

ARTS AND FOREIGN LANGUAGE IMPLEMENTATION ASSISTANCE GRANT

Question: In our planning grant report, we had 4 goals and 2 objectives for each goal. The ISBE grant forms only allow 5 pages for objectives and activities. Should we reduce them or can we have more pages than that?

Answer: There are five pages of Attachment 5 for Objectives and Activities with space for 3 comments. With your four goals, the pages provided should be sufficient.

Question: Regarding the abstract, the RFP says limited to one page but when I download the forms, it says 300 words or less. It would be extremely hard to write about goals, objectives, and sustainability in less than 300 words but feasible in one page or less.

Please advise what it is – we just need clarification.

Answer: Please limit your narrative abstract to the one page provided.

Question: We have a match question. Can we use part of the salaries of our principals who are in charge of curriculum for the match? We are a small district and our superintendent will be involved with the implementation as project director. Can we use part of her salary as a match?

Answer: Match funds are to be used to support student and teacher related activities. Generally speaking, we cannot pay principals and superintendents, but they are a source of matching funds.

Question: We would like to hire a part-time retired arts/foreign language specialist to act as project coordinator. This person will only work the first year to coordinate the necessary training for approximately 8 hours per week. Is this allowable? If so, can we take the whole expense out of the grant?

Answer: The retired teacher would be listed as a consultant under purchased services.

Question: Do we submit a three-year budget or one-year budget?

Answer: Please submit a one-year budget (December 30, 2008 – June 30, 2009).

Question: The sustainability portfolio has me confused. If we have a match, how is this different? Does the sustainability pertain to the years after the grant? Do we put in that we will sustain teacher salaries? We already put that in match in years 2 and 3. I am confused!

Answer: Refer to **Resource Allocation** on page 4 of the RFP. In your sustainability portfolio, you should have letters from various organizations in your community stating their support for continuation of the program in future years. Refer to **Sustainability (Attachment 4)** on page 7 of the RFP for further details. For the matching funds, in Year One, you need to list the cash or in-kind donations that will be used for your program. Refer to **Fiscal Information** on page 5 of the RFP for information on the matching funds.

Question: We received a fine arts planning grant a few years ago. Upon completion of the grant when the district found out that they would have to pay for half of a teacher's salary, I was told not to proceed with the implementation grant. My district has dropped both art and music, and we have been unable to offer these programs. Can we still apply for an implementation grant?

Answer: You certainly can apply for the implementation grant which follows your planning grant. It must be in the same subject area as the planning grant and must follow the program outlined in your original proposal. Please be aware that the implementation grant does require matching funds so pay careful attention to the Fiscal Information.

Question: Originally when grantees were awarded arts and foreign language funds, we were told that if we had an existing implementation grant, we could not apply for a planning grant. For example, our implementation grant is for arts and we wanted to submit a new application for a foreign language planning grant. We were told that we had to complete the full 3 year course of the implementation grant before we could apply for new planning funds for a separate program. Is this still the case since we were on hiatus for a year? Are we eligible, under the new RFP, to apply under foreign language?

Answer: You may have a grant in either arts or foreign language – not both. You are not eligible to apply in the other subject area until the full cycle is complete.

Question: I am confused about grant funds. We would like to use grant funds as 50% salary to hire a teacher to teach new courses. The courses would not begin until next school year. Are we able to hold a portion of the monies to use for salary for next year? The confusion arises because we could not implement a program without the funds, yet it seems as if the funds have to be spent before the new school year starts.

Answer: Grant funds released in FY09 must be obligated by June 30, 2009. These funds may not carry over into a new fiscal year. Please see Attachment 11 for further detail.

Question: We are working on the sustainability portfolio. In column two, it asks to identify cash or in-kind. Do you put an amount or just write cash or in-kind?

Answer: List it as either cash or in-kind with a brief description. An example might be: In-kind donation (reduction in rental rates) or Cash (admission fees paid). This will serve as a reference for future years of the grant.

Question: When we initiated the original proposal, I was involved with the grant planning. I am now retired and the district did not replace my position. I would like to finish what was started as a consultant to request the implementation phase of the program. Is this allowed?

Answer: As long as the proposal has the approval and signature of the district superintendent, the lead person who is not on staff may be the contact person and the fees of said person should be coded under Purchased Services.

Question: We want to bring in teachers from the local college/junior college to teach the parents of the students the same language that their children are learning. Is this OK to do? Can we use match funds for this?

Answer: This is not an option in the implementation phase of the grant as we do not include after-school or extra-curricular programs. The funds (including the match funds) should be used to support student and teacher activities.

