



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

August 1, 2010

**MEMORANDUM**

**TO:** Local and Intermediate School District Superintendents and  
Public School Academy Directors

**FROM:** Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

**SUBJECT:** 2010-11 Middle College Partnership Grant

The Michigan Department of Education (MDE) is pleased to announce the 2010-11 Middle College Partnership Grant. Approximately \$1,225,000 will be made available for this initiative. The detailed grant announcement and application instructions can be found at: <http://www.michigan.gov/mde-grants> under the "What's New" section. This is a competitive grant program that targets Intermediate School Districts (ISDs), Project ReImagine Demonstration Districts, or a district of the first class in a consortium with a state public community college/university and an accredited hospital or other appropriate entity representing Science, Technology, Engineering, and Mathematics (STEM) employment opportunities to create a Middle College focused on Health Sciences or STEM.

The Middle College Partnership Grant is a planning grant to design and develop a middle college infrastructure during 2010-11 for implementation in the 2011-12 school year.

Grant applications must be submitted to the MDE by mail and postmarked **no later than Friday, October 1, 2010**.

Questions regarding the 2010-11 Middle College Partnership Grant may be directed to Christine Reiff, in the Office of Career and Technical Education, at (517) 241-0260 or by email: [reiffc@michigan.gov](mailto:reiffc@michigan.gov).

cc: Dan Quisenberry, MAPSA  
Billie Wimmer, MCCSA  
William Mayes, MASA  
David Martell, MSBO  
Kathy Hayes, MASB

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[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

AUTHORITY:

(517) 373-1806.

COMPLETION: Voluntary. (Consideration for funding will not be possible if form is not filed.)

**2010-11 MIDDLE COLLEGE PARTNERSHIP GRANT**  
**Focused on the Field of Health Sciences or**  
**Science, Technology, Engineering, and Mathematics (STEM)**

**APPLICANT INFORMATION**

TYPE OR PRINT:

<b>APPLICANT</b>	Legal Name of District	District Code	
	Address of District		
	City and Zip Code	Name of County	
<b>CONTACT PERSON</b>	Name of Contact Person	Title	Telephone (Area Code)
	Address	City	Zip Code
	E-Mail Address	Facsimile (AC/No.)	

**IS IT A PROJECT REIMAGINE DEMONSTRATION DISTRICT? 10 points**    Yes   

**GRANT FUNDS REQUESTED: \$** \_\_\_\_\_

ASSURANCES AND CERTIFICATION: By signing this assurances and certification statement, the applicant certifies that it will agree to perform all actions and support all intentions stated in the Assurances and Certifications on page 2, and will comply with all state and federal regulations and requirements pertaining to this program. The applicant certifies further that the information submitted on this application is true and correct.

DATE \_\_\_\_\_ SUPERINTENDENT OR AUTHORIZED OFFICIAL \_\_\_\_\_  
SIGNATURE  
TYPED NAME/TITLE \_\_\_\_\_

**MAILING INSTRUCTIONS:** Return this form to the Michigan Department of Education, Attention: Christine Reiff, at the address shown above. The application with original signatures and five copies must be postmarked **no later than October 1, 2010**.

**NOTE:** Applications may no longer be hand delivered. Late applications will NOT be considered.

**ASSURANCES AND CERTIFICATIONS  
STATE PROGRAMS**

- **INSTRUCTIONS:** Please review the assurances and certification statements that are listed below. Return this page with the completed application.

**ASSURANCE CONCERNING MATERIALS DEVELOPED WITH FUNDS AWARDED UNDER THIS GRANT**

The grantee assures that the following statement will be included on any publication or project materials developed with funds awarded under this program, including reports, films, brochures, and flyers: “These materials were developed under a grant awarded by the Michigan Department of Education.”

**CERTIFICATION REGARDING NONDISCRIMINATION UNDER FEDERAL AND STATE ASSISTED PROGRAMS**

The applicant hereby agrees that it will comply with all federal and Michigan laws and regulations prohibiting discrimination and, in accordance therewith, no person, on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight or disability, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education or the Michigan Department of Education.

