



PA CARES GRANT APPLICATION INSTRUCTIONS

SECTION 1

BACKGROUND

In an effort to address the issue of bullying, the Highmark Foundation through its Healthy High 5 Initiative, has partnered with the Pennsylvania Department of Education (PDE) and the Center for Safe Schools (CSS) to provide grant funding to support expansion of the Olweus Bullying Prevention Program (OBPP) in Pennsylvania. This public/private partnership enables the CSS to increase technical assistance supports and offer mini-grant funding to implement the research-based Olweus Bullying Prevention Program in a limited number of schools within the Highmark service region. Grant funds will be awarded through this grant application process.

The Olweus Bullying Prevention Program has demonstrated significant results in decreasing bullying behaviors. The OBPP is a comprehensive program designed to impact the school climate through changes at the school level, classroom level, individual level, and community level. Prior to completing the grant application, potential applicants are urged to connect to the official OBPP website and view the *Olweus Bullying Prevention Program Overview Video*: <http://www.olweus.org/public/index.page>

The issue of bullying is one of five components of the Highmark Healthy High 5, a five-year, \$100 million initiative of the Highmark Foundation aimed to reverse the current trends in children's health. The goal of Highmark Healthy High 5, through the support of bullying prevention programs and initiatives, is to help reduce the incidences of bullying in schools and to help children and adolescents lead happier, healthier lives. For more information, view the Highmark Healthy High 5 website at <http://www.highmarkhealthyhigh5.org/index.shtml>

What is PA Cares? Using the Highmark Foundation grant funding, the Center for Safe Schools administers the PA CARES (Creating an Atmosphere of Respect and Environment for Success) initiative. This program strives to help school personnel strengthen their efforts to eliminate bullying behaviors and provide safe and nurturing learning environments. The PA CARES initiative provides bullying prevention readiness tools, technical assistance support and resources to selected schools across the Highmark regions of Pennsylvania over a three year period. From the applications received in response to this announcement, the CSS will select up to 35 schools to receive PA CARES initiative funding during 2010. Schools will be selected through a competitive grant process and all applications will be screened for eligibility before being reviewed by a team of individuals designated by the Center for Safe Schools. Selected schools will be expected to fully implement the OBPP for at least three years and participate in training and evaluation activities conducted by the Center for Safe Schools for a period of at least three years.

SECTION 2

TERMS AND CONDITIONS: ELIGIBILITY TO APPLY

Grant awards will be targeted to:

- Elementary, middle, and junior high schools;
- School buildings NOT previously or currently implementing the Olweus program (including current PA CARES grantees, HALT participants); Public or private schools; and
- Schools within districts that operate partly or wholly within a Highmark service region.*

*The Highmark service region includes the following counties: Adams, Allegheny, Armstrong, Beaver, Bedford, Berks, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Columbia, Crawford, Cumberland, Dauphin, Elk, Erie, Fayette, Forest, Franklin, Fulton, Greene, Huntingdon, Indiana, Jefferson, Juniata, Lancaster, Lawrence, Lebanon, Lehigh, McKean, Mercer, Mifflin, Montour, Northampton, Northumberland, Perry, Potter, Schuylkill, Snyder, Somerset, Union, Venango, Warren, Washington, Westmoreland and York.

More than one school building within a district may apply for funding IF:

- An online application is completed for EACH school building applying for funds to implement the OBPP; and
- Schools recognize that the amount of the grant award may be affected if more than one school building per district is selected.

Additional Requirements to Apply:

Preventing School Violence Readiness Series: At least one member of the target school staff must complete the online Preventing School Violence: Readiness Series. The Series is available online. Users must create an account at <http://fm.center-school.org/moodle/> to access the course and list the name of the person completing the course on their online application. Please ensure that the name provided in the online application matches the name on the Readiness Series account exactly. Failure to do so may result in the need to redo the Readiness Series. Proof of completion of the Readiness Series must be submitted via mail, by November 13, 2009. For more information, please see Section 9.

Principal Input: The application requires input from the principal of the target school building where the OBPP will be implemented. If someone other than the building principal completes the application, he or she will need to consult the principal to accurately complete some sections of the application. In addition, the principal will need to submit a letter of assurance expressing support for the grant application.

Online Submission: The PA Cares Application is an online process and must be completed and submitted online. No other form of the application will be accepted. The online application must be submitted by 11:59 p.m. November 6, 2009.

