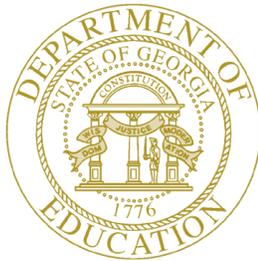


Connections for Classrooms

A collaborative program from the Georgia Department of Education
and the Governor's Office of Student Achievement

Release: June 16, 2014

Grant Application Instructions



Version History

- 6/16/2014: Release

Feedback

Steve Korwan
skorwan@georgia.gov
404-971-1704

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Introduction

Connections for Classrooms is a grant program joining multiple state agencies around the common goal of ensuring Georgia schools and classrooms have the high-speed broadband access required for digital and blended learning. The program focuses on broadband technologies categorized as “Tier 1” (if remaining after initial GaDOE grant), “Tier 2” and Tier 3,” namely Internet connectivity to schools and classrooms.

This document describes the process of applying for Connections for Classrooms funding. Each key step is outlined with the information needed to complete it, offering the guidance needed to successfully submit an application.

If questions on the grant application process or on this information arise, please reach Steve Korwan, Program Manager for Connections for Classrooms, at 404-971-1704 or skorwan@georgia.gov.

High-speed Internet connectivity is crucial for Georgia’s students. Good luck with the preparation and results of your application!

Application Overview

There are five primary steps in completing the grant application process, which will be described fully in this guide:

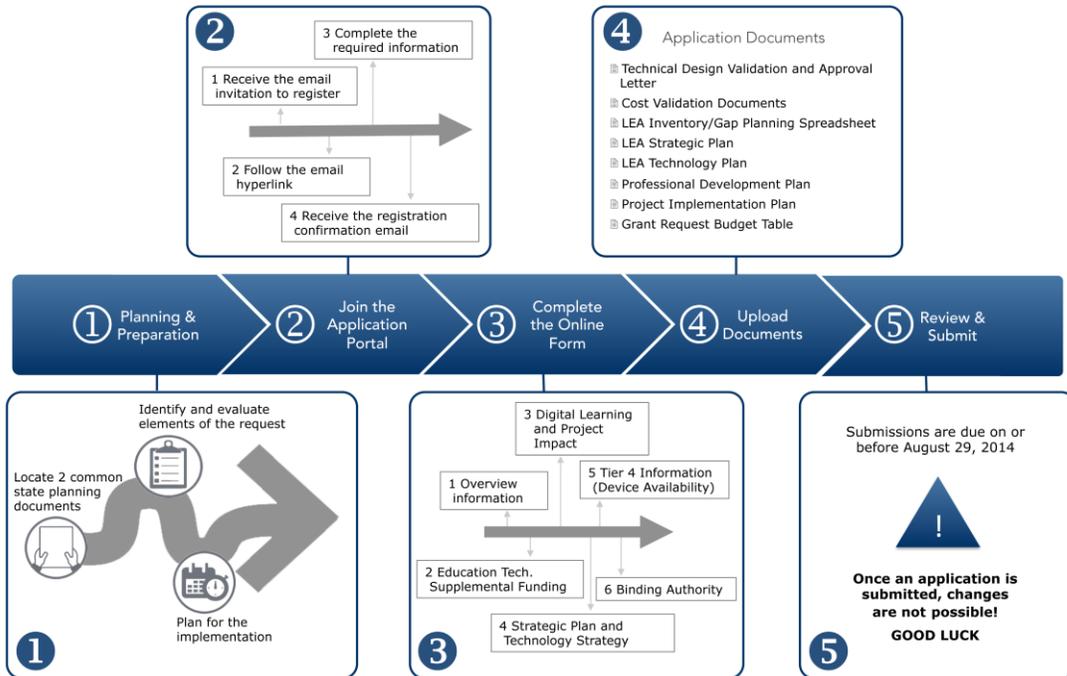
1. Planning & Preparation
2. Join the Application Portal
3. Complete the Online Form
4. Upload Documents
5. Review & Submit

See Figure 1 for a representation of the process.

Even if a district decides not to apply for grant funding, its representatives are encouraged to complete an abbreviated process for the purpose of providing information to state representatives who plan and budget funding for Georgia’s broadband technologies. Please refer to the section “Appendix 1: Process for Submitting Information Only” found later in this document for a description of this streamlined process.

Figure 1

Grant Application Process



The application process encourages districts to create or validate their plans for achieving the state’s goals for broadband connectivity in K-12 schools, which is a beneficial exercise for districts that have been advancing a technology plan for years and others that

have more recently begun their journey. With a well-considered technology plan in-hand, the Connections for Classrooms application is a straightforward process accomplished with a modest level of effort.

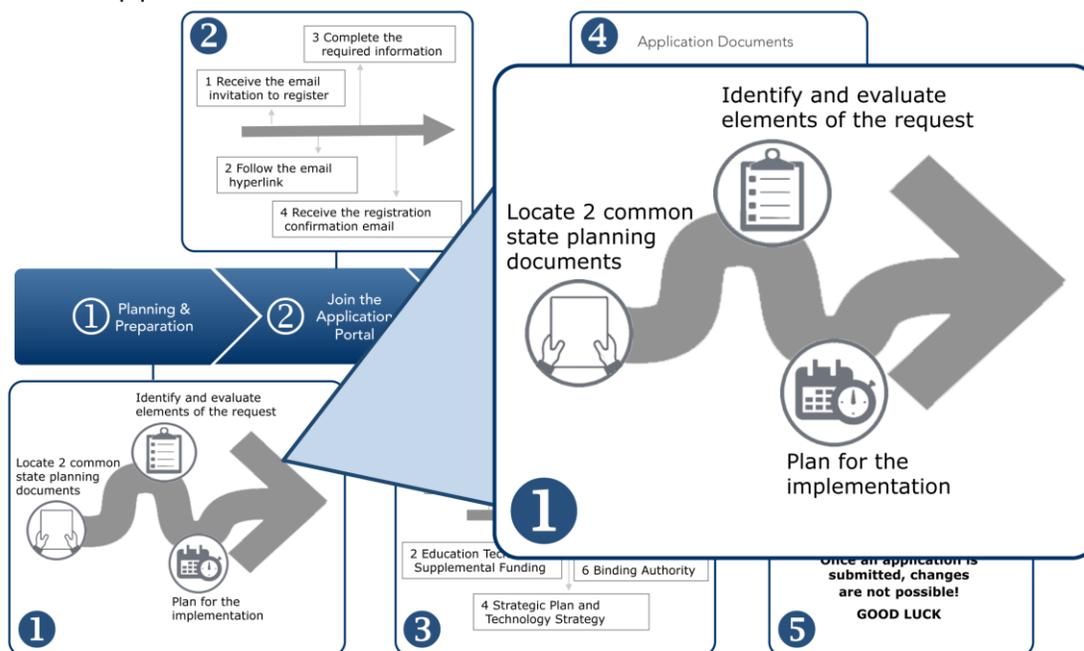
Ready to learn more? Follow along for a description of each step in the application process.