**CERTIFICATION REGARDING TITLE II OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, STATE AND LOCAL GOVERNMENT SERVICES (for Title II applicants only)**

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title II of the ADA covers programs, activities, and services of public entities. Title II requires that, “No qualified individual with a disability shall, by reason of such disability be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by such entity.” In accordance with Title II ADA provisions, the applicant has conducted a review of its employment and program/service delivery processes and has developed solutions to correcting barriers identified in the review.

**CERTIFICATION REGARDING TITLE III OF THE AMERICANS WITH DISABILITIES ACT (A.D.A.), P.L. 101-336, PUBLIC ACCOMMODATIONS AND COMMERCIAL FACILITIES (for Title III applicants only)**

The Americans with Disabilities Act (ADA) provides comprehensive civil rights protections for individuals with disabilities. Title III of the ADA covers public accommodations (private entities that affect commerce, such as museums, libraries, private schools, and day care centers) and only addresses existing facilities and readily achievable barrier removal. In accordance with Title III provisions, the applicant has taken the necessary action to ensure that individuals with a disability are provided full and equal access to the goods, services, facilities, privileges, advantages, or accommodations offered by the applicant. In addition, a Title III entity, upon receiving a grant from the Michigan Department of Education, is required to meet the higher standards (i.e., program accessibility standards) as set forth in Title III of the ADA for the program or service for which they receive a grant.

**IN ADDITION:**

This project/program will not supplant or duplicate an existing early childhood or family development program.

**SPECIFIC PROGRAM ASSURANCES**

The following provisions are understood by the recipients of the grants should it be awarded:

1. Grant award is approved and is not assignable to a third party without specific approval.
2. Funds shall be expended in conformity with the budget. Line item changes and other deviations from the budget as attached to this grant agreement must have prior approval from the Office of Career and Technical Education, Michigan Department of Education.
3. The Michigan Department of Education is not liable for any costs incurred by the grantee prior to the issuance of the grant award.
4. Payments made under the provision of this grant are subject to audit by the grantor.
5. Each eligible district shall comply with all reporting requirements and due dates including the Single Record Student Database.

## CERTIFICATION FOR PARTICIPATION AS GRANT MEMBER

Consortiums must consist of an ISD, Project ReImagine Demonstration District, or a district of the first class, a state public community college or university, an accredited hospital, or other appropriate entity representing STEM employment opportunities. List all participating consortium members below. Signature by the authorized representative indicates that the grant member will work cooperatively with the administrative and fiscal agent for this project and will ensure students from their district will be permitted to enroll in the middle college with the accompanying transfer of the student's per-pupil foundation allowance.

### ---CERTIFICATION OF AGENCY DESIGNATED ADMINISTRATIVE AND FISCAL AGENT FOR THIS PROJECT---

Legal Name of Agency	District Code	Name and Title of Authorized Representative	
Mailing Address (Street)		Signature	
City	Zip Code	Telephone (Area Code/Local Number)	Date Signed
Name and Title of Contact Person		Mailing Address (If different from agency address)	

### CERTIFICATION OF PARTICIPATING AGENCY

Legal Name of Agency	District Code	Name and Title of Authorized Representative	
Mailing Address (Street)		Signature	
City	Zip Code	Telephone (Area Code/Local Number)	Date Signed
Name and Title of Contact Person		Mailing Address (If different from agency address)	

### CERTIFICATION OF PARTICIPATING AGENCY

Legal Name of Agency	District Code	Name and Title of Authorized Representative	
Mailing Address (Street)		Signature	
City	Zip Code	Telephone (Area Code/Local Number)	Date Signed
Name and Title of Contact Person		Mailing Address (If different from agency address)	

### CERTIFICATION OF PARTICIPATING AGENCY

Legal Name of Agency	District Code	Name and Title of Authorized Representative	
Mailing Address (Street)		Signature	
City	Zip Code	Telephone (Area Code/Local Number)	Date Signed
Name and Title of Contact Person		Mailing Address (If different from agency address)	

Duplicate as necessary.