Question: We received a planning grant and submitted a final plan report. Since that plan was submitted, we have new staff on board and will need to change and add activities to the goals and objectives. We realize that our goals and objectives will need tweaking but will not change the intent. Is this acceptable?

Answer: Since there has been a year's lapse without funds, many districts need to make some changes or tweaks to their proposals. Try to follow the original action plan as closely as possible, making changes when necessary to meet your particular circumstances.

Question: Some of the things our district would like to implement involve hiring staff for the 09-10 school year. If the grant period ends June 30, 2009, how does this work?

Answer: These funds are for FY09 (which would be the 08-09 school year) and must be obligated by June 30, 2009. Perhaps you could apply this to second semester salaries.

Question: Given the fact that we are awarded a grant and have a successful Year 1, how soon will the continuing grant money be available? I'm thinking about the staff salary piece that might be tricky if the funding is available from December to June.

Answer: Grant funds in Years 2 and 3 are subject to continuing appropriation from the Illinois General Assembly. Funds are not guaranteed.

Question: What are examples of administrative costs?

Answer: General administration (function 2300) is generally used for the coordinator, director, secretary or clerical staff helping with the grant.

Question: In looking at the Foreign Language Implementation Grant, the time frame is rather tight for the second semester this year. Will we be able to amend if we can not hire a teacher to start in January? I am contemplating how to fill out the budget pages for the grant – 5 month salary or 4 month salary.

Answer: Selected districts will engage in budget negotiations prior to initial funding of the proposals. Additionally, districts may submit budget amendments to their budgets until May 31, 2009.

Question: Are we allowed to alter our original planning grant to meet the school's current circumstances? Must we submit the identical proposal that was the culmination of our planning grant?

Answer: Considering the fact that there were no funds available in FY08, changes may be made in that original plan. You should, however, try to align as closely as possible to your original action plan. Readers will take into consideration the lapse of time.

Question: Can we pay teachers stipends to attend after-hours professional development training because we do not want to pull them out of the classroom and hire substitutes. Is this a legitimate expense?

Answer: Yes, this is an allowable expense.

Question: Could you provide me with some examples for the data collection and methodology collected section?

Answer:

Example:

Objective – develop curriculum for grades 4-5-6,

Data – curriculum maps, state and national standards,

Methodology – curriculum will be studied and alignment compared to state and national standards.

Example:

Objective – hire and train qualified personnel for program,

Data – certification and staff evaluations, professional development evaluations,

Methodology – analysis to determine effectiveness of professional development.

Question: I have a question concerning match detail. The RFP says to use the forms and indicate the amount of match for each year. We are only doing the budget for one year. Please advise how many years we do for match.

Answer: We have provided three pages for the match. Use the first sheet for FY 09.

The match should be 25% of the funds you are requesting for FY 09.

Questions: In the first year of the grant, the funding may not exceed \$100,000. Does this mean \$25,000 from my district plus \$75,000 from the implementation grant for a total of \$100,000? Or does it mean \$25,000 from my district and \$100,000 from the implementation grant for a total of \$125,000.

Answer: If you are awarded \$100,000, you must have a match of \$25,000. So, the total would be \$125,000.

Question: I noticed that except for the cover page, all of the pages are repeated. Should there be 67 pages when I do the download or should there only be 33 pages?

Answer: There was a problem with the original posting, but the problem of the duplicate posting of the forms has been corrected.

Question: Does making trips to exemplar fine arts programs and attending national conferences count as professional development?

Answer: Yes. You may include mileage, hiring substitute teachers, registration fees and other cost related to the program or conference.

Question: Item 3 of the RFP requires that a copy of the action plan completed with the planning grant be submitted along with the grant. Is there a particular format this plan should follow? I can see what needs to be included but the format is not specified.

Answer: I suggest attaching the original action plan/proposal to the implementation application.

Question: Some of the items I'm including in the activity section of Attachment 5 will be paid for with funds from my district. I don't see where I itemize those. Is there an assumption that if something isn't an in-kind donation, then the district is providing cash?

Answer: Yes, that is the assumption. This can be listed under match detail on Attachment 9.

Question: Can you give me some examples of in-kind services that are approved for grant purposes?

Answer: This might include using a meeting room without paying rental/janitorial fees/electrical costs, using the copy machine without having to reimburse the cost per copy or for the paper. Things that would normally have a fee that the district might wave could be an example of in-kind.

Question: Do we need to include the final report from the Planning Grant in this Implementation Assistance Grant as an attachment?

Answer: It is not necessary but would be helpful to the readers to see your final report.