Step 1: Planning and Preparation

The Connections for Classrooms grant application leverages the plans and materials that are key to the district’s digital learning blueprint. Much of the information needed for the Connections for Classrooms grant may already be available! This section describes the data requested in the grant application. *See Figure 2.*

Figure 2

Grant Application Process



Locate Common State Planning Documents

The application requests two common state planning documents that districts have available as reference into their digital learning initiatives:

LEA Strategic Plan. This document is a strategic state planning document that includes information about the district’s current-state and future-looking plans for digital learning. This plan should already be available for each district and it can be submitted for the Connections for Classrooms grant in its current state, unless the district chooses to modify its plans in order to take advantage of grant funding opportunities.

LEA Technology Plan. This document is a strategic state planning document that includes information about the district’s plans for broadband connectivity and technology related to digital learning. This plan should already be available for each district and it can be provided in its current state, unless the district chooses to modify its plans in order to take advantage of grant funding opportunities.

Identify and Evaluate Elements of the Request

The Connections for Classrooms application requests information related directly to the plans underpinning the district's grant request. To prepare these materials, districts may be able to leverage much of their existing digital learning information paired with new data considered and assembled for the purpose of the grant request:

LEA Inventory/Gap Planning Spreadsheet. This document utilizes a template that provides a guide for understanding the equipment and services needed to achieve broadband capacity goals. It helps derive gaps between current-state facilities and target-state goals and serves as a tool to facilitate planning discussions with third party providers. Perhaps more involved than other grant preparatory activities, it relies on having a basic inventory of current broadband systems.

The template document and a companion document containing instructions for completing it are available at <http://gosa.georgia.gov/connections-classrooms-grant-application-information>.

Grant Request Budget Table. This document utilizes a template that provides a guide for equipment, materials and services that are eligible under the grant program. Items are categorized by technology Tier and costs are classified as capital or non-capital. To prepare for completing this document, a district would identify its Tier 1, 2 and 3 technology needs, consult with its systems vendor(s) on planning and pricing, and finalize its intentions for the grant request.

The grant request budget table template is available at <http://gosa.georgia.gov/connections-classrooms-grant-application-information>.

Cost Validation Documents. This includes one or more documents that outline the costs related to equipment and service items found in the Grant Request Budget Table. Applicable documents include vendor quotes, RFI responses, statements of work and similar third party materials that demonstrate the itemized price of materials comprising the request. Key data points include the vendor name, itemized equipment listing, cost and discounts and the offer/quote expiration date.

Plan for the Implementation

The grant application requests several documents related to the activities for installing the network equipment related to the Connections for Classrooms request, and for preparing staff members to leverage the new capabilities available to themselves and students.

Project Implementation Plan. This document uses a template to describe the district's plan for accomplishing the goals of the build or upgrade program that is the focus of the grant request. It should include a moderate level of specificity of the tasks involved, with each task indicative of the expected start and completion times, the grant-related equipment and/or services involved, key partners, resources (internal and/or contracted), and the representative assigned to lead each task. The Project Implementation Plan should also outline the district's plan for sustainability and maintenance of equipment requested in the grant program.

The template for the Project Implementation Plan is available at <http://gosa.georgia.gov/connections-classrooms-grant-application-information>.

Technical Design Validation Letter. This document provides professional assurance that the systems architecture devised to achieve broadband goals is feasible considering the current environment, the proposed changes to the environment including equipment and services, and the program's high-speed capacity and reach goals. It can be obtained as an element of the vendor evaluation or RFI that serves as a basis for the grant request.