**MIDDLE COLLEGE PARTNERSHIP GRANT BUDGET APPROVAL FORM**

**INSTRUCTIONS:** The Budget Summary and the Budget Detail must be prepared by or with the cooperation of the Business Office using the School District Accounting Manual (Bulletin 1022).

**1. BUDGET SUMMARY**

**BUDGET: OBJECTS:**

FUNCTION CODE	FUNCTION TITLE	SALARIES	BENEFITS	PURCHASED SERVICES	SUPPLIES & MATERIALS	CAPITAL OUTLAY	OTHER EXPENDITURES	TOTAL EXPENDITURES
110	Instruction -- Basic Programs							
120	Instruction -- Added Needs							
130	Instruction -- Adult/Continuing Ed.							
210	Pupil Support Services							
220	Instructional Staff Services							
230	General Administration							
240	School Administration							
253	Facility Acquisition & Construction Services							
	Operation and Maintenance							
270	Pupil Transportation Services							
280	Central Support Services							
290	Other Support Services							
	<b>SUBTOTAL</b>							
	Indirect Costs _____ % Restricted Rate							
	<b>TOTAL</b>							

<b>TRANSACTION PURPOSE:</b>	<b>*AMOUNT OF CHANGE</b> (Use minus sign preceding decreases)
<input type="checkbox"/> Original	
<input checked="" type="checkbox"/> Amendment*	\$ _____

**2. BUDGET DETAIL**

Explain each line item that appears on the Budget Summary, using the indicated function code and title, on a plain sheet. *(Provide attachment(s) as needed.)*

_____	_____	_____
DATE	PROJECT CONTACT PERSON	SIGNATURE
_____	_____	_____
DATE	PROJECT CONTACT PERSON	SIGNATURE
_____	_____	_____
DATE	PROJECT CONTACT PERSON	SIGNATURE

Michigan Department of Education  
Office of Career and Technical Education

**2010-2011 Middle College Partnership Grant**

**Information and Application**

**General Instructions**

**Introduction**

The Michigan Department of Education (MDE) is offering a grant opportunity for Intermediate School Districts (ISD), Project ReImagine Demonstration Districts, or a district of the first class that will establish a consortium with a state public community college/university, an accredited hospital, or other appropriate entity representing STEM employment opportunities to create a Middle College focused on Health Sciences or Science, Technology, Engineering, and Mathematics (STEM).

Section 64 of the State School Aid Act as amended for fiscal year 2010-11 allocated \$1,225,000 of new funding to support this grant.

**Part I – PURPOSE OF THE GRANT**

The Middle College Partnership Grant is a planning grant to design and develop a middle college infrastructure for implementation in the 2010-11 school years. The goal of the project is to design a middle college program that will increase student achievement by providing opportunities to study and participate in learning activities related to Health Sciences or Science, Technology, Engineering, and Mathematics in a middle college environment. Once implemented, the initiative will provide students the opportunity to graduate from the middle college with training in a marketable occupation, a high school diploma, and a certificate or degree from a community college or state public university. The turnkey plan will allow the grant recipient to begin operation in the fall of 2011.

**GRANT RANGE**

The maximum grant award will be \$400,000

**Total Funds Available: \$1,225,000**

**ELIGIBLE APPLICANTS**

Grants will be made available to Intermediate School Districts, Project ReImagine Demonstration Districts, or a district of the first class that is in consortium with a state public community college/university, an accredited hospital, or other appropriate entity representing STEM employment opportunities.

## **ASSURANCE OF ACCURACY**

For each application, an assurance must be submitted stating that all information provided within is true and accurate. If, during the implementation of any funded project, MDE establishes that inaccurate or false information was provided in the application, the grant may be rescinded

## **CLOSING DATE AND SUBMISSION INSTRUCTIONS**

The original copy bearing ORIGINAL signatures and five (5) additional copies (for a total of six) of the grant application must be postmarked **no later than October 1, 2010**, to the following address:

Michigan Department of Education  
Office of Career and Technical Education  
ATTN: Christine Reiff  
P.O. Box 30712  
Lansing, MI 48909

If shipping by overnight express or UPS, the following address must be used:

Michigan Department of Education  
Office of Career and Technical Education  
608 W. Allegan Street, Upper Level  
Lansing, MI 48933

### **No hand deliveries allowed.**

The application must include a narrative, abstract, budget, budget detail, and contact information.

