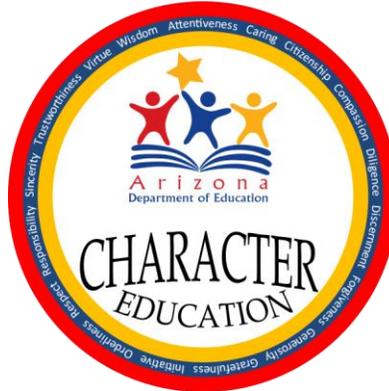


# Arizona Department of Education



## Character Education Matching Grant Application Instructions

### Directions for 2014-2015 School Year

Directions to apply for the 2014-2015 Character Education Matching Grant are described below. The ADE will award matching grants of up to \$10,000 to implement effective age-specific stand-alone character education curriculum which supports and enhances the academic goals of the schools. The grant is awarded on a yearly base, with a maximum award period of three years per each school site.

#### **Contact Information:**

Highly Effective Schools – Character Education

For program questions, call Michael Elliott at (602) 364-0103 or at [michael.elliott@azed.gov](mailto:michael.elliott@azed.gov). The Character Education department will provide three separate pre-application workshops for potential grantees.

#### **Grants System:**

For problems or General Statement of Assurances information, call (602) 542-3452 or e-mail at [grants@azed.gov](mailto:grants@azed.gov).

#### **On-line Access:**

Call the ADE Support Center at (602) 542-7378.

## Overview:

The purpose of the Character Education Matching Grant (CEMG) is to provide schools with funding to implement effective age-specific stand-alone character education curriculum which supports and enhances the academic goals of the schools. The Character Education Matching Grant was created with the passing of Proposition 301, which allocated \$200,000 to be awarded to schools to contract with pre-approved third-party providers who administered character education curriculum pursuant to Arizona Revised Statutes [15-719](#) and [15-154.01](#).

## Providers

All third party character education providers must be pre-approved by the Arizona Department of Education Character Education department, in order to ensure that their curriculum and implementation coincide with ARS 15-719 and 15-154.01 That list of providers is available online at [www.azed.gov/character-education/cemg-providers/](http://www.azed.gov/character-education/cemg-providers/).

## Funding

The Character Education Department is allocated **\$200,000** every year to administer Character Education Matching Grant funds to approved school sites. That amount is subject to change once the receipt and processing of completion reports is finalized.

## Application Process

Each LEA must submit a yearly application requesting consideration to participate in the Character Education Matching Grant program for that applicable year.

- All applications will be submitted through the new Grants Management Enterprise via an ADEConnect logon ([www.azed.gov](http://www.azed.gov)) and will be **due by 5 PM on Friday, June 27, 2014**.
- Grants funds must be used for pre-approved program provider costs.
- Matching funds can be in-kind items, such as staff time, existing school materials, etc. Matching funds can also come from general school budget, parent organizations, etc. Matching funds may NOT come from any federal character education grant monies.
- Grant funds may not be used for teacher stipends, capital expenses, food, travel expenses, or any other service and/or material provided by any entity NOT currently listed as a pre-approved program provider.
- A grant funds and matching funds itemization must be completed prior to the submission of the application. This is found in the Related Documents section of the grant application.
- In addition to the budget information and budget summary, this application includes a section entitles "Program Details" in which you will outline the needs of each school site applying for the grant. The outline is detailed below.

## General Statement of Assurance

In order to access the on-line applications, the user must have a current General Statement of Assurance on file with the Arizona Department of Education. The General Statement of Assurance is the contract between the Local Educational Agency (LEA) and the Arizona Department of Education that ensures the LEA will follow all ADE policies and procedures pertaining to the programs for which the LEA is applying. Passwords to access the on-line applications are issued to signatories of the current General Statement of Assurance on file with the ADE. For more information, please contact the Grants Management Office at (602) 542-3452 or e-mail at [grants@azed.gov](mailto:grants@azed.gov).

## Program Details

The Character Education Department will award grantees, based on a formulaic rubric which is calculated for each separate school site. Therefore, it is possible to receive funding at one school site within a district and not another.

The LEA's budget line items match the program design. **(10 points possible)**

1. Identify and justify your **character education** need. **(25 points possible)**

Points to Consider:

- Is there a compelling need? **(10)**
- Is your need supported by data? **(5)**
- What percentage of the school site's student body will be serviced by the program? **(5)**
- Will the program clearly impact the educational success of the children at the school site? **(5)**

2. Describe the strategies and programs that will be implemented with the grant money in order to meet the stated need. **(25 points possible)**

Points to Consider:

- Does your program and services align with the identified need? **(6)**
- What will the monies be used for specifically in regards to your program and its implementation? **(9)**
- Is there a description on how your program and services will expand or enhance an existing service? **(2)**
- Can you identify key community partnerships that will coordinate with the respective school site? **(2)**
- What action steps are in place to implement this program? **(3)**
- What are the long term implications of the program? **(3)**

3. How will you determine that progress was made towards meeting your **character education** need? **(25 points possible)**

Points to Consider:

- Are there measurable objectives that can be used to show that the program design aligns with the needs of your school site? **(5)**
- Is there a pre-course and post-course survey of stakeholders to gauge the effectiveness of the program? **(5)**
- Which data sources will be used to track and document the impact of your program? **(5)**
- What timelines and benchmarks will be instituted to evaluate the program, from an implementation and evaluation standpoint? **(5)**
- Who, specifically, will be responsible for tracking and documenting the progress of the program at the **school site level**? **(5)**

4. Will your school site be ready to administer its Character Education program by October 1, 2014? **(5 points possible)**

5. Does your program align with Arizona Revised Statute 15-154.01, which outlines the Character Education Matching Grant program? **(5 points possible)**

6. Will your school site be able to accommodate no more than (2) two on-site visits by ADE Character Education personnel during the 2014-2015 school year? **(5 points possible)**

**Application Total Points: 100 points**

### **Grant Awarding**

The competitive grant will be awarded to the highest scoring **school site** in a descending order until the funds are exhausted. Some preference will be given to school sites that are already receiving the grant in an effort to create sustainability. This is contingent upon the school site adhering to the terms outlined in A.R.S 15-719 and 15-154.01.