As the leaders of instruction in their schools, [Principals](http://www.louisianabelieves.com/academics/principal-support) take on critical work.

|  |  |  |
| --- | --- | --- |
| **Set Academic Improvement Goals and the Direction of the School** | **Improve Instruction:**  **Implement Processes and Structures** | **Improve Instruction:**  **Evaluate and Provide Feedback to All Teachers** |
| * Understand results * Set school goals * Guide goal-setting of others | * Build a system for school-wide collaboration * Draw on teacher leaders and mentor teachers to support | * Monitor progress toward goals (observations & assessments) * Reflect on progress (feedback & end of year conversations) |

## OPPORTUNITIES

To support principals with this work, the Department is releasing a grant application for districts. This grant will support two key initiatives. District grant applications may include one or both opportunities. These initiatives include:

[**TAP**](http://www.louisianabelieves.com/docs/default-source/tap/expanding-principles-of-tap-initiative-overview---2015.pdf?sfvrsn=2): This initiative helps principals and schools implement effective practices for teacher collaboration, observation and feedback, goal setting, and teacher leaders.

[**Principal Fellowship**](http://www.louisianabelieves.com/docs/default-source/teacher-toolbox-resources/2015-2016-fellowship-program-guide.pdf?sfvrsn=2): This program supports individual principals building their instructional leadership skill through a twelve-month cohort collaboration training.

**TIMELINE AND PROCESS**

|  |  |
| --- | --- |
| **Date** | **Actions** |
| Wednesday, March 1 | Application released (see page 5) |
| Tuesday, March 14 (Jefferson)  Wednesday, March 15 (Baton Rouge)  Thursday, March 16 (Ruston) | [*Principal Support Plans*](http://www.louisianabelieves.com/docs/default-source/key-compass-resources/2016-district-decision-guide---principal-support.pdf?sfvrsn=2) *and Grant Application 2017-2018: Q&A Time* |
| March - April | **LDE-District Consultation**   * The Department will work individually with LEAs on their applications, as requested. * Please email your Network contact or [compass@la.gov](mailto:compass@la.gov) if you are interested in setting up a consultation. |
| April 7 | All grant applications due to the Department of Education ([compass@la.gov](mailto:compass@la.gov)) |
| End of April | All districts notified about their grant status\* |

\* funding is contingent on legislation

**APPLICATION SCORING CRITERIA**

The strength of the application will be assessed on the LEA’s responses to the components below.

1. [**District Principal Support**](http://www.louisianabelieves.com/docs/default-source/key-compass-resources/2016-district-decision-guide---principal-support.pdf?sfvrsn=2)**: Identified Needs**

* Uses data to identify needs of principals and schools across the district
* Summarizes the needs of principals including what is common across the district and unique to groups or individuals

1. **Initiatives: Selection and Grant Activities**

* Explains how the initiative(s) from the grant support the principal needs identified above
* Details efforts to support principals to ensure the success of grant activities within the district.

1. **Program Sustainability and Expansion Plan**

* Use of funds
* Budget reflects expenditures for activities that align to the identified needs
* Use of funds from multiple sources will support the grant activities
* Grant funds are identified for activities
* Includes a plan to sustain and expand principal support efforts beyond the grant period
* Staff identified to support and sustain efforts
* Sustainability and expansion activities are connected to multiple sources of funds
* Activities reflect a commitment to impact schools and leaders 2017-2018 year and beyond

**APPLICATION NARRATIVE**

*Submit one email with all information compiled as one PDF file to* [*compass@la.gov*](mailto:compass@la.gov) *by 5:00 p.m. on April 7, 2017.*

1. **BASIC INFORMATION**

District:

Name of district contact:

District contact email address:

District contact phone number:

1. **BUDGET INFORMATION**

Complete the tables below relative to principal support funding needs for the time period 7/1/17 – 6/30/18. Please note, funding for salaries, stipends, and supplies for Principal Fellowship is not permitted.