Letters of Assurances (LOA): Letters of Assurance must be signed by both the school principal and the school district Superintendent or Chief Operating Officer and submitted to the CSS. A template for the LOA is included in Section 7 of grant instructions. The signed Letter of Assurance must be postmarked no later than November 13, 2008. **Mail to:** Sally Canazaro, Grant and Fiscal Management Coordinator, Center for Schools and Communities, 275 Grandview Avenue, Suite 200, Camp Hill, PA 17011.

Online Budget: The on-line application contains questions that will build a budget automatically for each applicant. Upon submission of the application, each applicant can print out the budget as part of the overall application. If awarded, grantees will receive an electronic version of their budget for the grant. Please review sections 3 and 4 of the application instructions for guidance on funding, allowable expenditures and unallowable expenditures.

Failure to meet the listed requirements by the dates indicated may result in disqualification from consideration for grant funding.

SECTION 3

TERMS AND CONDITIONS: WHAT DO SELECTED SCHOOLS RECEIVE

Schools selected for participation in the PA CARES initiative will receive grant funds, materials, and technical assistance to support implementation of the Olweus Bullying Prevention Program in their building. A partial list of funding, materials, and examples of technical assistance provided by the CSS to selected schools appears below.

Selected schools will receive **funding** for:

- Up to \$4500 for contracting with an Olweus Certified Trainer/Consultant for one year. As part of this contract for service, trainers will provide, at minimum: a two-day training for coordinating committee members, consultation at least once per month for one year; two school visits, and one mini-training for committee, staff or parents.
- Up to \$500 for Olweus Certified Trainer travel or travel/substitute costs for an In-District Trainer
- Up to \$2500 to cover:
 - Substitute and/or Stipend costs for staff attending/participating in the 2-day committee training, all staff training, Olweus-related activities and other training to support the Olweus program (provide link to list of allowable training)
 - Salary offset for the Coordinating Committee Chair to administratively manage the grant and to ensure compliance with fiscal deadlines and evaluation requirements.
 - Staff mileage expense to attend the 2-day committee training and all staff training, if not held in building.
 - Staff mileage, meals and lodging to attend approved trainings to support the Olweus program (provide link to list of allowable training).
 - Resources that will support the Olweus program (provide link to list of Preapproved Resources for PA CARES Grantees).
 - Training to support implementation of the Olweus program, in addition to basic services provided by the Olweus trainer.

Selected schools will receive **materials**, including:

- Olweus Bullying Prevention Program Teacher Guide books
- Olweus Bullying Prevention Program School Wide Guides
- Olweus Bullying Prevention Program Coordinating Committee Notebooks
- Olweus Bullying Prevention Program Student Questionnaires with scanning services

Selected schools will receive **technical assistance**, including, but not limited to:

- Support in identifying an available Certified Olweus/PA CARES trainer within Pennsylvania
- Evaluating and improving their readiness to implement a school-wide initiative
- Ongoing technical assistance to school staff through live and on-line professional training
- Web-based program supports
- A school climate and classroom management toolkit to comprehensively address incidents of bullying

SECTION 4

TERMS AND CONDITIONS: FUNDING AND ALLOWABLE EXPENSES

FUNDING

Selected schools will receive grant funding up to \$7500 for program implementation. This is the maximum possible amount of the award. Additional funds will not be provided. Restrictions apply to the use of these grant funds. See the budget narrative for complete details and instructions.

The following terms and conditions apply to all applications submitted for funding consideration to implement the Olweus Bullying Prevention Program. Throughout the application, the school building where the OBPP will be implemented is referred to as the "**Target School**". The application process is competitive and applicant schools are not guaranteed to receive funding. Funding for this initiative is contingent upon the availability of funds from the Highmark Foundation. The Center for Safe Schools reserves the right to assure regional and demographic equity in the distribution of the grant awards.

ALLOWABLE* grant expenditures are listed here.

This is not an inclusive list and budgets will be reviewed for allowable items.

- Training costs related to required Olweus Bullying Prevention Committee training are allowable and must be conducted by Certified Olweus trainers.
- Substitute and/or Stipend costs for staff attending/participating in the 2-day committee training, all staff training, Olweus-related activities and other training to support the Olweus program.
- Salary offset for the Coordinating Committee Chair to administratively manage the grant and to ensure compliance with fiscal deadlines and evaluation requirements.
- Staff mileage expense to attend the 2-day committee training and all staff training if not held in building.
- Staff mileage, meals and lodging to attend approved trainings to support the Olweus program.
- Resources and trainings that will support the Olweus program.