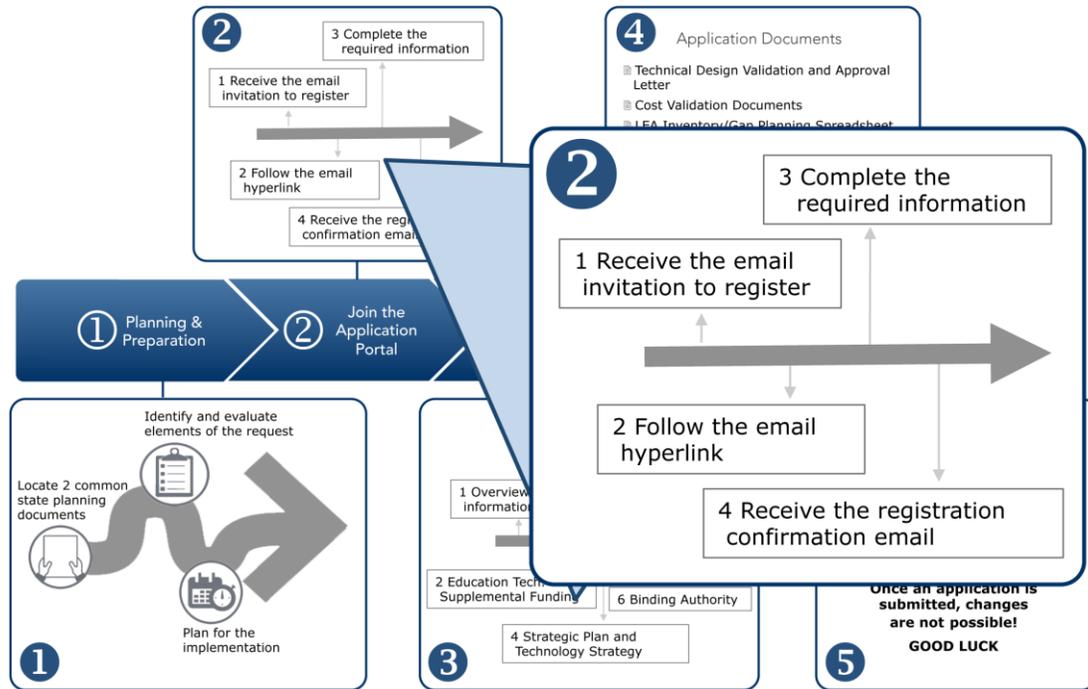
Professional Development Plan. This document describes employee-centric initiatives that will ensure that staff members are able to successfully use and integrate the grant-funded systems into their work and outlines the timeline in which the initiatives will be introduced and completed. The core of this information may be available in the LEA Strategic/Business Plan, which can be supplemented with more specific activity and timeline plans which are created for the purpose of the grant-related program.

Step 2: Join the Application Portal

To simplify the grant application and the management of grant materials, the Connections for Classrooms program is conducted through an online application portal. The LEA representative who will be directly submitting the application will register with the portal through an invitation process to gain access to its functions. *See Figure 3.*

Figure 3

Grant Application Process



Upon the release of the grant, members of the district will receive an emailed invitation to join the application portal, which provides access to interact with the facilities related to the submission of a grant application. Each local educational agency (LEA) representative who has been participating in the grant activities leading up to its release will receive an invitation.

The email invitation will contain a hyperlink to the portal, where the representative is asked to complete a quick, one-time registration to establish an account, accomplished by entering name, email address and password information. Please remember the email address and password entered, as this information is necessary to gain access later to the portal.

Although each LEA representative receives an invitation, it is recommended that ONLY ONE person in the district accept this invitation.

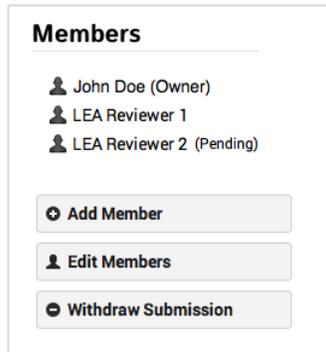
Other district representatives join the first person’s team through a process that first person initiates from the online application portal. Using this method allows all members of the district to edit and view the same grant application. Otherwise, each LEA representative will begin a unique application that cannot be joined with others. See the area labeled “Creating an Application Team” below for information on creating a team.

Once the registration is complete, a confirmation email is sent to the representative. The email will ask the recipient to confirm the account registration by following a hyperlink. After clicking the link, a web page appears that asks, “Create a new Submission?” To begin, click the button labeled “**Get Started.**”

You’re set and ready to go!

Creating an Application Team

As many people in the district as desired may be associated with a specific Connections for Classrooms grant application. To create an application team, the first member of the district to join the online application portal uses the Add Member function, found on the application portal landing page, to associate additional members with the application.



When the first member (“Owner”) chooses Add Member, a screen appears asking for the first name, last name, email address and access level for the new team member.

Grant Application Instructions

To add a new member or co-applicant to your submission, please fill in all of the required information about the individual below.

First name	<input type="text" value="LEA"/>
Last name	<input type="text" value="Reviewer1"/>
Email	<input type="text" value="leigh+reviewer1@mindspring.com"/>
Access Level	<input type="button" value="Standard member"/> ▾
<input type="button" value="Submit"/>	<ul style="list-style-type: none">Owner✓ Standard memberRead-only member

Upon Submit, an invitation to join the application portal is sent to the identified party that is accepted using the same procedures described earlier in this section.

As a team, each member is able to interact with the same grant application.

Application Portal Landing Page

After completing the registration process, visiting the application portal will display a dashboard page that provides an overview of the progress of the Connections for Classrooms application. This page helps you understand and complete the necessary steps to apply for the grant. *See Figure 4.*

Figure 4

Home » Untitled Application

Untitled Application (A-3416266927)

Application Round

Task	Actions	Status	Deadline
Proposal Grant Application Form		Incomplete	08/29/2014 05:00:00 PM
Upload Technical Design Validation Letter.		Incomplete	08/29/2014 05:00:00 PM
Please refer to the Grant Guidelines document for parameters of the letter. Upload as a PDF.			
Upload all Cost Validation documents.		Incomplete	08/29/2014 05:00:00 PM
Project costs are validated with vendor quotes, RFI responses, and/or other cost validation for pricing used for this application. Please upload in one document as a PDF.			
Upload LEA Inventory/Gap Planning Spreadsheet.		Incomplete	08/29/2014 05:00:00 PM
The spreadsheet template is available on the Connections for Classrooms Application Templates page.			
Upload LEA Strategic Plan (as		Incomplete	08/29/2014

Progress
This Submission is 0.0% complete. You still need to:

- Complete task "Proposal Grant Application Form"
- Complete task "Upload Technical Design Validation Letter."
- Complete task "Upload all Cost Validation documents."
- Complete task "Upload LEA Inventory/Gap Planning Spreadsheet."
- Complete task "Upload LEA Strategic Plan (as referenced in application)."
- Complete task "Upload LEA Technology Plan (as referenced in application)."
- Complete task "Upload Professional Development Plan (as referenced in application)."
- Complete task "Upload Project Implementation Plan."
- Complete task "Upload a Grant Request Budget Table"
- Submit

Members

- John Doe (Owner)
- Add Member
- Edit Members
- Withdraw Submission

Each task required for the submission of an application is listed, and by each task is an indication of its status, “Incomplete” or “Complete,” with a reminder of the task completion deadline.

