals paid for on field trips.

Column Explanation

- **Category Code:** Only applicable category code in category – 72210
- **Budget Code:** Only applicable budget code in category – 422
- **Total Amount:** Reflects the total cost of the specific line item
- **Expense:** What are these funds paying for?
- **Description:** Provide more detail about the expense

After you complete this section, the “Total” should *automatically* calculate for you if you filled out the sheet correctly. If you have any doubt that “Total” column is wrong, we encourage you to double check it. When it is time to fill out the Overview Sheet, this total should be placed in the row marked “Food.”

Other

If you have “other” expenses that you do not believe fall into the above categories, please list them with the appropriate budget and category codes. Our team will look over your requests.

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Overview Sheet

This page of the template should be filled out **last**.

- *Step One:* Enter the recipient name(s). The recipient name consists of the district and specific school(s) that will receive the funds if awarded. If a summer grant site is being hosted at more than one location, please list all of the locations.

	A	B	C	D
1	Budget Template - 2017 Read to be Ready Summer Grant			
2	View the instructions here.			
3				
4	XYZ County Schools - ABC Elementary School, DEF Elementary School			
5	Expenses	Total Program Expenses (Including other funding sources, if applicable)	Read to be Ready Summer Grant Request ONLY	Percentage Requested by Category
6	Staff Compensation	\$0	\$0	0%
7	Staff Training & Development	\$0	\$0	0%
8	Student Transportation	\$0	\$0	0%

- *Step Two:* Are other entities, besides the Read to be Ready Summer Grant, providing monetary support or some other donation for your camp? If so, fill out the “Other Sources of Program Funding” section of the Overview Sheet tab. In order to do this, type the applicable monetary amounts in the green cells, and the total revenues will calculate for you. *If a partner is providing you with something that does not have a specific monetary value, an estimation of the donation’s worth will suffice.*

If you *do not* have additional monetary support or donations, leave this box blank, and **skip to step three**.

16			
17	Other Sources of Program Funding	Total	Complete if applicable
18	(Contributions, Gifts, Grants, & Earned Revenue)		
19	Local Government	\$0	
20	State Government	\$0	
21	Federal Government	\$0	
22	Individuals	\$500	
23	Fundraising	\$0	
24	Foundation - Local Foundation	\$1,000	
25	Corporation-	\$0	
26	Federation-	\$0	
27	Other - QRS Food Service	\$2,000	
28	TOTAL REVENUES	\$3,500	
29			

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- *Step 3:* Fill out the top box. In order to do this, type the applicable monetary amounts in the green cells. (The white cells will automatically calculate for you.)

If you *do not* have any additional monetary support or donations, the “Total Program Expenses (Including other funding sources, if applicable)” column and the “Read to be Ready Summer Grant Request ONLY” column should be the **exact same** and should match the totals that are calculated in each of the categories outlined in the Budget Expansion Sheet tab. See below.

XYZ County Schools - ABC Elementary School, DEF Elementary School				
Expenses	Total Program Expenses (Including other funding sources, if applicable)	Read to be Ready Summer Grant Request ONLY	Percentage Requested by Category	
Staff Compensation	\$6,000	\$6,000	43%	
Staff Training & Development	\$500	\$500	4%	
Student Transportation	\$700	\$700	5%	
Materials & Supplies	\$4,500	\$4,500	32%	
Field Trips	\$2,000	\$2,000	14%	
Food	\$400	\$400	3%	
Other -	\$0	\$0	0%	
Other -	\$0	\$0	0%	
Total Requested Funds	\$14,100	\$14,100	100%	

	A	B	C	D	E
1	Staff Compensation				
2		Category	Budget	Total	
3		Code	Code	Amount	Name
4		71100	105	\$2,500.00	John Smith
5		71100	116	\$1,750.00	Jane Doe
6	Total			\$6,000.00	

If you *do* have any additional monetary support or donations, the “Total Program Expenses (Including other funding sources, if applicable)” column and the “Read to be Ready Summer Grant Request ONLY” column should *will not* be the same.

The “Total Program Expenses (Including other funding sources, if applicable)” column will combine your privately-raised funding sources with your requested Read to be Ready Summer Grant dollars and will communicate how much, **in total**, you will be spending on the specific category over the summer. The “Read to be Ready Summer Grant Request ONLY” column will specify how much of the total will be covered by grant funds. See below.

Valid for 2017 Summer Grant Program ONLY. FOR REFERENCE ONLY.

XYZ County Schools - ABC Elementary School, DEF Elementary School			
Expenses	Total Program Expenses (Including other funding sources, if applicable)	Read to be Ready Summer Grant Request ONLY	Percentage Requested by Category
Staff Compensation	\$7,000	\$6,000	43%
Staff Training & Development	\$500	\$500	4%
Student Transportation	\$700	\$700	5%
Materials & Supplies	\$5,000	\$4,500	32%
Field Trips	\$2,000	\$2,000	14%
Food	\$2,400	\$400	3%
Other -	\$0	\$0	0%
Other -	\$0	\$0	0%
Total Requested Funds	\$17,600	\$14,100	100%

Please note that the dollar values in the “Read to be Ready Summer Grant Request ONLY” column should match the totals that are calculated in each of the categories outlined in the Budget Expansion Sheet tab. (See the previous page for an example.) Additionally, as a reminder, the **only** time privately-raised dollars or donations should be referenced in the budget template is on the overview page. The Budget Expansion Sheet tab should only speak to items that are going to be reimbursed with *grant* funds.

Congratulations! You have completed the budget template.

