



California Subject Matter Project (CSMP) Applications for Continued Funding *California State Appropriation (2010-2011) and No Child Left Behind 7 (2010-2011)*

Introduction

The 2010-2011 year is the third year of the three-year proposal submitted for CSMP funding in Spring 2008 for 2008-2011. The Applications for Funding (ACF) are the funding requests for the one-year period of July 1, 2010, to June 30, 2011, and will include requests for both the California State Appropriation (State) funds for 2010-2011 and No Child Left Behind 7 (NCLB 7) funds for 2010-2011.

In order to disentangle the confusion between State and NCLB 7 funding applications, CSMP sites requesting **both** State **and** NCLB 7 funds will submit two separate applications:

- One for State funds (see pages 3-4) and
- One for NCLB 7 funds (see pages 5-6).

Each of the two applications is to include the following four parts:

- Part I: Signature Page
- Part II: Progress Report of Site Work
- Part III: Scope of Work for 2010-2011
- Part IV: Budget and Budget Narrative

Part II and Part III will be common to both applications to reflect the seamless CSMP site efforts with two funding sources.

Please see the following page for the purposes of this ACF, application instructions, and formal requirements for both State and NCLB 7. The submission deadline of the two applications in both hard **and** electronic copies to your Project Statewide Executive Director is Friday, April 2, 2010, at 4:00 p.m.

Purposes of the ACF

The applications for continued funding (ACFs) are required from all current CSMP sites requesting funding. The primary purposes for the applications are to provide the following:

1. A progress report on the site's 2009 - 2010 current work through March 31, 2010, as proposed for 2009 –2010 plus projections of site efforts through June 2010.
2. An update on any changes or modifications to the 2009 -2010 scope of work, and rationale as to why changes are/were necessary.
3. A scope of work of proposed specific programs **and** the overall work of the site for the period July 1, 2010, to June 30, 2011 funded by California State Appropriation 2010-2011, NCLB 7, any carry-forward funds, grants, school and/or district contracts, and fee-for-service.
4. Budget and budget narrative for the California State Appropriation Funds and NCLB 7 funds for the period July 1, 2010 to June 30, 2011.

ACF Instructions and Format Requirements for both State and NCLB 7 Funds

Format Requirements*

- 12 pt font
- 1.5 spacing
- 1 inch margins
- The name of the CSMP Site and page numbers listed on the bottom of all pages
- Table of Contents
- Submit applications in both hard and electronic copy for each funding request, which must be in MS Word or PDF format (budget in Excel **and** PDF) to include the following proposal documents submitted in the following order:
 - Signature Page (Part I)
 - Progress Report (Part II)
 - Scope of Work (Part III)
 - Budget and Budget Narrative (Part IV)

**Please follow your specific Project Executive Director's Instructions for additional requests, requirements, or number of hard copies. The due date for all ACF documents regardless of project is April 2, 2010, 4:00 p.m.*

All budget packets must be complete and match the amounts allocated. There must be consistency in the funding amounts across all forms. All appropriate signatures need to be in place. Late or incomplete packets will not be accepted. Any questions should be forwarded to your specific Project Executive Director.

Required Application for Continued Funding Components for State Funds

Part I: Signature Page for State Funds

The ACF must include the completed and signed Signature Page for State funds. Retrieve blank electronic templates of the Signature Page for State funds from the CSMP website (<http://csmp.ucop.edu/resources>).

Part II (Identical for State ACF and NCLB ACF): Progress Report of Site Work and Projected work for July 2009 through June 2010 (up to 4 pages)

- A. Provide a response to the recommendations made by the Project Advisory Board and/or Executive Director regarding the site's 2009-2010 ACF.
- B. What occurred from July 2009 – March 2010?
Provide an update on implementation of the site's Scope of Work proposed from July 2009 – June 2010. How did your site support CSMP priorities and CSMP NCLB goals during this period? (Go to Part V Appendix for the list of CSMP priorities and CSMP NCLB goals.) In your response, include examples of specific programs and/or initiatives, both completed or in progress, that met these goals.
- C. What changes occurred impacting the site? How have you addressed these changes?
Provide an update on any changes in the site's context or on site-specific issues that have had or may have an impact on the work of the site.
- D. What is projected to take place from April 2010 to June 2010?
Provide an update on the remainder of the site's work for this year including the programs that are scheduled to occur. Include an overview of the impact your site will have had within your region this year.

Part III (Identical for State ACF and NCLB ACF): Scope of Work for 2010 - 2011 (up to 4 pages)

- A. What are you proposing for July 2010 – June 2011?
Indicate the programs and services you are proposing for 2010 – 2011 (anticipated State funds for July 2010 – June 2011 **and** anticipated NCLB 7 funds **plus** anticipated revenues to be generated) as aligned with the CSMP Priorities outlined in the 2008 – 2011 RFP. Indicate the rationale for any changes to your original site plan.
- B. Contact your Project Executive Director for formatting instructions, as applicable.

Part IV: Budget and Budget Narrative for State Funds

A. Budget.

Include the budget for the California State Appropriation Fund. The period of performance is July 1, 2010, through June 30, 2011. Project Executive Directors should be consulted regarding the appropriation. Retrieve blank budget forms from the CSMP website (<http://csmp.ucop.edu/resources>). The budget and budget narrative are to be sent electronically (Excel **and** PDF) **and** included with the signed hardcopy of your application.

