



Wisconsin Department of Public Instruction
 Uniform Grant Application
BULLYING PREVENTION GRANT
 PI-1830 (New 07-21)
 Collection Authorized under WI Stat 115.28(45)

INSTRUCTIONS: Application must be received or postmarked no later than **September 1 2021**, Late applications will not be accepted.

Return to: **WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**
Student Services Prevention and Wellness
beth.herman@dpi.wi.gov

For best results, any pdf form should be downloaded and opened in acrobat reader rather than filled out in the browser. Not all features will work as intended when opened in a browser.

For questions regarding this grant, contact: **Beth Herman, Student Services Prevention and Wellness Team**, beth.herman@dpi.wi.gov

I. GENERAL INFORMATION

Applicant Agency	Mailing Address <i>Street, City, State, ZIP</i>
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Project Contact <i>First and Last Name</i>	Project Contact's Title
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Project Contact's E-Mail Address	Fax Area/No.	Phone Area/No.
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Fiscal Contact <i>First and Last Name if other than project contact</i>	Fiscal Contact's Title
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Fiscal Contact's E-Mail Address	Phone Area/No.
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Fiscal Contact's Mailing Address <i>Street, City, State, ZIP</i>	Grant Period	
	Beginning Date <i>Mo./Day/Yr.</i>	Ending Date <i>Mo./Day/Yr.</i>
	July 1, 2021	June 20, 2022

Total Funds Requested	
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II. OVERVIEW

Provide training and materials for an online bullying prevention curriculum for pupils in kindergarten through grade 8.

III. ABSTRACT

Summarize the proposal and make sure to address the targeted population, the key needs, what the project ultimately seeks to implement.
Limit response to space provided.

IV. STATE GENERAL ASSURANCES

The Applicant understands and agrees that the following assurances are pre-award requirements generally imposed by state law or regulation, and do not include all state regulations that may apply to the Applicant or its project.

Each Applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.

Instructions

Step 1—Read each assurance that follows.

Step 2—Sign and date the certification statement.

Step 3—Include signed certification and assurances with the application materials.

Step 4—Keep a copy for your records.

Assurance is hereby provided that:

1. **Applicant agrees** to comply with all terms and conditions set forth in the grant program's Application Guidelines document provided with this application. Services provided under this grant will be used to address the needs set forth in the guidelines document. Applicant agrees to implement the activities within the prescribed timeline as outlined in their work plan section of their proposal. Applicant will provide fiscal information within the fiscal year timeline established for new and reapplying programs. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
2. **Legal and Regulatory Compliance:** Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application.
3. **Allowable Costs:** Costs incurred shall be allowable and meet grant goals and objectives.
4. **Confidentiality:** The Applicant shall comply with provisions applicable to public schools regarding confidentiality of student information for any pupil record created, obtained, or maintained under this grant, regardless of whether those provisions would not otherwise apply to the Applicant but for the Applicant's participation in this grant. Wis. Stat. § 118.125 (Pupil records).
5. **Conflict of Interest:** No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. Wis. Stat. § 19.59(1)(a).
6. **Contracts and Procurement:** The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations.
7. **Cooperation with Evaluation:** The Applicant shall cooperate with the performance of any evaluation of the program by the WDPI or by their contractors. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
8. **Copyright, Acknowledgement, and Publications:** The Applicant/Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The WDPI reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for WDPI purposes: the copyright in any work developed under this grant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support.

The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the WDPI acknowledged. However, reproduction of this product in whole or in part for resale must be explicitly authorized by the WDPI. When issuing statements, press releases, and other

documents describing projects or programs funded in whole or in part with grant funds, the grant award recipient shall clearly acknowledge the receipt of grant funds in a statement.