Applicant Information

Please provide the information about the person who is filling out and submitting this application.

Name

First Name

Last Name

Email

Phone

Employer

Position/Title

I will serve as the program director for this camp. I am responsible for overseeing day-to-day camp operations, hiring instructors, and completing all other program director duties.

Yes

No

If you select "No" to this question, you will be required to provide the same contact information you provided above for the person serving as the program director.

Who is the primary contact for questions regarding the budget, ePlan, and other technical grant administration questions?

Person filling out this application

Program Director

Other

If the person who is filling out this application is the same person as the program director, please mark "Person filling out this application."

If you select "Other" to this question, you will be required to provide the same contact information you provided above for the person serving as the primary person for fiscal matters.



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Financial Information

Total Grant Amount Requested

Example: \$25,000

District Fiscal Number

A list of fiscal numbers can be found in the "2017 Budget Template and Resources" section of the Read to be Ready website; this is in the same section where you found your budget template. Please ensure this number is correct or it will delay the contracting process if you are selected.

Submit Budget Template

No file chosen

File uploads may not work on some mobile devices.

Please be sure each tab in your budget is completely filled out. Incomplete budget documentation will result in proposal disqualification. Please refer to the resources on the Read to be Ready website to help answer any questions you may have. This document must be submitted as an Excel file.

While there is no match required to receive this grant, all awarded dollars will be reimbursed through ePlan, and grant recipients will be expected to pay costs up front. Does this raise concerns for your school or district?

Yes No

If you select "Yes," you will be required to briefly explain.

If you are unsure, please contact your school leadership or district fiscal office.

My organization understands and is willing to provide additional financial information, if requested.

Yes No

My organization understands that in order to receive the funds, the district must complete and uphold the terms of a grant agreement with the Tennessee Department of Education.

Yes No

Basic Grant Information

This information should match your camp proposal.

Application Number

You can find a list of application numbers on the Read to be Ready website. If you cannot find your school's application number, email ReadtoBeReady.TN@tn.gov, and an application number will be assigned to you. If your program is taking place at multiple locations, select one of the locations as your "primary location" and use that school to identify your application number.

Which region will your camp serve?

If you are unsure which region your district is located in, please refer to the Read to be Ready website.

Which district will your camp serve?

What is the name of the school where your camp will take place?

What is the address of the school where your camp will take place?

City

State

ZIP Code

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State of Tennessee

Will your camp take place at multiple schools?

Yes No

Note: You can host a camp at no more than three locations.

If you select "Yes" to this question, you will be asked how many locations your program will be located. You then will be required to enter the name(s) and address(es) of the location(s).

Will this camp run for consecutive weeks?

Yes No

Start Date of Camp



End Date of Camp



Which time zone is your camp located in?

Central Eastern

Daily Camp Start Time for Students

:

Daily Camp End Time for Students

:

How many total students do you plan to serve?

How many total educators will provide instruction each day?

Assurances

Programs that are selected to receive the Read to be Ready Summer Grant will be given a list of assurances that they must agree to fulfill

I understand that my Program Director and Summer Staff must participate in the training provided by the Tennessee Department of Education this summer if awarded the Read to be Ready Summer Grant. I understand that if this training is not attended, I risk forfeiting the grant award.

Yes No

The training locations and dates are located on the Read to be Ready website.

I understand that there will be additional assurances that I must agree to uphold to receive any funds awarded through the Read to be Ready Summer Grant program.

Yes No



Preliminary Registration

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This information is being requested to help the department plan for training needs. This is **not** your official or final registration. This is strictly for informational purposes. If you are awarded a grant, you will be required to register for training at a later date.

How many total educators will attend training? *

Please note ALL educators who are participating in the program, including the Program Director, are required to attend training.

Which training would your educators likely attend? *

- May 11, Nashville
- May 12, Nashville
- May 16, Memphis
- May 19, Knoxville

How many hotel rooms would your site require? *

Only those who live more than 50 miles from the training location are eligible to receive a hotel room.

Proposal

Upload your final Read to be Ready Summer Grant Proposal

No file chosen

File uploads may not work on some mobile devices.
In order to be considered for funding, proposals must be submitted in a PDF format.

Submit Form



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2017 Revision Template

1. **Create a More Robust Recruitment Plan:** In our original proposal, we planned to send letters home to tell families about our camp. Instead of taking this approach, we plan to send camp-themed invitations and letters home with students and follow-up with families with a phone call to tell them about our exciting camp. If we do not receive a response, we will make home visits to families. In order to get students excited about attending our camp, we will hold a special meeting in the library where we tell them about the field trips and other fun activities we have planned for them this summer.
2. **Change you are going to make:** Implementation plan (i.e. before we were doing this; now we are doing this.)
3. **Change you are going to make:** Implementation plan (i.e. before we were doing this; now we are doing this.)
4. **Change you are going to make:** Implementation plan (i.e. before we were doing this; now we are doing this.)
5. **Change you are going to make:** Implementation plan (i.e. before we were doing this; now we are doing this.)
6. **Change you are going to make:** Implementation plan (i.e. before we were doing this; now we are doing this.)

The list should be between 5-10 items long. The daily schedule should also be attached.

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Daily Schedule	
Time	Students Arrive - Book browsing and wonderwall As students arrive, they can self-select books from the camp collection; they can also add their wonderings to the wonderwall by writing "I wonder...?" questions. Teachers walk around and ask students what they have been reading as well as ask them about their thinking.
	Main Activity Explanation (Answer - what does this look like for the student?)