Task	Actions	Status	Deadline
Proposal Grant Application Form	View Edit Delete	Complete	08/29/2014 05:00:00 PM
Upload Technical Design Validation Letter.	View Edit Delete	Complete	08/29/2014 05:00:00 PM
Please refer to the Grant Guidelines document for parameters of the letter. Upload as a PDF.			
Upload all Cost Validation documents.		Incomplete	08/29/2014 05:00:00 PM
Project costs are validated with vendor quotes, RFI responses and/or other cost			

Tasks are initiated by clicking on the hyperlinked name of the task, and when available, additional Actions appear by each task, which include the following:

View – Provides an interactive “as-is” view of the completed application form, where reviewers can post and see comments, download or print the application, and navigate to features for editing and deleting the application.

Edit – Allows the representative to edit the application information.

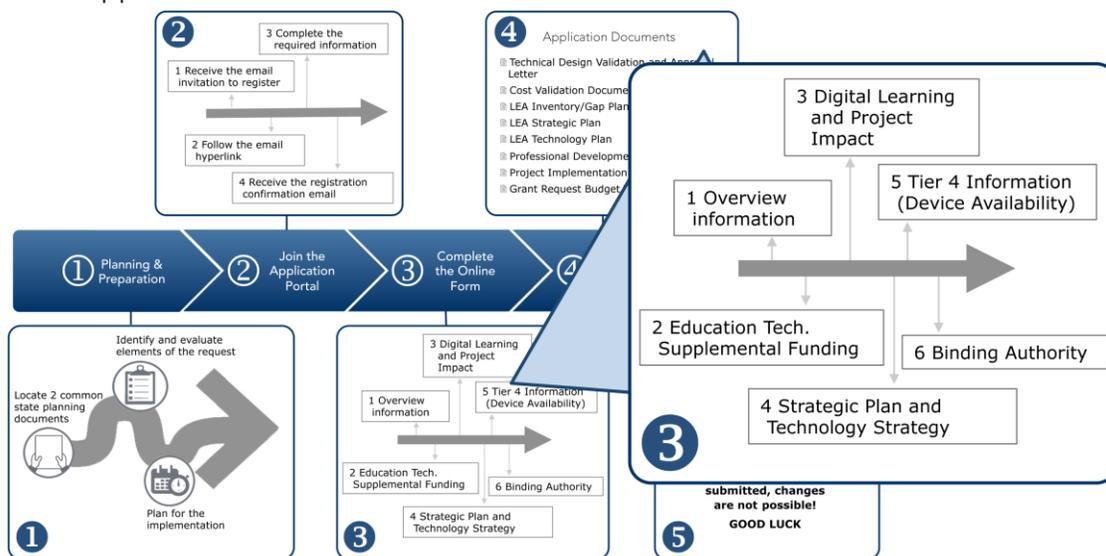
Delete – Removes all content that has been entered into the application.

Step 3: Complete the Online Form

The Connections for Classrooms application is submitted into the program by way of an online application portal. There are two tasks necessary to complete an application, which include the completion of an online application form and the submission (“upload”) of several companion documents. This section reviews the process for completing the online application form. *See Figure 5.*

Figure 5

Grant Application Process



The LEA representative who will be directly submitting the application uses the email address and password used to register for the application portal to access the application process. The registration process is outlined in section “Step 2: Join the Application Portal” found earlier in this document.

When an applicant signs into the portal, the application portal landing page appears with a current-state view of the status of each task related to the application submission. To begin, edit or complete the online form, click the link labeled “Proposal Grant Application Form.”

The application is divided into six sections, described here for reference. The application may be completed in one or in multiple sessions. To navigate through the application, use the buttons found at the bottom of each page of the application:

Save & Continue Editing – Saves the data entered on the page without leaving the page.

Back – Saves data entered on the page, leaves the current page and returns to the previous page in the application form sequence.

Next – Saves data entered on the page, leaves the current page and proceeds to the next page in the application form sequence.

Save & Exit – Saves the data entered on the page and returns to the application portal landing page.

Section 1: Overview Information

Section 1 of the application form seeks general information about the LEA, the person completing the application and the nature of the grant request.

Figure 6, Application Section 1

The screenshot shows a web application interface for the 'Connections for Classrooms Grant Program'. At the top, there is a navigation bar with 'Home' and 'User' links. Below this, there are links for 'Settings' and 'Help', and a 'Back to Submission' button. The main heading is 'Connections for Classrooms Grant Program', with a sub-heading 'Proposal Grant Application Form'. A breadcrumb trail shows 'Home > County > Proposal Grant Application Form'. The form is titled 'Proposal Grant Application Form' and includes a progress indicator showing '0%'. The section is titled 'Section 1: Overview Information' and 'Local Education Authority Information'. It contains several input fields: 'Local Education Authority (LEA) Name' (a dropdown menu), 'LEA System ID Number' (a dropdown menu), and 'Federal Employer Identification Number (EIN)' (a text field with a placeholder '(NN-NNNNNN)'). Below these is the 'Applicant Contact Information' section, which includes fields for 'Contact Name', 'Title', 'Phone', and 'Email'. A question asks 'Will your LEA be requesting funds in this round of Connections for Classrooms?' with radio buttons for 'Yes' and 'No'. There are three text fields for 'Total Tier 1 Funds Requested', 'Total Tier 2 Funds Requested', and 'Total Tier 3 Funds Requested'. A 'Funding Request Overview' section includes a field for 'Total Amount of Funds Requested' with a dollar sign prefix. The 'Application Executive Summary' section includes a text area with a 500-word limit and a 'Words entered: 1. Min: 1 Max: 500' indicator. At the bottom, there are 'Save & Continue Editing' and 'Next' buttons.

