

**Name of Grant Program:** Title II-B: Massachusetts Mathematics and Science Partnership Program (MMSP – Year 2)

**Fund Code:** 150-A

## REQUIRED INFORMATION SUMMARY

**DATE DUE: TUESDAY, JULY 15, 2009**

Listed below are the required components of the application. Applicants should not append additional material other than what is required. These components must be submitted by July 15<sup>th</sup> for initial release of funds for FY2010 (beginning September 1, 2009).

### **PART I – GENERAL – DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION PROGRAM UNIT SIGNATURE PAGE – (Standard Contract Form and Application for Program Grants)**

#### **PART II – BUDGET PAGES**

- A. **Project Expenditures.** Include the budget for project administration, staffing, contractual services, supplies and materials, travel, indirect costs, and other related costs. Explanations of budget and in-kind or matching contributions may be outlined in the budget narrative section of the Workbook. Each proposal must include a provision for local evaluation of the partnership activities and the allocation of \$5,000 to the state evaluator. Funds should be budgeted for travel to two statewide Title II-B meetings for partnership representatives (including the local evaluator) and for two possible national Title II-B meetings or conferences.
- B. **Budget Details.** For partnership staff, include: name; institution; primary type of activity (such as program coordination, course planning and instruction, evaluation, attendance at partnership meetings, onsite support of teachers in their classroom, etc.); rate per hour/day; and number of hours/days. Itemize the costs for materials, supplies, and incentives (stipends, graduate credits, MTEL, or substitutes) reported in the Project Expenditures section. Approximate the amount of funds allocated to each partner.

#### **PART III – PROGRAM INFORMATION**

- A. **Reflections and Modifications.** Outline how you will improve and strengthen the grant program based on your continuation conference with Department staff. Please address directly the follow-up component of the courses.
- B. **Project Timeline** Include a monthly timeline for implementation of the Year 2 activities, including course start dates, course end dates, leadership meetings, planning/designing meetings, data review meetings, and follow-up activities.
- C. **Description of Year 2 Courses and Follow-Up Activities.** This section includes:
  - 1. course titles, grade-level, course objectives, content learning standards, the number of contact hours, course location, and instructors (Attach instructor resumes and, if available, course syllabi.);
  - 2. a description of follow-up activities, including instructors involved, the number of hours per activity, and how these activities will help teachers implement content from the course of study into their classrooms to improve student learning; and
  - 3. the number of teachers expected to participate in each course from high-need districts, the total number of teachers expected to participate, and a description of how teachers will be recruited and selected to participate, with special attention to the way that the partnership will target teachers who are in greatest need of the course offerings.
- D. **Project Summary for the Department Website**

Please go to the link below and review your project summary. Update this and submit it electronically, as a word document. **Include the web link to your partnership web page.**

[http://www.doe.mass.edu/omste/news08/Sep08\\_Awards.doc](http://www.doe.mass.edu/omste/news08/Sep08_Awards.doc)

#### **PART IV – FORMS**

- A. **Form A – Partner Contributions and Commitments.** Form A is required only for new partners added to the partnership. Include a rationale for any partners that have been added in Year 2. This form is to be mailed in duplicate with original signatures.
- B. **Form B – Equitable Participation of Private Schools**