PLC Grant Guide
2008 - 2011
Updated 7/1/09

PLC Grants are grants awarded to CONNECT-ED PLCs toward funding costs associated with their action plans.

CALENDAR TERMINOLOGY for CONNECT-ED Phase II
Phase II of CONNECT-ED is a three year initiative, 2008-2011. Specifically:
  - Year 1: September 1, 2008 - August 31, 2009
  - Year 2: September 1, 2009 - August 31, 2010
  - Year 3: September 1, 2010 - August 31, 2011

IMPORTANT PLC GRANT DATES
Deadline for Submitting PLC Grant Requests
  - First Grant (Years 1 and 2): March 1, 2009 (target: Month of March)
  - Second Grant (Year 3): June 30, 2010

Grant Distribution Dates
  - First Grant (Years 1 and 2): April, 2009 (first increment)
  - Second Grant (Year 3): September, 2010 (first increment)

Grant Report Deadlines
WIRED Quarterly Reports (2009 expenditures): deadlines are firm.
  - June 15, 2009
  - September 15, 2009
  - December 21, 2009
  - March 23, 2010
  - June 22, 2010

**Deadline for spending WIRED funds: June 30, 2010**

PLC Grant Annual Reports:
  First Grant:
    - June 30, 2010 (include with Second PLC Grant Request)
  Second Grant:
    - September 30, 2011 (end of Year 3)
PLC GRANT GUIDE

PLC Grants are grants awarded to CONNECT-ED PLCs toward funding costs associated with their action plans. Ideally, PLC grant funds should not supplant funds budgeted by the district for teacher professional learning.

PLC Grants are funded by grants to CONNECT-ED from Bristol-Myers Squibb Company, the Martinson Family Foundation, and U.S. Department of Labor-WIRED/BIO-1.

CALENDAR TERMINOLOGY for CONNECT-ED Phase II
Phase II of CONNECT-ED is a three year initiative, 2008-2011. Specifically:
Year 1: September 1, 2008 – August 31, 2009
Year 2: September 1, 2009 – August 31, 2010
Year 3: September 1, 2010 – August 31, 2011

(Essentially, each year of Phase II is a school year plus the summer.)

WHAT IS THE PURPOSE OF THE PLC GRANT PROGRAM?
Your PLC’s action plan may have costs associated with it that are not covered by your district budget. The PLC Grant is intended to help fund those costs so that your PLC has the resources it needs to pursue its goals.

GRANT PERIODS:
First Grant: The initial PLC Grant will be awarded in April 2009. It will cover Year 1 and Year 2 of Phase II, that is, September 1, 2008 (retroactive) - August 31, 2010.
EXCEPTION: All WIRED funds must be expended by June 30, 2010.

Second Grant: The second PLC Grant will be awarded in September, 2010. It will cover Year 3 of Phase II, that is, Sept. 1, 2010 - August 31, 2011.

WHEN IS OUR PLC GRANT REQUEST DUE?
First Grant
Due Date: March 1, 2009 (or target your March BOE meeting for approval).
• Following the PLC Winter Leadership Institute (January 2009), your PLC will engage in goal setting and development of a PLC Action Plan, including a budget.
• Determine which action plan costs will be covered by the district (or other sources) and which will be allocated to a PLC Grant. The action plan with budget should be completed by March, 2009.
• Your action plan with budget then becomes your PLC Grant request. Submit this request to CONNECT-ED by the above due date.
WHAT TIME PERIOD SHOULD OUR PLC GOALS AND ACTION PLAN COVER?
- Your PLC goals should be long-term, that is, where do you want to be/what do you want to accomplish by August, 2011?
- Your PLC Action Plan should cover the same time period.
- Action planning for September 1, 2008 - August 31, 2010 (Years 1 and 2) should be detailed.
- Action planning for September 1, 2010 - August 31, 2011 may be less detailed and may be modified later based on progress made and lessons learned in Years 1 and 2.

WHAT TIME PERIOD SHOULD OUR GRANT REQUEST COVER?
First Grant:
- Because your PLC’s goals and action plan will be created late in the 2008-09 school year (in the winter of 2009), your first PLC Grant request should be for both Year 1 and Year 2 of Phase II, that is, for September 1, 2008 - August 31, 2010.
- Further, because the WIRED grant runs only through June 30, 2010, your first grant request should include full expenditure of WIRED funds. (WIRED funds cannot be carried over beyond June 2010.)

Second Grant:
- The final year of your PLC Action Plan (that is, Year 3 of Phase II) is September 1, 2010 - August 31, 2011.
- We anticipate you may need to modify the final year of your plan, based on your progress toward goals, lessons learned from experience, and other reasons.
- As a PLC, before the June PLC training you will review your goals and final year action plan and make necessary modifications in the plan and its budget.
- Determine which costs will be covered by the district and which by the PLC Grant.
- This detailed Year 3 action plan with budget will be your second PLC Grant request.

HOW MUCH CAN WE ASK FOR?
You are not required to request the maximum amount. Please ask only for what you need beyond what your district has budgeted for teacher learning.