The tentative time frame for the operation of this grant program includes these major milestones.

October 1, 2010	Application Due
October 18, 2010	Competitive Review
October 25, 2010	Funding recommendations presented to the Superintendent of Public Instruction
November 3, 2010	Awards Announced and Grant Award Letters Issued
September 28, 2011	Projects to be completed
October 30, 2011	Final Performance Report Due
November 30, 2011	Final Expenditure Report Due

## **FUNDING CARRYOVER**

A portion of the grant award may be approved for carryover to the next fiscal year upon written request to MDE by August 31, 2011. **Any carryover funding must be spent before a new allocation is expended.**

## **REJECTION OF PROPOSALS**

The Michigan Department of Education reserves the right to reject any and all proposals received as a result of this announcement.

## **REQUIRED COMPONENTS**

Successful applicants will devise a detailed plan that will include all aspects of opening and implementing a middle college focused on Health Sciences or Science, Technology, Engineering, and Mathematics.

The plan must include, but is not limited to:

A memorandum of understanding with local constituent districts that ensures students will be permitted to enroll in the middle college and establishes a clear understanding for the transfer of the student's per pupil foundation allowance.

A description of outreach programs to provide middle and high school students about career opportunities in health sciences and STEM field.

A description of how the middle college will award high school credit and college credit for appropriate course completion.

A description of the middle college grade structure, i.e., a grade 9 through 12/13 model or grade 11 through 12/13 model.

A description of the academic structure and staffing of the middle college to include position descriptions for administrative and teaching faculty.

A plan to ensure that only highly qualified teachers will be employed by the middle college.

A description and schedule of professional development activities that will be used to transition traditional high school personnel to the middle college concept.

A description of the location of the middle college that will have, at a minimum, **60%** of the student's learning opportunities and classes on a community college, state university, and/or an accredited hospital, or other appropriate entity representing STEM employment opportunities.

A description of how the middle college integrates student services and academic calendars into the organization of the community college/state university and the accredited hospital, or other appropriate entity representing STEM employment opportunities.

A listing and description of courses offered, along with the proposed teaching locations. Examples of course syllabi that describe how the instruction will be characterized by collaborative, project based, interdisciplinary criteria that will include clinical rotations designed to acquaint students with health sciences or STEM.

Clinical rotations that provide opportunities for pupils to observe careers in the health sciences.

Experiences that provide opportunities for pupils to observe careers in the STEM occupations.

Instruction in mathematics, science, and language arts that is integrated, where appropriate, into the courses in the approved field.

Curriculum that includes entry-level college courses.

A description of wrap-around guidance and counseling services that is specifically designed to support middle college students.

A description of how each student will receive an individualized educational development plan and how that plan will be reviewed each semester.

A description of student assessment characterized by outcomes based criteria measured by multiple assessments including performance-based measures.

A communication plan designed to inform parents, faculty, and students of middle college activities. A specific communication plan for parents designed to keep them informed of their child's academic progress.

## **LENGTH OF NARRATIVE AND ABSTRACT**

Proposal narrative will be no longer than 30 pages, including charts and graphs and the project abstract will be no longer than one page. Appendices in the form of additional attachments may not exceed 15 pages. Proposals are required to address all identified criteria.

The abstract and narrative will be no less than 12 font size and no less than one-inch margins. Proposals using less than the required spacing, font, and margin size or that exceed the page requirements will be disqualified.