Local Educational Agency (LEA) Name. Choose the appropriate LEA entity from a dropdown box listing of all eligible districts. If you do not see your district listed, please contact Steve Korwan at skorwan@georgia.gov.

LEA System ID Number. Choose the appropriate LEA identifier from a dropdown box listing of identifiers from eligible districts. If you do not see your identifier listed, please contact Steve Korwan at skorwan@georgia.gov.

Federal Employer Identification Number (EIN). Enter the district's federal employer number in the format NN-NNNNNNN.

Application Contact Information. In the event that questions arise about a grant application, it is helpful to know which LEA representative to reach and how to do so. Please enter the name, title, phone number and email address of the person who is completing the online application.

Will your LEA be requesting funds in this round of Connections for Classrooms? The information provided with the grant application is helpful for the grant consideration and is also helpful to state-level staff who plan and budget funding for Georgia's broadband technologies. Even if a district decides not to apply for grant funding, its representatives are encouraged to complete an abbreviated process for providing information.

If the district intends to apply for a grant award, this question is answered "Yes," and the applicant is guided through the process of providing grant-related information. If the district does not wish to apply for a grant award, this question is answered "No," and the representative is guided through the abbreviated process of submitting information that skips to Section 5.

Total Tier 1 Funds Requested. Enter the total dollar amount of Tier 1 funds being requested in the grant application, found in the document "Grant Request Budget Table" by totaling the "TOTAL TIER 1" values for equipment ("B"), materials ("C") and installation services ("D").

Total Tier 2 Funds Requested. Enter the total dollar amount of Tier 2 funds being requested in the grant application, found in the document "Grant Request Budget Table" by totaling the "TOTAL TIER 2" values for equipment ("B"), materials ("C") and installation services ("D").

Total Tier 3 Funds Requested. Enter the total dollar amount of Tier 3 funds being requested in the grant application, found in the document "Grant Request Budget Table" by totaling the "TOTAL TIER 3" values for equipment ("B"), materials ("C") and installation services ("D").

Application Executive Summary. Enter a short description of the grant request (not exceeding 500 words), comprised of high-level information about the intended introduction or enhancement of digital learning technology.

Section 2: Education Technology Supplemental Funding

Section 2 of the application form seeks an understanding of investments that are interrelated with requested grant funds for the purpose of achieving local broadband goals.

Figure 7, Application Section 2 (upper)

Home County » Proposal Grant Application Form

Proposal Grant Application Form 16%

Section 2: Education Technology Supplemental Funding
E-Rate Participation

Please fill in the tables below with your E-Rate funding in dollars. The years are the USAC funding years.

	2013 Requested	2013 Committed	2013 Spent
Priority 1	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Priority 2	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

	2014 Requested
Priority 1	\$ <input type="text"/>
Priority 2	\$ <input type="text"/>

Explain your LEA's participation in E-Rate in 2013 and 2014.
250 Word Limit.

Words entered: 1. Min: Max: 250

E-Rate Participation. For 2013, enter information about E-Rate Priority 1 and Priority 2 requests separately, including funding requested, committed and spent. For 2014, enter the E-Rate Priority 1 and Priority 2 requests separately.

Explain your LEA's participation in E-Rate in 2013 and 2014. Briefly outline the strategy or intention of the E-Rate requests made in these years, and note the progress that was made in building or enhancing broadband systems with this funding source (not exceeding 250 words).

Technology investments are not, unfortunately, self-sustaining. Equipment and systems require care and regular maintenance to sustain usefulness. It is imperative that local

educators have a commitment to building and preserving the district’s broadband infrastructure. This next section of the application seeks to understand the local commitment.

An LEA can show investment in network and server infrastructure through providing matching funds and/or demonstrating evidence of past or future commitments to upgrade network or server infrastructure with local funds.

Figure 8, Application Section 2 (lower)

Words entered: 1. Min: Max: 250

LEA Investment
An LEA can show investment in network and server infrastructure through providing matching funds and/or demonstrating evidence of past or future commitments to upgrade network or server infrastructure with local funds.

Matching Funds

Dollar amount of local matching funds for request grant funds \$

Percent of requested grant funds %

Local Investment
Describe the local investment that either has occurred since June 2013 or is anticipated to occur through August 2015. These investments can include servers, switches, cable plant, router, wireless infrastructure, and any increased services to support connectivity. It should not include any fixed annual or maintenance costs or expenditures on new schools.

Dollar amount of local investments made between June 2013 and August 2014 \$

Dollar amount of anticipated local investments between September 2014 and August 2015 \$

Total

Percentage of requested grant funds %

Total Percentage

Briefly describe the local investment in network and server infrastructure and how it relates to the equipment and/or services requested in this grant application.
250 Word Limit.

Save & Continue Editing Back Next

Dollar amount of local matching funds for request grant funds. Enter the total dollar amount of funds that the district is prepared to invest to complement the funds being requested within the Connections for Classrooms grant.

Percent of requested grant funds. The ratio of grant-requested funds to committed local matching funds is automatically calculated based upon entries into related data fields.

For information regarding local investments, consider local broadband investments that have occurred since June 2013 or are anticipated to occur through August 2015. These investments can include servers, switches, cable plant, router, wireless infrastructure, and any increased services to support connectivity, however it should not include any fixed annual or maintenance costs or expenditures on new schools.

Dollar amount of local investments made between June 2013 and August 2014. According to the guidelines described above, enter the appropriate dollar figure.

Dollar amount of anticipated local investments between September 2014 and August 2015. According to the guidelines described above, enter the appropriate dollar figure.

Percentage of requested grant funds. The ratio of grant-requested funds to total investments made since June 2013 and anticipated through August 2015 is automatically calculated based upon entries into related fields.