First Grant:
- Your first PLC Grant Request combines Years 1 and 2 of Phase II (September 1, 2008 - August 31, 2010).
- Therefore, your first grant request may be for up to $13,000 ($6,500 in Year 1 and $6,500 in Year 2). Payout of your requested amount, however, will be done in increments (see below for more information).
- Of the $13,000:
  - $7,500 is WIRED funding, which is subject to federal restrictions (see below) and must be fully expended by June 30, 2010. We strongly recommend you SPEND THIS MONEY FIRST.
  - $5,500 is from Rider’s 2009 BMS block grant, and therefore is not subject to the same restrictions as the WIRED funds.
Second Grant:
• Your second PLC Grant request will cover activity planned for Year 3 of Phase II (September 1, 2010 - August 31, 2011).
• The amount of the grant is yet to be determined, but we estimate it will be approximately $4,500.

WHEN AND HOW WILL WE RECEIVE OUR PLC GRANT FUNDS?
First Grant:
• Your PLC Grant will be paid in increments, based on your PLC Action Plan/Grant Request. Assuming your action plan/grant request was submitted on time and approved by CONNECT-ED, we anticipate the first payment on your grant will be in April, 2009. Subsequent payments will be based on your action plan, which must clearly indicate your anticipated expenditures and when they will occur.

Second Grant:
• Your second (Year 3) PLC Grant will be handled the same way. We anticipate the first payment on the grant will be in September, 2010.

HOW SHOULD I MONITOR EXPENDITURES AGAINST OUR PLC GRANT?
We strongly suggest setting up and using a spreadsheet to track your use of PLC Grant funds - even if your district business office also tracks it. Your spreadsheet will need to distinguish between WIRED funds, which come with restrictions and need to be spent by June 30, 2010, and “other” funds, which do not have the same restrictions.
• To assist, Rider will create a spreadsheet template and place it on our website (URL will be provided later) where you can access and download it.
• Documentation of the expenditure of WIRED funds requires specific forms (see below).

WILL WE HAVE TO REPORT ON THE USE OF FUNDS?
Interim Reporting: WIRED Funds only
Rider is required to report quarterly to the U.S. Department of Labor on the use of our WIRED funds. Therefore, you must provide to Rider the following on a quarterly basis. Please use the WIRED/BIO-1 Quarterly Report template found at http://www.rider.edu/2559_16419.htm:
• Evidence of Expenditures:
  o Brief description of the activity including its date, title, target audience, purpose, number of participants, and outcomes.
  o Report of expenditures: Please provide an itemized, descriptive list of expenditures. Although you or your business office should keep all original receipts/invoices, it is not necessary to attach invoices or receipts to your WIRED report.
• Participant Sign-In Forms (use the WIRED/BIO-1 Participant Log found at http://www.rider.edu/2559_16419.htm) for each WIRED-funded activity you have actually run. Indicate which participants are high school teachers.

Deadlines for your quarterly reports are firm. Reports must arrive at Rider by the following dates:
• June 15, 2009
• September 15, 2009
• December 21, 2009
• March 23, 2010
• June 22, 2010

**VERY IMPORTANT NOTE!**

Rider receives WIRED funds **on a reimbursement basis only.** In other words, it has to be spent and we must document the expenditure before the University receives any dollars from the Department of Labor. In order to get funds to your PLC, therefore...

**Rider is advancing WIRED funds to your PLC.** Rider will need your WIRED documentation of expenditures in order to receive reimbursement from the Department of Labor.

**Without this documentation from you, Rider will not be able to draw WIRED funds from the Department of Labor!**

**Failure of your PLC to properly document WIRED expenditures and provide the required reports will result in the reduction or elimination of your second (Year 3) PLC Grant.**

Full Report: All Funds
You will be required to include a full report (narrative and financial) on your First PLC Grant as part of your second PLC Grant request (for Year 3 funds).

A final summary report will be required at the end of your Second PLC Grant (Year 3).

We will provide guidelines later regarding what to include in your report.

**WHAT HAPPENS IF THERE IS AN UNSPENT BALANCE AT THE END OF THE GRANT PERIOD?**

WIRED Funds: Any unspent balance remaining as of **June 30, 2010** **must be returned to Rider University.**

Other Funds: Unspent balances may be carried over from your First Grant to your Second Grant as long as you submit a plan for how the money will be used. The determination of any unspent funds remaining at the end of the three-year program (August 31, 2011) must be negotiated with Rider University.
WHAT ARE THE RULES/RESTRICTIONS FOR USING WIRED FUNDS?

1. **High school teachers must be included** in any project or activity funded with WIRED money.

2. Documentation of expenditures is required:
   - copy of your PLC action plan
   - for each activity provide the following:
     - brief description of activity/project
     - statement of outcomes and/or products
     - attendance records with activity title and date(s) provided on the **required form**

3. Allowable costs include:
   - Consultants and honoraria: $500/day maximum
   - Registration fees
   - Stipends to lead workshops, develop curriculum, or similar work that leads to delivering a **product**
   - Purchase of materials integral to funded activities
   - Travel (as allowable by state accountability regulations)

4. Ineligible costs include:
   - CONNECT-ED Consortium fee
   - Stipends for **attending** a workshop or other program
   - Release time

CAN WE USE PLC GRANT FUNDS TO PAY OUR CONSORTIUM FEE?
**WIRED** funds may not be used for this purpose. PLC Grant funds from other sources may be used toward the Consortium Fee **if necessary**.