Note related links:

Pre-approved Resources for PA CARES Grantees (link)

Hazelden Publishing website where OBPP and related materials may be priced and purchased:

<http://www.hazelden.org/itemquest/search.view?srch=Y&start=0&event=&kw=olweus>

Hazelden Publishing can also be reached by phone at 1-800-328-9000 or 1-651-213-4000

UNALLOWABLE* expenditures (not inclusive):

- Speakers or assembly programs
- Awards, promotional program items, incentives, prizes, lotteries or marketing costs (i.e., stress balls, t-shirts, pencils, parties, billboards, radio/TV advertisements, etc.)
- Meals, snacks or refreshments including paper products or supplies for committees, meetings, events, etc.
- Building improvements, construction costs, rent or utility fees.
- Equipment and software purchases, licensing and service fees for phones, software, internet access, etc.
- Professional memberships
- General travel
- Conference fees

***Restrictions apply. The Center for Safe Schools reserves the right to review all expenditures and determine whether expenses are within the intent of the grant and fiscal guidelines. Schools must seek pre-approval for expenses not included on the list of allowable expenditures or pre-approved resources or trainings.**

SECTION 5

TERMS AND CONDITIONS: IMPLEMENTATION AND EVALUATION COMMITMENT

Selected schools will be expected to FULLY IMPLEMENT in the Olweus Program and participate in evaluation of the program for a minimum of 3 years. Evaluation activities include but are not limited to:

- Administering the Olweus Bullying Questionnaire to students in accordance with the instructions and procedures outlined by the OBPP and the CSS at three points: 1) in the school year preceding implementation (Spring 2010), 2) between April and June in year one of implementation (Spring 2011); and 3) between April and June in year two of implementation (Spring 2012).
- Completing online program coordinator surveys one time in the school year preceding program implementation and twice yearly in program years one and two in accordance with stated deadlines.
- Distributing online surveys to teachers one time in the school year preceding program implementation and twice yearly in program years one and two in accordance with stated deadlines.
- Providing additional documentation as requested by the CSS, including copies of data reports, program documents and artifacts.
- Ensuring the CSS has updated and complete contact information for key administrative, program staff and current counts of student enrollment, as necessary.
- Responding to additional evaluation questions and requests at the direction of CSS evaluation staff.

You can review detailed information about the Olweus Bullying Prevent Program at:

<http://www.clemson.edu/olweus/index.html>

SECTION 6

TERMS AND CONDITIONS: ASSURANCES

As a condition of accepting a PA CARES grant, the adherence to the following implementation schedule is required:

- Administer the Olweus Bullying Prevention Questionnaire to all students in grades three through the highest grade in the target school before the completion of the 2009-10 school year and for two consecutive years after administering the initial questionnaire.
- Contact and secure the services of a Certified Olweus trainer.
- Complete the 2-day Olweus Bullying Prevention Coordinating Committee training prior to the end of the 2009-10 school year.
- Complete all target building staff training in the Olweus model prior to September 30, 2010.
- Launch the OBPP with a kick-off event prior to October 31, 2010.
- Participate in the evaluation process as requested by CSS staff for a minimum of three years.

SECTION 7

REQUIRED LETTER OF ASSURANCE (Required from Principal and Superintendent)

School Principal Address or School District Superintendent/Chief Operating Officer Address] [City, State Zip]

[Date]

Lynn Cromley
Director, Center for Safe Schools/Center for Schools and Communities
275 Grandview Avenue, Suite 200
Camp Hill, PA 17011

Dear Ms. Cromley:

This letter is to assure you that I, _____ (enter Principal, Superintendent or Chief Operating Officer name) am aware of and support the application for grant funding from the PA CARES Initiative submitted by _____ (enter name of application preparer) on _____ (enter date of submission) to obtain grant funding up to \$7500 to implement the Olweus Bullying Prevention Program (OBPP) in _____ (enter the name of the target school building).

This letter serves as documentation that I understand the Terms and Conditions of the PA CARES Initiative and the requirements of implementing the Olweus Bullying Prevention Program, including the expectation that the school:

- Administer the *Olweus Bullying Prevention Questionnaire* to all students in grades three through the highest grade in the target school before the completion of the 2009-10 school year and for two consecutive years after administering the initial questionnaire.
- Contact and secure the services of a Certified Olweus trainer.
- Complete the 2-day Olweus Bullying Prevention Coordinating Committee training prior to the end of the 2009-10 school year.
- Complete all target building staff training in the Olweus model prior to September 30, 2010.
- Launch the OBPP with a kick-off event prior to October 31, 2010.
- Participate in the evaluation process as requested by CSS staff for a minimum of three years.

If _____ (enter name of the target school building) is selected to receive funds, I will support the implementation of the OBPP in this building within my district.