Fit your budget on one or two pages, formatted vertically (portrait). See below for definitions of each budget category. Double-check the accuracy of all calculations.

Salaries: Salary amounts are for instructional and administrative activities.

Benefits: Benefits are based upon institutional rates. Check with the appropriate agency for your benefits rate.

Supplies/Printing/Office: This category may include programmatic and office costs, including books, copying, postage, phones, institute and workshop materials, newsletters, and teaching materials.

Consultant/Content Specialist Fees and Stipends: Indicate when applicable.

Travel: Travel may include costs for mileage, transportation, and/or lodging pertaining to the attendance of professional meetings and/or school site visits.

Other: Other costs include meeting expenses and/or other categories not mentioned (check with Project Executive Director for allowable categories).

Indirect Costs: Non-UC institutions may request up to 5% indirect costs. UC institutions are prohibited from receiving indirect costs from State funds.

B. Budget Narrative

Include enough information in your narrative in order for readers to clearly see how your budget allocation supports the program detailed in your scope of work.

Required Application for Continued Funding Components for NCLB 7 Funds

Part I: Signature Page for NCLB 7 Funds

The ACF must include the completed and signed Signature Page for NCLB 7 funds. Retrieve blank electronic templates of the Signature Page for NCLB 7 funds from the CSMP website (<http://csmf.ucop.edu/resources>).

Part II (Identical for State ACF and NCLB ACF): Progress Report of Site Work and Projected work for July 2009 through June 2010 (up to 4 pages)

- A. Provide a response to the recommendations made by the Project Advisory Board and/or Executive Director regarding the site's 2009-2010 ACF.
- B. What occurred from July 2009 – March 2010?
Provide an update on implementation of the site's Scope of Work proposed from July 2009 – June 2010. How did your site support CSMP priorities and CSMP NCLB goals during this period? (Go to Part V Appendix for the list of CSMP priorities and SCMP NCLB goals.) In your response, include examples of specific programs and/or initiatives, both completed or in progress, that met these goals.
- C. What changes occurred impacting the site? How have you addressed these changes?
Provide an update on any changes in the site's context or on site-specific issues that have had or may have an impact on the work of the site.
- D. What is projected to take place from April 2010 to June 2010?
Provide an update on the remainder of the site's work for this year including the programs that are scheduled to occur. Include an overview of the impact your site will have had within your region this year.

Part III (Identical for State ACF and NCLB ACF): Scope of Work for 2010 - 2011 (up to 4 pages)

- A. What are you proposing for July 2010 – June 2011?
Indicate the programs and services you are proposing for 2010 – 2011 (anticipated State funds for July 2010 – June 2011 **and** anticipated NCLB 7 funds **plus** anticipated revenues to be generated) as aligned with the CSMP Priorities outlined in the 2008 – 2011 RFP. Indicate the rationale for any changes to your original site plan.
- B. Contact your Project Executive Director for formatting instructions, as applicable.

Part IV: Budget and Budget Narrative for NCLB 7 Funds

A. Budget.

Include the budget for NCLB 7. The period of performance is July 1, 2010, through June 30, 2011. Project Executive Directors should be consulted regarding the appropriation. Retrieve blank budget forms from the CSMP website (<http://csmp.ucop.edu/resources>). The budget and budget narrative are to be sent electronically (Excel **and** PDF) **and** included with the signed hardcopy of your application.

Fit your budget on one or two pages, formatted vertically (portrait). See below for definitions of each budget category. Double-check the accuracy of all calculations.

Salaries: Salary amounts are for instructional and administrative activities.

Benefits: Benefits are based upon institutional rates. Check with the appropriate agency for your benefits rate.

Supplies/Printing/Office: This category may include programmatic and office costs, including books, copying, postage, phones, institute and workshop materials, newsletters, and teaching materials.

Consultant/Content Specialist Fees and Stipends: Indicate when applicable.

Travel: Travel may include costs for mileage, transportation, and/or lodging pertaining to the attendance of professional meetings and/or school site visits.

Other: Other costs include meeting expenses or other categories not mentioned (check with Project Executive Director for allowable categories).

Indirect Costs: All institutions may request up to 8% indirect costs from NCLB 7 funds.

B. Budget Narrative

Include enough information in your narrative in order for readers to clearly see how your budget allocation supports the program detailed in your scope of work.

Appendix

CSMP Priorities

- CSMP Raises the Level of Teacher Content and Pedagogical Content Knowledge
- CSMP Provides Ongoing and Comprehensive Teacher Leadership Development Opportunities
- CSMP Builds Teacher Learning Communities
- CSMP Strengthens its Technical Assistance and Support for Low Performing Schools and Districts

CSMP NCLB Goals

CSMP Goal I. CSMP will provide assistance to teachers that enable them to meet licensing and certification requirements to become highly qualified pursuant to California policy and federal law, the Elementary and Secondary Education Act (ESEA, 2001).

CSMP Goal II. CSMP will provide assistance to teachers that support the development of the academic content knowledge and content-specific pedagogical skills required to teach in accord with California Academic Content Standards and promote student achievement consistent with such standards.

CSMP Goal III. CSMP will provide assistance to teachers to develop the knowledge and skills needed to ensure that English learners have full access to the core curricula and demonstrate satisfactory progress, or better, in acquiring academic literacy skills – reading and writing – in the core content areas.

CSMP Goal IV. CSMP will provide technical assistance to administrators and teachers that support Local Educational Agencies in meeting or exceeding AYP and API goals.