Total Percentage. The ratio of grant-requested funds to total LEA investment in the form of matching funds and local investments is automatically calculated based upon the entries into related fields.

Briefly describe the local investment in network and server infrastructure and how it relates to the equipment and/or services requested in this grant application. It is helpful to understand how requested grant funds are supporting current investments being made in local broadband initiatives. Does additional funding help fast-forward an existing technology blueprint? Maybe additional funding allows for higher capacity systems. Briefly describe how the investments partner (not exceeding 250 words).

Section 3: Digital Learning and Project Impact

Section 3 of the application form seeks an understanding of how local representatives are intending to leverage technology investments to further digital and personalized learning capabilities.

Figure 9, Application Section 3

The screenshot shows a web application interface for the 'Connections for Classrooms Grant Program'. At the top, there is a navigation bar with 'Home' and 'User' options. Below this, there are links for 'Settings' and 'Help', and a 'Back to Submission' button. The main heading is 'Connections for Classrooms Grant Program', followed by 'Proposal Grant Application Form'. A breadcrumb trail shows 'Home > County > Proposal Grant Application Form'. A progress bar indicates that 33% of the form is completed. The current section is 'Section 3: Digital Learning and Project Impact'. The instructions ask the user to describe the LEA's strategy to advance digital learning, improve student outcomes, and what the grant will enable that is not possible under current infrastructure. A link is provided for the definition of digital learning. A 500-word limit is specified. Below the text area, there are four input fields for 'Students positively impacted: #', 'Teachers positively impacted: #', 'Instructional areas positively impacted: #', and 'Schools positively impacted: #'. At the bottom, there are buttons for 'Save & Continue Editing', 'Back', and 'Next'.

Please describe the LEA’s strategy to advance digital learning as a result of receiving this grant. How will this strategy improve student outcomes? What will this grant enable that is not possible under your LEA’s current infrastructure? Please provide a brief narrative outlining this information (not exceeding 500 words).

Students positively impacted. Enter an estimated number of students who will benefit from the successful execution of the digital learning plan described above.

Teachers positively impacted. Enter an estimated number of teachers who will benefit from the successful execution of the digital learning plan described above.

Instructional areas positively impacted. Enter an estimated number of instructional areas (classrooms, libraries, computer labs, etc.) that will benefit from the successful execution of the digital learning plan described above.

Schools positively impacted. Enter an estimated number of schools that will benefit from the successful execution of the digital learning plan described above.

Section 4: Strategic Plan and Technology Strategy

Section 4 of the application form seeks a general understanding of the alignment of the intended grant program with the district's strategy for digital learning and high-capacity systems. This section also seeks a high-level view of the team who will be leading the operations of the grant program.

Figure 5, Application Section 4 (upper)

The screenshot shows a web-based application form for the 'Connections for Classrooms Grant Program'. The page title is 'Connections for Classrooms Grant Program' with a subtitle 'Proposal Grant Application Form'. A progress bar indicates 50% completion. The current section is 'Section 4: Strategic Plan and Technology Strategy'. It contains three text input areas, each with a 250-word limit and an 'I agree' checkbox. The first input area is for alignment with the LEA's Strategic/Business Plan and Technology Plan. The second is for alignment with the state's strategy and technical plans related to digital learning. The third is for the professional development plan. There are also two 'I agree' checkboxes at the bottom of the section.

Briefly describe this application's alignment with the LEA's Strategic/Business Plan and Technology Plan. Enter a brief narrative describing the grant program's alignment with the local plans, and for ease reference areas within existing plans that are aligned with and supported by the grant request (not exceeding 250 words).

Briefly describe this application's alignment with the state's strategy and technical plans related to digital learning, as detailed in the Digital Learning Task Force's December

2013 recommendations. Enter a brief narrative describing the grant program’s alignment with state goals for the advancement of digital learning (not exceeding 250 words). For reference, the findings report from the Governor’s Digital Learning Task Force is available online at the Governor’s Office of Student Achievement website: http://gosa.georgia.gov/sites/gosa.georgia.gov/files/related_files/document/Task_Force_Final_Report_12.17.13.pdf.

Briefly describe the professional development plan and how it will ensure staff members are able to successfully use and integrate these systems into their work. Enter a narrative summary of the professional development plan that will be uploaded in the following step in the application process (not exceeding 250 words). For ease, sections of that document should be referenced in this text.

This application includes a Project Implementation Plan that is aligned with the Program Guidelines document on the CFC website. The plan is designed to achieve its objectives in a timely manner within its outlined budget, inclusive of defined responsibilities, timelines, milestones, and sustainability. Please indicate an understanding and acceptance of this statement.

This application has the support of an identified team that is committed to its success. Please indicate an understanding and acceptance of this statement.

Figure 6, Application Section 4 (lower)

Project Team Roster

The team roster should include the names, contact information, and project titles indicating responsibilities for the project lead and at least one additional LEA staff member. The LEA should also list additional staff members listed in the Project Implementation Plan.

*Required field

	Name	Project Title	Telephone #	E-mail
Project Lead*	<input type="text"/>	Prct Lead/Manager	<input type="text"/>	<input type="text"/>
Team Member 2*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team Member 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team Member 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team Member 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team Member 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team Member 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Team Member 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The team roster should include the names, contact information, and project titles indicating responsibilities for the project lead and at least one additional LEA staff member with a role in the project. The LEA should also list additional project members listed in the Project Implementation Plan.

Section 5: Tier 4 Information (Device Availability)

Section 5 of the application seeks an understanding of the district’s plans for Tier 4 (student level) technology. Although the Connections for Classrooms grant is not expected to fund Tier 4 initiatives, this information provides a helpful view into the district’s strategy for student devices for the purpose of future budget and grant planning.

Figure 7, Application Section 5

Home County » Proposal Grant Application Form

Proposal Grant Application Form 55%

Section 5: Tier 4 Information (Device Availability)

If Tier 4 funding were to become available in future rounds, would you apply?

