

PA CARES COHORT II 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. The Olweus program has demonstrated significant results in decreasing bullying behaviors. 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 to a limited number of school districts within the Highmark service region. Grant funds will be awarded through this grant application process.

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. Since its inception in December 2000, the Highmark Foundation has awarded more than \$2 million in grants to charitable organizations, to support initiatives and services that aim to improve community health status.

To ensure effective implementation of the Olweus Bullying Prevention Program, PLEASE review the official Olweus Bullying Prevention Program website: <http://www.clemson.edu/olweus/index.html>

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 75 schools to receive PA CARES initiative funding during 2009. 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 and participate in training and evaluation activities conducted by the Center for Safe Schools.

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*. Please make sure the target school district operates within one of these 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, 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:

- 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. Sections that require input from the principal of the target school are noted.
- 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 7, 2008.
- A Letter of Assurance (LOA): A Letter of Assurance must be signed by the school district Superintendent or Chief Operating Officer and submitted to the CSS. A template for the LOA may be obtained on the PA CARES website <http://www.safeschools.info/pacares/>. The signed Letter of Assurance must be postmarked no later than November 7, 2008. **Mail to:** Sally Canazaro, Grant and Fiscal Management Coordinator, Center for Schools and Communities, 275 Grandview Avenue, Suite 200, Camp Hill, PA 17011.
- Budget: The application requires submission of budget forms. These forms are available at the PA CARES website <http://www.safeschools.info/pacares/>. They may be downloaded and submitted as an email attachment or printed and completed manually and submitted via fax or email by the application deadline of November 7, 2008, or mailed with a postmark no later than November 7, 2008. Additional instructions and contact information for the required budget submission are available on the PA CARES website. The budget requirements **CANNOT** be submitted via the online application. **Mail to:** Sally Canazaro, Grant and Fiscal Management Coordinator, Center for Schools and Communities, 275 Grandview Avenue, Suite 200, Camp Hill, PA 17011.
- 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 will be available beginning October 1, 2008. For more information, please see Section 9. Users must create an account at <http://fm.center-school.org/moodle/> to access the course.
- **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. See the budget narrative for complete details.

Selected schools will receive **funding** for:

- Up to \$1200 funds for substitutes*
- Up to \$500 in staff salary to support compliance with the CSS's program evaluation requirements
- Up to \$3000 for the training fee for Certified Olweus trainer
- Up to \$500 for certified Olweus trainer travel
- Up to \$1500 for monthly consultations with Certified Olweus*
- Limited funding for travel to Olweus-related training
- Up to \$1000 for other capitalized resources and training to support resources and training

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:

- Identification of an available Certified Olweus trainer
- 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.

***Restrictions apply. See the budget narrative forms on <http://www.safeschools.info/pacares/> for complete details and instructions.**

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.

- SALARIES related to substitutes for Olweus-related activities during the contractual school day and time spent completing CSS evaluation data collection.
- TRAINING COSTS related to required Olweus Bullying Prevention Committee training are allowable and must be conducted by Certified Olweus trainers. Additional training expenses, such as trainings in the use of a class meeting model, are allowable if conducted by a qualified trainer.
- TRAVEL COSTS incurred for Olweus-related training.
- ADDITIONAL MATERIAL/RESOURCE PURCHASES that support the implementation of the OBPP.
 - Note: The Hazelden publishing website where OBPP and related materials may be priced and purchased is found here:
<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):

- Stipends
- 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

***Restrictions apply. See Budget forms on <http://www.safeschools.info/pacares/> for complete details and instructions.**

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.
- You can review detailed information about the 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 2008-09 school year and again one year 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 beginning of the 2009-10 school year.
- Complete all target building staff training in the Olweus model prior to September 30, 2009.
- Launch the OBPP with a kick-off event prior to October 31, 2009.
- Participate in the evaluation process as requested by CSS staff.

SECTION 7

REQUIRED LETTER OF ASSURANCE

School District Superintendent/Chief Operating Officer Address]
[School District Superintendent/Chief Operating Officer 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 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. 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,

[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 from the SAME computer, however, it is not possible to skip questions as the application is completed.
- It will not be possible to revise applications after they are submitted.
- It will not be possible to print a copy of the **completed** application after it is submitted. Please print screens as you go for your records.

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(es) of target school staff completing the Readiness Series.
- Current number of professional and support staff serving the target school students, including teachers, administrators, counselors, bus drivers, etc.
- Student enrollment by grade level for the 2008-09 school year
- Frequency of behavior sanctions at the target school during the 2007-2008 school year.

APPLICATION DEADLINE

- The online application must be submitted by 11:59 p.m. November 7, 2008.
- Budget forms must be submitted by fax or email by 11:59 p.m. November 7, 2008 or by mail with a postmark no later than November 7, 2008.
- The LOA must be postmarked no later than November 7, 2008.
- Late and/or incomplete applications will not be considered.
- Schools will be notified of selection by early December 2008.

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. Users must create an account at <http://fm.center-school.org/moodle/> to access the course. Funding for this readiness series is provided by the Highmark Foundation through its Healthy High Five 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 7, 2008 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:

Mary Dolan
Program Coordinator, Center for Safe Schools
(717) 763-1661 ext. 151
email: mdolan@csc.csiu.org

For technical questions about submitting the online application, contact:

Beth Edwards, Ph.D.
Evaluation Coordinator
Center for Schools and Communities/Center for Safe Schools
(717) 763-1661 ext. 198
email: bedwards@csc.csiu.org

For questions regarding the budget forms, 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