## **SELECTION OF THE AWARD RECIPIENTS**

This grant will be awarded through a competitive review process. A review panel composed of individuals representing the Michigan Department of Education, and other selected individuals will review grant applications. The review of each application will be based on the attached scoring rubric. The proposals most likely to be funded will have completely addressed all the elements described in the "Exceptionally comprehensive and rigorous" column of the rubrics and preference will be given to Project ReImagine Demonstration Districts. The grant awards will be based upon merit and quality, as determined by points awarded. **It is strongly recommended that the narrative be written in the sequence of the rubrics to facilitate evaluation by the grant readers.**

## **TECHNICAL ASSISTANCE MEETING**

Applicants are encouraged to attend the technical assistance meeting on **August 23, 2010**, from 2:00 a.m. until 4:00 p.m. in the State Board Room, 4<sup>th</sup> floor of the John A. Hannah Building, 608 W. Allegan Street, Lansing, Michigan. Applicants will check in at the reception desk of the John A. Hannah Building in order to be escorted to the meeting. **You must present photo identification to the security guard to be allowed to enter the building.**

Please email Christine Reiff, [reiffc@michigan.gov](mailto:reiffc@michigan.gov), three business days prior to the meeting. Please indicate the organization you are representing, the names and titles of your team, and limit teams to a maximum of three people.

Technical Assistance topics will include:

- The expectations of the middle college planning document
- An explanation of the rubric for developing and evaluating applications
- Tips for writing a competitive proposal
- Questions and answers

Parking is available in the lot directly in front of the Michigan Library and Historical Center on Kalamazoo Street. Also, parking is available in the public lot on Allegan Street across from the back (North) door of the Michigan Library and Historical Center. Attendees are encouraged to print a map quest to acquire specific directions.

## **PART II – REVIEW CRITERIA**

### **RUBRIC**

Following is a rubric to help proposal writers discern whether they have sufficiently addressed all the required elements and to help reviewers score the proposals. It is strongly suggested the narrative be written in the sequence of the rubric.

### **PROJECT REIMAGINE DEMONSTRATION DISTRICTS WILL BE GIVEN PREFERENCE – 10 POINTS**

#### **A. MIDDLE COLLEGE VISION**

Provide a clear description of the vision and philosophy of the proposed Middle College and how they will result in implementation of an innovative educational approach that will drive your effort. Specify the underlying theories and research that support the vision, philosophy, and innovative approach and how they will result in choice options in the targeted community. This section is worth a maximum of **30 points**.

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive, rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
The proposal provides:  A minimal description of the vision and philosophy and how they will result in implementation of an innovative educational approach and desirable school choice option.	The proposal provides:  A description of the vision and philosophy and how they will result in implementation of an innovative educational approach and desirable school choice option.	The proposal provides:  An extensive description of the vision and philosophy and how they will result in implementation of an innovative educational approach and desirable school choice option.
A vague description of how this project will benefit student achievement and access to health science or STEM occupational training.	A description of how this project will benefit student achievement and access to health science or STEM occupational training.	An extensive description of how this project will benefit student achievement and access health science or STEM occupational training.
A vague reference to prior strategies used to address the need for career development and employability skill training.	A clear reference to prior strategies used to address the need for career development and employability skill training.	A clear and complete reference to prior strategies and activities used to address the need for career development and employability skill training including lessons learned.

## **B. PROJECT DESIGN**

Provide a description of the methodology, design, and strategies to be used to accomplish the project goals. This section of the proposal is worth a maximum of **50 points**.

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive, rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
The proposal provides:  An incomplete plan to establish outreach programs to provide information to middle school and high school students about career opportunities related to health sciences or STEM.	The proposal provides:  A plan to establish outreach programs to provide information to middle school and high school students about career opportunities related to the health sciences or STEM.	The proposal provides:  A detailed and comprehensive plan to establish outreach programs to provide information to middle school and high school students about career opportunities related to health sciences or STEM.