Yes
 No

Describe your strategy or approach for implementing Tier 4 as outlined in your District Technology Plan.
250 Word Limit.

Approach	Grade levels
One-to-one	<input type="text"/>
Bring Your Own Device (BYOD)	<input type="text"/>
Hybrid	<input type="text"/>
Other	<input type="text"/>

If Other, specify.

Estimated cost for full implementation of your plan: \$

Estimated local funds to be spent for full implementation: \$

Estimated state funds needed for full implementation (if available): \$

*Please note that Tier 4 estimates are for information purposes only and are not binding for future rounds of this competition.

Save & Continue Editing Back Next

If Tier 4 funding were to become available in future rounds, would you apply? Please indicate the district's interest in funding for Tier 4 systems.

Describe your strategy or approach for implementing Tier 4 as outlined in your District Technology Plan. Please enter a summary of the district plan for leveraging student-level technology (not exceeding 250 words).

Approach for Implementation. For each listed approach for Tier 4 implementation (one-to-one, BYOD, hybrid, other), please indicate the grade levels for which each approach is planned.

Estimated cost for full implementation of your plan. Enter the total dollar amount of the anticipated funding required to accomplish the indicated Tier 4 plans.

Estimated local funds to be spent for full implementation. Enter the portion of the total required funds that are expected to come from local budgets.

Estimated state funds needed for full implementation (if available). Enter the portion of the total required funds that are expected to come from state budgets.

Section 6: Binding Authority

Section 6 of the application seeks a legally binding commitment to the grant application from an appropriate local representative. While any authorized local representative may complete the majority of the grant application, Section 6 requires acceptance by an official of the district who is able to obligate the district with such a commitment.

Figure 8, Application Section 6

The screenshot shows a web application interface for the 'Connections for Classrooms Grant Program'. At the top, there is a navigation bar with 'Home' and 'User' links. Below the navigation bar, there are links for 'Settings' and 'Help', and a 'Back to Submission' button. The main heading is 'Connections for Classrooms Grant Program', followed by 'Proposal Grant Application Form'. A breadcrumb trail shows 'Home > County > Proposal Grant Application Form'. A progress bar indicates that 83% of the application is complete. The current section is 'Section 6: Binding Authority'. The text reads: 'I certify to the best of my knowledge the following:'. There are two checkboxes: the first is 'I am authorized to make this request on behalf of the educational system and high school.' and the second is 'The equipment and service purchases intended with these funds are within the requirements and parameters of the Grant Program Guidelines.'. Below this is a 'Signature' field with a horizontal line for the signature and a 'Clear' button. There are also fields for 'Printed Name', 'Title', and 'Date' (with a date picker showing 'YYYY/MM/DD'). At the bottom, there are three buttons: 'Save & Continue Editing', 'Back', and 'Save and Exit'.

I am authorized to make this make this request on behalf of the educational system and high school. This is a checkbox to indicate that an appropriate official has knowledge of and has provided approval for the submission of the grant request.

The equipment and service purchases intended with these funds are within the requirements and parameters of the Grant Program Guidelines. This is a checkbox to affirm that the items included within the applicant’s request for grant funding are appropriate based upon the equipment and services eligible for the program. For more information about eligible equipment and services, find both the Grant Program Guidelines document and the Eligible Expenses List on the Connections for Classrooms Website at <http://gosa.georgia.gov/connections-classrooms-grant-program>.

Signature. Please provide a digital representation of the signing authority’s signature.

Printed Name. Enter a typed version of the signing authority’s name.

Title. Enter the signing authority’s title or role with the district.

Date. Enter the date when the signing authority provides approval of the application submission.

What now? Once the final step “Section 6: Binding Authority” is complete, the application portal landing page will show the status of the “Proposal Grant Application Form” task as Complete, and new options will open for the task:

View – Provides an interactive “as-is” view of the completed application form, where reviewers can post and see comments, download or print the application, or navigate to features for editing and deleting the application.

Edit – Allows the representative to edit the application information.

Delete – Removes all content that has been entered into the application.

At this point, the first of two primary tasks for submitting a Connections for Classrooms grant application is complete. See “Step 4: Upload Documents,” found later in this document, for information on the other primary application task.

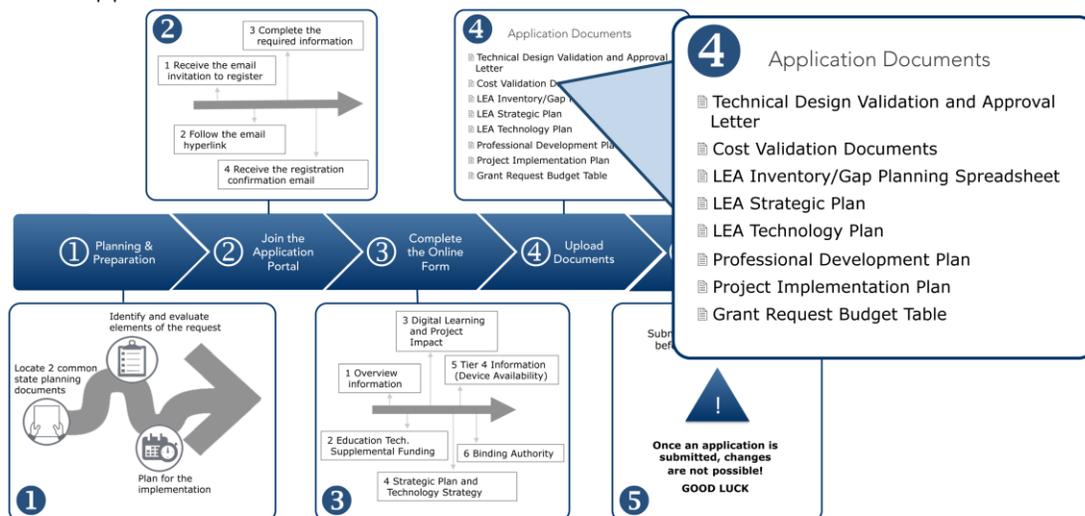
To finalize and submit the Connections for Classrooms grant application, see section “Step 5: Review and Submit,” found later in this document.

