

HOT SCHOOLS LEADERSHIP GRANT GUIDELINES - FY 2011

The Connecticut Commission on Culture & Tourism (CCT) HOT Schools Leadership Grants foster teaching and learning in, about, and through the arts. The program is designed for HOT Schools educators to lead by sharing best practices developed and tested in HOT Schools over time. Leadership grants of up to \$2,000 will fund the planning and implementation of professional development workshops open to HOT School and non-HOT School educators across the state. These workshops will serve as HOT Schools Peer Days, a required professional development component of the HOT Schools program.

APPLICATION DEADLINE

MUST BE RECEIVED (NOT POSTMARKED) BY 4:00 P.M.

Rolling until April 8, 2011.
 *Application must be received at least 90 days prior to workshop day.
Funding Period: March 4, 2011 - May 30, 2012

PROGRAM TIMELINE

Application Deadline	Rolling through April 8, 2011*
Review of Applications	As Received
Award Notification	As Approved
Funding Period	March 4, 2011 - May 30, 2012
Final Report Due	60 days after workshop day

PROGRAM INFORMATION

HOT Schools Leadership Grants will support up to 10 mini-grants for the planning and implementation of professional development workshops which illustrate HOT Schools principles/strategies in action and teaches other educators how to implement these components of the HOT Approach.

- HOT Schools Leadership workshops must:
- Be at least 6 hours in length.
 - Be able to accommodate a minimum of 35 participants (26 HOT School, and at least 9 non-HOT School educators).
 - Clearly support one or more HOT Schools philosophies, strategies, or components.

The following are **examples** of workshops and topics that would qualify for funding. A school might:

- Present the process and documentation of collaborative planning through hands-on presentations and observation of a TAC planning or Integrated Planning Team meeting.
- Model professional Learning Community approach to assessment of learning and HOT components via reflective practice of student work.
- Model protocols and reflective practice strategies to gain insights into what understanding looks like in a HOT school.
- Guide workshop participants in the process of developing, planning, and scheduling student-centered, student-owned Town Meetings.

**PROGRAM
INFORMATION
(CON'T)**

- Facilitate a workshop on creating, implementing, documenting, and assessing arts-integrated units of instruction by unpacking a successful unit (e.g.: 3rd and 4th grade social studies unit that weaves together the study and practice of native American art forms, research, and writing).
- Engage educators in a workshop focused on empowering students through a strong student senate, guiding them through what it takes to build one, and incorporating student representatives into the day.
- Educate participants about planning and implementing Enhanced Curricular HOT Opportunities (ECHOs) (or other all-school arts integrated, project-based learning initiatives) through small group work and observation of projects in action.
- Demonstrate approaches in fostering/supporting parent leadership, co-presented by parents.
- Deepen knowledge of HOT Schools strategies and components through a “HOT Orientation Day” that provides hands-on activities, observation and small-group work.

WHO MAY APPLY

Eligible Applicants

- Higher Order Thinking (HOT) Schools

Partners

- CCT supports collaborative efforts with broad community support. Partnerships are not required for this grant, however CCT strongly encourages applications to include a strong Teaching Artist and/or Arts Organization component.

Ineligible Applicants

- Applicants that are not participating HOT Schools

WHAT WE FUND

Eligible Costs/Expenses

- Teaching artist/presenter fees
- Applicable workshop materials and supplies
- Planning and implementation expenses
- Workshop development fees

Ineligible Costs/Expenses

- Fundraising expenses, scholarships, lobbying activities, capital expenses, software acquisition, and equipment purchases.

HOW WE FUND

- The grant award is \$2,000
- There is no match required for this grant

REVIEW PROCESS

The Commission uses a simplified application and review process for the HOT Schools Leadership grant program. Applications will be reviewed based on the following criteria.

Quality of the Project

- Merit of the project's design, structure, and activities
- Ability to impact teaching and learning in, about, and through the arts
- Ability of workshop to communicate HOT Schools strategies and how to implement them
- Ability to attract an audience broader than participating HOT Schools

Ability to Carry Out the Project

- Demonstration of achievable goals and plan for assessing workshop impact on instructional practice
- Appropriateness of project budget
- Demonstration that budget supports narrative

APPLICATION MATERIALS

You can digitally fill out, save a for your records and submit the completed application to CCT by mail or hand delivery. Applications must be **received** by 4pm on March 30, 2011. **Fax or electronic submissions will not be accepted.** For more information on completing and saving application forms, please see CCT's website.

APPLICATION (ONE ORIGINAL AND TWO COPIES) ASSEMBLED IN THE FOLLOWING ORDER:

1. Application Form - dated and signed (original signatures)
2. Application Narrative - no more than two pages
3. Budget - one page
4. Commitment to present form

BEHIND THE COPY MARKED "ORIGINAL," PLEASE ADD THE FOLLOWING

1. W-9 Form

Note: Incomplete applications will not be reviewed.

GRANTEE RESPONSIBILITIES

Please read the following sections on pages 4 - 5 of the CCT Grant Overview

Guidelines:

- Grantee Responsibilities
- Credit & Publicity Responsibilities
- Reporting Requirements
- Grant Cancellations

Furthermore:

- Grantees are required to share results of program development with the field.
- Grantee must be prepared to present this work/findings at the HOT Schools Summer Institute.
- CCT must be credited for any publications, position papers, etc. that result from this work.

HOW TO APPLY

All CCT applications must be **received** (not postmarked) on or before the due date. No application or parts thereof will be accepted after the deadline. E-mail or fax submissions will not be accepted.

If hand-delivered, applications must be **received** by 4:00 pm on April 8, 2011. Applicants must request and retain a receipt from the CCT staff person accepting the hand-delivered application, regardless of delivery date.

All mailed applications shall be sent to:

Bonnie Koba
HOT Schools Leadership Grant
Connecticut Commission on Culture & Tourism
One Constitution Plaza, 2nd Floor
Hartford, CT 06103

Applicants will be notified of receipt of their application via e-mail within two weeks.

Please contact Program Manager, Bonnie Koba, at bonnie.koba@ct.gov or 860-256-2730 with any questions.

Applicants must follow all instructions and provide accurate and complete information in all sections and supporting materials as stated in the guidelines. Failure to do so will render your application ineligible for review.