Sincerely,
[Name and Title, Building Principal/Superintendent/Chief Operating Officer Name]

SECTION 8

SUGGESTIONS FOR PREPARING THE APPLICATION

Keep the following points in mind regarding the online submission process:

- A printable **blank** copy of the entire application is available on the PA CARES website <http://www.safeschools.info/pacares/>.
- It is possible to start the online application and stop and continue at a later time by using the first name/last name/email address/password established at the start of a new application.
- It will be possible to print but not to revise applications after they are submitted.

Applicants are advised to gather information on these topics before starting the online submission process:

- Contact information (name, phone number, address and email address) of the following:
 - District Superintendent or Chief Operating Officer
 - Target School Principal
 - Person who will serve as the OBPP building coordinator
 - Fiscal Management Contact
 - Drop Shipment Staff Member and Physical Address
- The first and last name(s), title(s) and email address(s) of target school staff completing the Readiness Series.
- Current number of professional and support staff serving the target school students, including teachers, administrators, counselors, etc.
- Student enrollment by grade level for the 2009-10 school year.
- Frequency of behavior sanctions at the target school during the 2008-2009 school year.

APPLICATION DEADLINE

- The online application must be submitted by 11:59 p.m. November 6, 2009.
- Submit supportive materials by fax or email by 11:59 p.m. November 13, 2009 or by mail with a postmark no later than November 13, 2009. Include:
 - Verification of completion of online Preventing School Violence Readiness Series (printed copy of “user report”).
 - Letters of Assurance (principal and superintendent)
 - Hard copy of application that was submitted electronically (optional)
- Late and/or incomplete applications will not be considered.
- Schools will be notified of selection by early January 2010.

Table 1: Application Submission Check List

The PA Cares Application is an online process and must be completed and submitted online. No other form of the application will be accepted. **The Letter of Assurance (LOA) and Readiness Series User Report must be mailed with a postmark no later than November 13, 2009 to:**

Sally Canazaro
Grant and Fiscal Management Coordinator
Center for Schools and Communities
275 Grandview Avenue, Suite 200
Camp Hill, PA 17011
(717) 763-1661 ext. 168

Item	Submission Format	Deadline
Online application	Online by	11:59 p.m. November 6, 2009
LOAs <ul style="list-style-type: none"> • Principal • Superintendent/Chief Operating Officer 	Post mark by:	November 13, 2009
Readiness Series Printed User Report	Post mark by:	November 13, 2009

SECTION 9

ABOUT THE READINESS SERIES

Preventing School Violence Readiness Series

The Center for Safe Schools' Preventing School Violence Readiness Series is a three-part online course that provides schools with a framework to assess school safety needs. This series helps educators examine existing systems within their schools that support successful implementation of comprehensive school climate improvement programs and approaches, including the Olweus Bullying Prevention Program. Modules contain online presentations (PowerPoint slides with audio narrative) assessment tools, study guides, course evaluations and other supportive resource materials.

The PA CARES application process requires that an administrator or other member of the school's bullying prevention coordinating committee complete the online "Preventing School Violence Readiness Series" and **submit a completed copy of the "user report" as verification of completion of the series**. To access the online Readiness Series, the staff person must create an individual account with contact information (first name, last name, email address, title/position) at <http://fm.center-school.org/moodle/>.

Funding for this readiness series is provided by the Highmark Foundation through its Healthy High 5 Initiative.

SECTION 10

CONTACT INFORMATION

Mailing your Letter of Assurance and Budget Forms

The PA Cares Application is an online process and must be completed and submitted online. No other form of the application will be accepted. **The Letter of Assurance (LOA) and Budget Forms should be mailed with a postmark no later than November 13, 2009 to:**

Sally Canazaro

Grant and Fiscal Management Coordinator
Center for Schools and Communities
275 Grandview Avenue, Suite 200
Camp Hill, PA 17011
(717) 763-1661 ext. 168

If you have questions about completing this application, you can contact the following individuals at the Center for Safe Schools.

For questions about the OBPP, the Terms of Agreement outlined herein, or how to complete the application contact:

Stacie Molnar-Main
Special Projects Consultant, Center for Safe Schools
(717) 763-1661 ext. 128
email: smolnar-main@csc.csiu.org

or

Leah Harry Galkowski
Safe Schools Coordinator
(717)763-1661 ext. 152
lgalkowski@csc.csiu.org

For questions regarding the fiscal issues, contact:

Sally Canazaro, Grant and Fiscal Management Coordinator
Center for Schools and Communities/Center for Safe Schools
(717) 763-1661 ext. 168
email: scanazaro@csc.csiu.org