

Contact Person

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MEMORANDUM

TO: District School Superintendents
Deans and Directors, Institutions of Higher Education

FROM: David Ashburn

Date: July 28, 2000

SUBJECT: Professional Development Academy Grants

The Florida Department of Education invites proposals for participation in a statewide system for delivery of professional development through the establishment of Professional Development Academies. The intent of the Academies is to meet the need for high quality professional development in the areas of elementary reading and mathematics, instructional technology, high school algebra, and classroom management. Each Academy will be comprised of collaboration among one or more district school boards, members of the business community, and post-secondary institutions.

The range of the grant awards will be from \$1,000,000 to \$2,500,000, and is contingent on a cash match from private funding sources of an amount that is equal to, or greater than, the grant award. The exact grant awards will depend upon the application, recommendations of a review committee, and negotiations with the Department of Education.

Enclosed are materials to assist in the preparation of your proposal. These materials provide detailed information regarding project purpose, eligible applicants, application review procedures, project duration, and funding. General instructions for completing

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the application are provided in the instruction packet, with specific instructions provided for each application page.

Proposals will be reviewed and recommended on a competitive basis in accordance with review criteria specified in the instruction package. A draft copy of the checklist to be used by the review committee is enclosed.

In order to be considered for funding, the Department of Education must receive applications by 5:00 p.m. on Friday, January 5, 2001. Applications must be received in substantially approvable form, which is defined to mean that they include each of the following:

- the signature of the applicant's financial officer,
- the programmatic and budgetary information requested in the forms packet,
- the signature of the cooperating school district(s) superintendent and date of school board approval, or a letter indicating that the application is to be considered at the next board meeting, and
- verification of cash match from private funding sources.

Please note that proposals that are accepted for grant awards will need to submit the following requirements for nonpublic, not-for-profit organizations before funds can be released:

- a federal identification number, so that the Comptroller can establish an agency code for payment, and
- an original signature page for the General Assurances for Federal and State Programs.

If you wish to examine the Assurances as you are preparing your proposal, they can be found on the DOE website at www.firn.edu/doe/bin00007/.

One original and five copies of the completed project application should be submitted to the Bureau of Grants Management, Florida Department of Education, 325 West Gaines Street, Room 501, Tallahassee, Florida 32399-0400. One of the copies must bear original certification and budget summary signatures.

We appreciate your interest in this program. Questions about the content of Academy proposals should be addressed to the contact person indicated on this memorandum.

DA/jh

Enclosures