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive, rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
An incomplete plan that will provide the middle college the ability to grant a high school diploma, a certificate or a degree from a community college or state public university, or transferable college credits.	A plan that will provide the middle college the ability to grant a high school diploma, a certificate or a degree from a community college or state public university, or transferable college credits.	A comprehensive and detailed plan that will provide the middle college the ability to grant a high school diploma, a certificate or a degree from a community college or state public university, or transferable college credits.
A description of the middle college grade structure.	A detailed plan explaining the middle college grade structure and the rationale for the grade structure.	A detailed and comprehensive plan explaining the middle college grade structure, the rationale for the grade structure and supporting research validating the design.
An incomplete plan to implement a teaching location on, or partially on, a college campus, a hospital site or other entity site (employer facility) for the integration of a middle college for the purposes of career development in the health sciences or STEM.	A detailed plan to implement a teaching location on, or partially on, a college campus, a hospital site or other entity site (employer facility) for the integration of a middle college for the purposes of career development in the health sciences or STEM; and	A detailed and comprehensive plan to implement a teaching location on, or partially on, a college campus, a hospital site or other entity site (employer facility) for the integration of a middle college for the purposes of career development in the health sciences or STEM; and
A plan for the academic structure and the staffing of the middle college to ensure only highly qualified teachers will be employed.	Provides a detailed description of the academic structure and staffing of the middle college to ensure only highly qualified teachers will be employed; and	Provides a comprehensive and detailed description of the academic structure and the staffing of the middle college to ensure only highly qualified teachers will be employed; and
A plan of professional development activities that will transition traditional high school personnel to the middle college concept.	Provides a detailed plan and schedule of professional development activities that will transition traditional high school personnel to the middle college concept.	Provides a comprehensive and detailed plan and schedule of professional development activities that will transition traditional high school personnel to the middle college concept.
A description of how the middle college will integrate student services and academic calendar in the organization of the community college/state university or other entity (employer facility).	A detailed description of how the middle college will integrate student services and academic calendar in the organization of the community college/state university or other entity (employer facility).	Provides a comprehensive and detailed description of how the middle college will integrate student services and academic calendar in the organization of the community college/state university or other entity (employer facility).

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive, rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
A plan to create a curriculum that will include rotations or internships for pupils to observe on-site careers in the health sciences or STEM occupations.	A plan to create a curriculum characterized by collaborative, project based interdisciplinary curricula that will include rotations or internships for pupils to observe on-site careers in the health sciences or STEM occupations.	A comprehensive and detailed plan to create a curriculum characterized by collaborative, project based interdisciplinary curricula that will include rotations or internships for pupils to observe on-site careers in the health sciences or STEM occupations.
A plan to establish an Educational Development Plan for each pupil enrolled.	A plan to establish an Educational Development Plan for each pupil enrolled that will be reviewed at least once each semester.	A comprehensive plan to establish an Educational Development Plan for each pupil enrolled that will be reviewed at least once each semester.
A plan to measure student outcomes by multiple assessments.	A plan to measure student outcomes by multiple assessments including performance-based assessments, teacher/mentor observations, and portfolios.	A comprehensive and detailed plan to measure student outcomes by multiple assessments including performance-based assessments, teacher/mentor observations and portfolios.
No plan for parent and student communication	A parent and student communication plan to inform parents and students of academic achievements and school activities.	A comprehensive and detailed parent and student communication plan to inform parents and students of academic achievement and participation in school activities.

### **C. PROJECT LEADERSHIP**

Provide a description of the key personnel, their responsibilities, and a project plan related to the completion of project goals. This section of the proposal is worth a maximum of **10 points**.

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive, rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
The proposal:  Identifies key personnel but lacks specificity of project responsibilities and timelines for project activities.	The proposal:  Identifies key personnel, their project responsibilities, and the amount of time assigned to the project.	The proposal:  Provides a chart identifying key personnel such as principal, counselor(s), college liaison, or employer representative, project responsibilities, percentage of

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive, rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
		time devoted to the project and a timeline for completion of activities.
Provides no management plan.	A description of a project management design but without clear lines of authority or the oversight necessary to complete the project goals.	A description of a comprehensive project management design with clear lines of authority and the oversight necessary to complete project goals.

#### **D. PROJECT EVALUATION**

Provide a description of the evaluation design, including the specific methodologies, and measurements that will be used to provide lessons learned and to identify areas of improvement. This section of the proposal is worth a maximum of **10 points**.