9. **Fiscal Control:** The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program Wis. Stat. §16.41 (Agency and authority accounting; information; aid).
10. **Indirect Costs:** If the fiscal agent is allowed to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the WDPI. Indirect costs cannot be charged against capital objects.
11. **Programmatic Changes:** The Applicant will obtain the prior approval of the WDPI whenever any of the following actions is anticipated:
 - a. Any revision of the scope or objectives of the project;
 - b. Changes in key persons where specified in the application or grant award;
 - c. A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;
 - d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;
 - e. Changes in the amount of approved cost-sharing or matching provided by the grant recipient. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
12. **Record Retention: The applicant will ensure records created or obtained under this grant are maintained** in accordance with the *Wisconsin Records Retention Schedule for School Districts*, regardless of whether this retention schedule would not otherwise apply to the Applicant but for the Applicant's participation in this grant. The retention schedule is available online at: <https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>
13. **Reporting:** The Applicant will ensure all required financial and program data and information is reported to the WDPI timely on a schedule established by the WDPI. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting).
14. **Grant Evaluation:** The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the WDPI. Grant evaluation information provided to the WDPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates. Wis. Stat. § 35.93; Wis. Admin. Code § PI 38.008 (Grant reporting)

V. CERTIFICATION/SIGNATURE

I, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; that I am authorized by the agency designated in this application to bind the agency to the certifications and assurances contained in this application; and, that the indicated agency designated in this application is authorized to administer this grant.

I FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge.

Name of Applicant Agency Authorizer <i>First and Last Name</i>	Title of Applicant Agency Authorizer
Signature of Applicant Agency Authorizer	Date Signed <i>Mo./Day/Yr.</i>



VI. PLAN

Identify the need(s) to be addressed with grant funds. Applicants must have an organized and systematic approach to use data for meaningful analysis. Data analysis includes an assessment of the gaps being experienced by the target population. *Limit each response to 4,000 characters.*

1. Demonstration of Need

Applicants must have an organized and systematic approach to use data for meaningful analysis. Data analysis includes an assessment of the gaps being experienced by the target population.

- a. Identify the overall need(s) to be addressed by the grant project. Identify the supporting data that is being used to determine the need.
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VII. DO (ACTION PLAN)

Develop an action plan to implement the proposed grant program. The plan must include SMART (Specific, Measurable, Attainable, Relevant and Timely) goals that align with the student outcome priority statement(s). Applicants may have more than one SMART goal for the same student outcome priority statement.

For each SMART goal listed, include the action step(s) (i.e., activities to be implemented) to achieve the goal. Action steps may include evidence-based strategies (e.g., activity, strategy, or intervention that demonstrates a positive effect on improving student outcomes and/or adult practices) or other activities to achieve the goal. Applicants may have more than one action step for each goal.

For each action step, list the planned completion date, evidence of completion (description of how the applicant will know the action is complete and often reflects the goal), and the personnel responsible for completing the action. A new row for additional action steps will automatically be created when you press the tab key in the last "personnel responsible" cell.

Action Plan—Example			
Student Outcome Priority Statement			
<i>Based on the state Forward English Language Arts (ELA) exam in grades 3-5 in 2018-19 through 2019-20, the district's percentage of students achieving scores of proficient or advanced have persistently remained less than 30%. Student subgroups, such as students with disabilities (SwD), who make up over 21% of the student population, and black students, who make up over 35% of the student population, consistently score below their comparison group peers (students without disabilities and white students, respectively).</i>			
SMART Goal to Address Student Outcome Priority Statement			
<i>Increase the ELA achievement of all grade 3-5 students from less than 30% proficiency to 60% proficiency, while accelerating the achievement of SwD and black students so that at least 40% reach proficiency on the Forward ELA exam in 2023.</i>			
Action Step	Timeline/Planned Completion Date	Evidence of Completion	Personnel Responsible
<i>Form a materials selection committee made up of district-level staff, building administrator staff, and teaching staff, including teachers who provide Special Education programming.</i>	<i>July 2021</i>	<i>Meeting of materials selection committee</i>	<i>C&I Director</i>
<i>Materials selection committee determines selection criteria for K-5 ELA instructional materials.</i>	<i>August 2021</i>	<i>List of selection criteria created and shared</i>	<i>C&I Director</i>
<i>Materials selection committee investigates K-5 ELA instructional materials that meet selection criteria.</i>	<i>August-December 2021</i>		<i>C&I Director</i>
<i>Materials selection committee makes recommendation to school board of K-5 ELA instructional materials to adopt.</i>	<i>February 2022</i>	<i>Recommendation made to school board</i>	<i>C&I Director</i>

Instructions for duplicating Action Plan table on next page.