**Funding by Initiative and Source:**

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENDITURE CATEGORY** | **TAP** | **BEST PRACTICES** | **FELLOWSHIP** |
| Salaries |  |  | N/A |
| Stipends (excludes funds for performance pay for teachers and school leaders, but may include addendums for mentor and master teachers.) |  |  | N/A |
| Purchased Professional/Technical Services (PD and support services) |  |  |  |
| Other Professional Services (registration costs including fellowship registration) |  |  |  |
| Other Purchased Services (travel, printing, etc.) |  |  |  |
| Program Supplies |  |  | N/A |
| Other Objects (fees, dues, etc.) |  |  |  |
|  |  |  |  |
| **Total Requested Grant Funds:** |  |  |  |
| **LEA Matching Funds:** |  |  |  |

***Matching Funds:*** *In the space below, provide a brief description of the matching funds your district will contribute to this program. Matching funds may also include funds provided through a partner entity.*

***Description:*** *Include details of how the funds will be spent for each of the categories identified above. Please detail your description by participating initiative.*

|  |  |  |
| --- | --- | --- |
| **BUDGET ITEM** | **DESCRIPTION** | **TOTAL ALLOCATION** |
| **Salaries** |  |  |
| **Stipends** |  |  |
| **Purchased Professional/Technical Services** |  |  |
| **Other Professional Services** |  |  |
| **Other Purchased Services** |  |  |
| **Supplies** |  |  |
| **Other Objects** |  |  |

1. **PROJECT NARRATIVE –** The following section should not exceed three pages. Click here to access the [**District Principal Support**](http://www.louisianabelieves.com/docs/default-source/key-compass-resources/2016-district-decision-guide---principal-support.pdf?sfvrsn=2) guide as a resource.
2. **Identified Needs.** Describe the process taken to determine the needs of principals and schools across the district and include a summary of what was identified.
3. **Initiative Selection, Sustainability and Expansion.** Provide a summary of the initiatives selected, how this responds to the identified needs and the plans to use the knowledge and skills to support efforts across the district. Include plans for sustaining and expanding beyond 2017-2018. Include a brief overview of district-level commitment and district-level staff (i.e., Supervisors, TAP District Contact, and District-Based Executive Master Teacher) who will directly support these activities.
4. **Principal Support Activities.** If your principal support plans include both initiatives, please complete items 1 and 2 below. *Responses should total no more than 3 pages.*
5. [***TAP and NIET Best Practices***](http://www.louisianabelieves.com/docs/default-source/tap/expanding-principles-of-tap-initiative-overview---2015.pdf?sfvrsn=2)***.*** *Only complete this section for TAP/NIET Best Practices proposals.*

* ***Model Options and Targeted Schools:***

Include a brief summary of any current or past TAP/NIET Best Practices efforts within the district. What steps will be taken to ensure appropriate school staffing (i.e., Master/Mentor Teachers) is identified and hired to support successful implementation and long-term sustainability?

* *Respond to the questions below for the option(s) applicable to this application.*
* ***Option 1 (NIET Best Practices):***Which NIET best practice(s) will be implemented? Will the best practice(s) be implemented district-wide or at a targeted set of schools? How was this determined?
* ***Option 2 (TAP System):*** How did you determine full TAP implementation in targeted schools? What is the district’s plan to expand TAP and ensure long-term sustainability of TAP beyond the Principal Support Grant?

***Complete the below chart for the school(s) identified for Option 1 and/or Option 2.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Targeted School(s)** | **Grade Level Configuration** | **Student Enrollment** | **Selected Initiative** | |
| ***TAP*** | ***BPC*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. [***Principal Fellowship***](http://www.louisianabelieves.com/docs/default-source/teacher-toolbox-resources/2015-2016-fellowship-program-guide.pdf?sfvrsn=2)***.*** *Only complete this section if the Principal Fellowship is included in planned activities.*

* ***Targeted Schools and Principal***
* List the specific principals/assistant principals and district staff who will join this cohort including basic information about them and the school they lead.
* What process did you use to select this group and each individual?