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive, rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
The proposal:  Identifies an evaluation design but does not provide a description of specific methods that will be used.	The proposal:  Identifies a limited evaluation design with some methods and instruments that will be used.	The proposal:  Identifies a comprehensive evaluation design to include the individual responsible for the program evaluation and specific methods and instruments that will be used.
No plan for feedback	An acceptable description of the ongoing feedback process that will promote program implementation.	A comprehensive description of an ongoing feedback process that will promote program implementation.

#### **E. PROJECT BUDGET**

Provide a detailed project budget that includes salaries and/or stipends for all participants to be funded with the grant funds and a detailed description of other resources required for project completion. This section of the proposal is worth a maximum of **10 points**.

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive, rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
The budget:  Is limited in scope and does not provide a detailed plan of how grant funds will be expended.	The budget:  Is cost effective, complete and provides information on salaries, all forms of compensation, travel,	The budget:  Is cost effective to support the project and shows a clear and detailed relationship between budget items, project

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive, rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
	equipment, and other expenditures.	objectives, and anticipated results; and provides detailed budget information on project participants' salaries, all forms of compensation, travel, equipment and other expenditures.

## **F. QUALIFICATION OF KEY PERSONNEL**

Provide a proposal for the project director and the key personnel who will comprise the core grant team. A review of each application will be made to determine whether the qualifications of key personnel are appropriate. This section of the proposal is worth a maximum of **10 points**.

<b>Marginally comprehensive, lacks rigor</b>	<b>Comprehensive rigorous</b>	<b>Exceptionally comprehensive and rigorous</b>
<p>The proposal:</p> <p>Provides marginal evidence of the qualifications and experiences of the project director and other key personnel to assure completion of the project.</p>	<p>The proposal:</p> <p>Provides evidence that the project director and other grant participants are qualified to assure the completion of the project and attainment of the goals and demonstrates an awareness of the need for dedicated time to the project for personnel.</p>	<p>The proposal:</p> <p>Provides ample evidence of the qualifications of the project director and other key personnel to assure the project achieves all goals and objectives; and provides the percentage of time each person will commit to the project; and documents that grant participants are qualified to provide the administrative, curricular, occupational, health science or STEM professional expertise necessary to meet the grant requirements and deliverables.</p>

## **INFORMATION CONCERNING OTHER REQUIREMENTS**

### **Length of Award**

Funding will be effective immediately following the Superintendent of Public Instruction's approval of grant awards anticipated November 3, 2010, with an ending date of September 30, 2011.

### **Payment Schedule**

Payments to the grantee will be made available when the grant award letters are signed by the Superintendent of Public Instruction.

## **Financial Reporting**

A final expenditure report will be required within 60 days of the grant ending date, showing all bills paid in full.

## **State of Michigan Monitoring Visits**

All grant awards are subject to on-site grant review. Project staff must maintain and make available, in the event of a monitoring visit, evidence to support the complete implementation of the proposed project.

## **Ownership of Materials Produced**

Ownership of products resulting from the Middle College Partnership Grant, which are subject to copyright and have economic value, shall remain with the state of Michigan unless such ownership is explicitly waived. This stipulation covers recipients as well as subcontractors receiving funds through this grant program.

## **Where to Obtain Help**

Questions regarding the application and submission procedures should be directed to Christine Reiff, Michigan Department of Education, (517) 241-0260, or by email at: [reiffc@michigan.gov](mailto:reiffc@michigan.gov).

## **Resources**

Michigan Department of Education, Early/Middle College webpage  
[http://www.michigan.gov/mde/0,1607,7-140-43092\\_51178---,00.html](http://www.michigan.gov/mde/0,1607,7-140-43092_51178---,00.html)

lists the previously funded Middle College Partnership Grant recipients. Each of the existing programs provides a brief synopsis of their program, contact information, and their final report.

Jobs for the Future [www.jff.org](http://www.jff.org)

National Middle College Consortium <http://www.laguardia.edu/mcnc/> Applicants are strongly encouraged to review the National Middle College Consortium website.

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