1. If it is helpful, turn on the nonprinting characters.
2. Select all four table rows
3. Click copy
4. Click in the empty space under the table
5. Click paste
6. When tabbing out of the Personnel Responsible, a new row will automatically be created if additional Action Steps are needed.

IX. READINESS

In this section, describe the stakeholders and communication structures in place to ensure successful implementation of grant project. *Limit each response to 1,500 characters.*

1. Stakeholders

Stakeholders include the population to be served, families, community partners, school staff and administrators, as well as agency administrators. Be sure to include stakeholders who demographically represent the target population(s).

a. Who are the stakeholders identified for this grant project?

b. What are the roles of each stakeholder or stakeholder group in the implementation of this grant project?

2. Communication Structure and Protocols

Procedures for communicating the grant project within and across the system (e.g., district and building, internal and external stakeholders in languages understood by stakeholders, etc.) must be in place. *Limit response to 1,500 characters.*

a. What are the protocols for ongoing communication about the grant project (e.g., grant program/project goals, progress toward goals, etc.) with internal and external stakeholders?

X-a. BUDGET DETAIL (cont'd)		
Date of Request <i>Mo./Day/Yr.</i>	Applicant Agency	Project No. <i>For revisions only</i>

4. Capital Objects Summary (500s)

a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Costs
Total			
<i>Must agree with Capital Objects total on Budget Summary</i>			

5. Other Objects Summary (900s)

a. WUFAR Function Code Only Required for LEAs <i>Indicate for each item listed in column c.</i>	b. Quantity	c. Item Name <i>Include all items budgeted</i>	d. Total Costs
Total			
<i>Must agree with Other Objects total on Budget Summary</i>			

XI. BUDGET SUMMARY				
Applicant Agency	Grant Period		Initial Request	Date Submitted
	Beginning Date	Ending Date	First Revision	Second Revision
Project Number <i>For DPI Use Only</i>				

Budget Revisions: Submit a copy of this page, with appropriate revisions included. (Attach this to a brief letter of justification.) **Note:** Submit request at least **30 days** prior to expenditure of grant monies.

WUFAR Function	WUFAR Object	Amount Requested	First Revision	Second Revision
Instruction (100 000 Series) Activities dealing directly with the interaction between instructional staff and students.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c1. Purchased Services (300s)			
	c2. Purchased Services (300s) Any single contract over \$25,000			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	TOTAL Instruction			
Support Services—Pupil and Instructional Staff Services (in 210 000 and 220 000 Series) Support services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c1. Purchased Services (300s)			
	c2. Purchased Services (300s) Any single contract over \$25,000			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Other Objects (e.g., fees) (900s)			
	TOTAL Support Services—Pupil/Instructional Staff Services			
Support Services—Administration (Associated with functions in 230 000 series and above.) Includes general; building; business; central service administration, and insurances.	a. Salaries (100s)			
	b. Fringe Benefits (200s)			
	c1. Purchased Services (300s)			
	c2. Purchased Services (300s) Any single contract over \$25,000			
	d. Non-Capital Objects (400s)			
	e. Capital Objects (500s)			
	f. Insurance (700s)			
	g. Other Objects (e.g., fees) (900s)			
	TOTAL Support Services—Admin.			
Indirect Cost Up to Approved Rate <i>Approved rate should not be used for single contracts over \$25,000</i>	Approved Rate %			
	TOTAL BUDGET			
DPI Approval	Signature of DPI Reviewer			Date Signed mm/dd/yyyy
	➤			