

STATE OF COLORADO

DEPARTMENT OF HIGHER EDUCATION



Bill Ritter, Jr.
Governor

David E. Skaggs
Executive Director

Teach Colorado

Request for Proposals 2008-2009

Proposals Due: September 30, 2008, 5:00 p.m.

Funding Period: Academic Year 2008-2009, including Summer 2009

Funds Available: August 2008 – August 15, 2009

S. B. 08-133 (2008) established the Teach Colorado Grant Initiative to give financial incentive to college students to enter the teaching profession and increase the numbers of teachers in high-need areas, including but not limited to mathematics, science, special education, English language acquisition, music and world languages. The Colorado Department of Higher Education (DHE) is authorized to administer the grants to public institutions of higher education to create scholarships for high-ability students in approved teacher preparation programs who excel in high-need content areas and who demonstrate an interest in or commitment to teaching as a career.

Rules for Proposed Scholarships

Institutions of higher education may create scholarships for students who are seeking a baccalaureate degree and have enrolled in an approved teacher preparation program, students who demonstrate excellence in a high-need content area and are considering enrolling in an approved teacher preparation program, and students who have completed a baccalaureate degree or higher and have enrolled or are considering enrolling in an approved teacher preparation program. Moneys shall not be paid, however, until the student has enrolled in an approved teacher preparation program. The amount of a scholarship awarded to an individual student by an institution of higher education shall not exceed the amount of in-state tuition charged by the institution for thirty (30) semester hours of credit.

Special consideration will be given to scholarship proposals that:

- Are designed to create a partnership between two institutions of higher education, one of which does not have an approved teacher preparation program but has students who have demonstrated academic excellence in one or more high-need content areas and have expressed an interest in entering the teaching profession.
- Are designed to create a partnership between the institution of higher education and one or more school districts or Board of Cooperative Services (BOCES) that have a shortage of teachers in high-need content areas.
- Are designed to meet the needs of rural or high-poverty schools, school districts, or BOCES.
- Require each scholarship recipient to commit to completing his or her student teaching in a rural or high-poverty school, school district, or BOCES.
- Are designed to support the interpersonal and academic needs of students to help ensure completion of the program.
- Are designed to help high school students, especially high school students of color or low SES, see teaching as a viable career.

Proposal Requirements

Proposals need to include, in narrative form, a description of the scholarship, how student eligibility will be determined, a description of the high-need content area(s) that will be addressed, expectations that will be imposed upon scholarship recipients and the amount of scholarship money to be awarded each recipient, and a detailed budget. Proposals should include letters of support from the partnering organization(s).

Proposed objectives should be specific, achievable and measurable. The narrative should describe how the project aligns with Rules for Proposed Scholarships and the intent of the initiative. Proposals may not exceed eight double-spaced pages, not including supplementary information such as vitae, budgets, and the like, which may be included in addenda.

Required Sections and Documents

1. Abstract: a project abstract of not more than 200 words.
2. Project Description: a description of proposed objectives and activities and how they relate to each other; the nature of any collaborative partnerships and how the proposal will meet the objectives outlined herein.
3. Budget: a completed budget form; an explanation of how budget items are associated with project objectives; budget percentage for each partner. Indirect costs are limited to eight percent of direct costs.
4. Completed Transmittal Form (Attached)
5. Completed Certificate of Assurances (Attached): signed by the chief executive officer of the college or university.
6. Vita(e) (in Addendum): proposals should include one-page vitae for the project director and key project staff.

Proposal Deadline

Proposals must be submitted by the institution's academic vice president to the Colorado Department of Higher Education by 5:00pm, September 30, 2008. All proposals should be submitted electronically in MS Word or PDF format with "TEACH COLORADO SCHOLARSHIP GRANT PROPOSAL" in the subject line of the e-mail message to: (ian.macgillivray@dhe.state.co.us).

Award Amount and Conditions

The nature and scope of the proposed project will determine the size of the award. The DHE may reduce proposed budgets or impose additional special conditions to any funded project or both. The maximum budget limit is \$100,000.00.

Grant Period

The funding period for these grants will be Academic Year 2008-2009, including Summer 2009 semester(s). Scholarships may be awarded to students retroactively to reimburse tuition for Fall 2008 semester.

Notification

The DHE will notify the selected grant recipients by **October 15, 2008**.

Reporting and Audit

The director of each project selected for funding must complete a midterm evaluation, **due February 17, 2009**. The midterm evaluation shall be a brief summary of the monies allocated and how the scholarships are meeting the intent of the initiative. The director of each project selected for funding must also complete a final performance report, **due September 14, 2009**, using the major objectives of the initiative and a final accounting report. The financial records of each funded project shall be made available for inspection or audit on reasonable notice from the DHE.

Colorado Department of Higher Education Contact Information

Questions regarding the RFP may be addressed to:

Ian K. Macgillivray (ian.macgillivray@dhe.state.co.us or 303-866-3846), Academic Policy
Officer/Teacher Education and Grant Administrator

**Colorado Department of Higher Education
1560 Broadway, Suite 1600
Denver, CO 80202
Phone: (303) 866-2723; Fax: (303) 866-4266**

2008-2009 Teach Colorado Grant Initiative

Transmittal Form

New Project Title:		
Applicant (Institution Name):		
Project Director Name:		
Estimated Number of Scholarship Recipients:		
Project Start Date: Project End Date: August 15, 2009	Proposed Project Total Budget: \$	
Address (city, state, zip)		
Telephone	Fax	
E-mail		
Signature of Chief Academic Officer	Date:	
Fiscal Contact Responsible for Grant (Must be employed by applicant) Name:	Title:	
Address (city, state, zip)		
Telephone	Fax	
E-mail		
Signature of Fiscal Contact	Date:	
Extension:		
For DHE Use Only	Action Taken: <input type="checkbox"/> a. Awarded <input type="checkbox"/> b. Rejected <input type="checkbox"/> c. Returned for Amendment <input type="checkbox"/> d. Withdrawn	Funding: Teach Colorado Grant Initiative Grant \$ Amount Awarded

**2008-2009 Teach Colorado Grant Initiative
Certificate of Assurances**

Project Title:

The Certificate of Assurances must be completed by the Chief Executive Officer of the institution applying for the Teach Colorado Grant Initiative.

I hereby provide assurances to the Colorado Department of Higher Education that if this institution receives a grant under the terms of the Teach Colorado Grant Initiative, it will:

- 1) Conduct the activities as described in this proposal;*
- 2) Provide institutional/organization funding and resources as stated in this application;*
- 3) Comply with state requirements regarding the audit of a grant-funded program and supply the DHE with a copy of the audit report and any findings for each fiscal year in which those grant monies were expended within 60 days of the completion of the audit;*
- 4) Keep all records necessary for fiscal and program auditing and give DHE, the Federal Agency, or the State Auditor access to and the right to examine all records, books, papers, or documents, related to this grant;*
- 5) Retain all fiscal records for a period of five years;*
- 6) Comply with all regulations and requirements of the Teach Colorado Grant Initiative;*
- 7) Comply with the administrative procedures and fiscal guidelines of DHE, including submission of final performance reports;*
- 8) Use grant funds to supplement, and not supplant, funds from non-federal sources; and*
- 9) Comply with Title IV of the Civil Rights Act of 1964 (42 USC 2000d) prohibiting employment discriminatory practices which result in unequal treatment of persons who are or should be benefiting from the grant aided activity.*

Institution

Name/Title of Chief Academic Officer

Signature/Date