Step 4: Upload Documents

The Connections for Classrooms application is submitted into the program by way of an online application portal. There are two tasks necessary to complete an application, which include the completion of an online form and the submission (“upload”) of several companion documents. This section reviews the process for submitting companion documents. *See Figure 14.*

Figure 9

Grant Application Process



The LEA representative who will be directly submitting the application uses the email address and password used to register for the application portal to access the application process. For information on the registration process, review the section “Step 2: Join the Application Portal” found earlier in this document.

When an applicant signs into the portal, the portal home page appears and displays a current-state view of the status of each task related to the application submission. There are separate tasks that help the applicant submit supplemental documentation related to the grant application.

There are eight required documents that add depth and clarity to the proposed grant program, which were described in the section “Step 1: Planning and Preparation” found earlier in this guide:

Common State Planning Documents

- LEA Strategic Plan
- LEA Technology Plan

Elements of the Grant Request

- LEA Inventory/Gap Planning Spreadsheet
- Grant Request Budget Table
- Cost Validation Documents

Plan for the Implementation

- Project Implementation Plan
- Technical Design Validation Letter
- Professional Development Plan

For each document requested, click on its name to reach the file upload feature.

Figure 10, File Upload Feature

Home User

Settings Help

← Back to Submission

Connections for Classrooms Grant Program

Proposal Grant Application Form

Home > County > Upload Supplemental Document

Title

Document no file selected

File Types Supported:

- PDF (preferred) (.pdf)
- Microsoft Office (.doc, .ppt, .xls)
- Microsoft Office 2007 & 2010: Supported but **not recommended** (.docx, .pptx, .xlsx)
- Open Office (.odt)
- Images (.jpeg, .jpg, .gif, .png, .bmp)
- Other (.txt)

Please note that .docx, .pptx, and .xlsx formats are not entirely supported.
Please save your file types as .doc, .ppt or .xls respectively before uploading.

Title. Enter a short descriptive name for the document.

Document. Click the button labeled “Choose File,” which opens a window where you can choose a file from your computer’s local hard drive. The area to the right of the screen shows which file types are OK for the document being submitted.

Submit. After entering a title and selecting a file, click the button labeled “Submit” to transfer a copy of the file into the application portal.

Upon Submit, the file is uploaded to the application portal and presented in an interactive viewer with additional functions related to the file:



Back to Submission – Stores the uploaded file and returns to the application portal landing page.

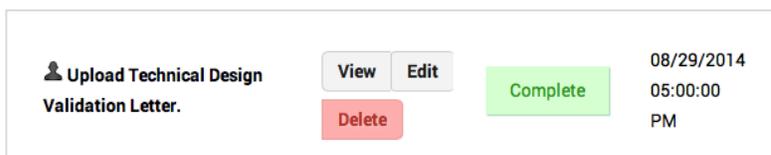
Show Comments – Permits comments on the document to be made or viewed.

Edit – Allows for a new version of the file to be uploaded.

Delete – Upon confirmation, the uploaded file is removed from the system.

Download Document – Saves the document on a local drive.

After a file is uploaded, the application portal landing page shows the task as Complete and displays new features by the task:



View – Files may be viewed using the interactive viewer.

Edit – Permits a new version of the file to be uploaded.

Delete – Upon confirmation, the uploaded file is removed from the system.

Once each application companion file is uploaded, the second of two primary tasks for submitting a Connections for Classrooms grant application is complete. See “Step 3: Complete the Online Form,” found earlier in this document, for information on the other primary application task.

To finalize and submit the Connections for Classrooms grant application, see section “Step 5: Review and Submit,” found later in this document.

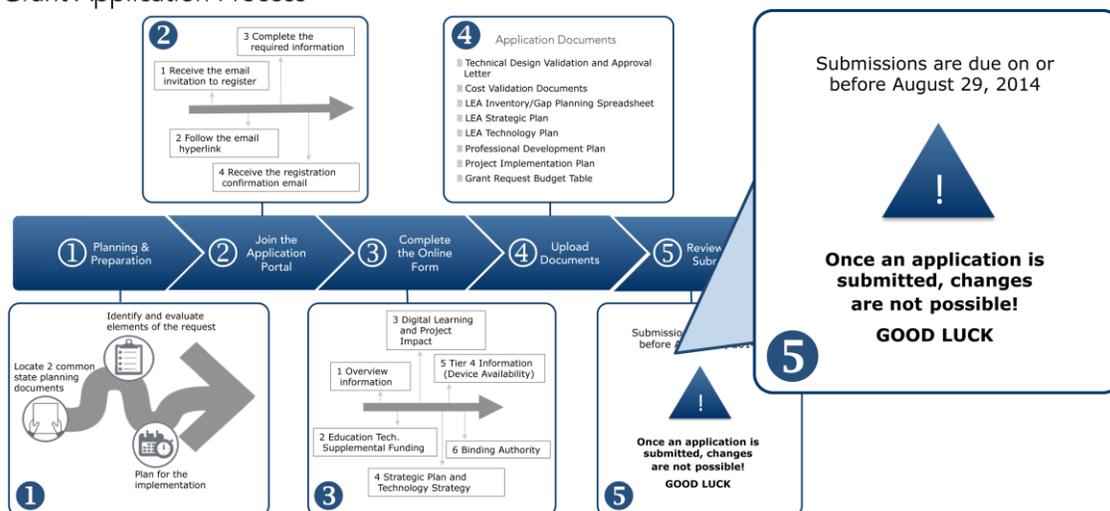
Step 5: Review and Submit

Almost there! To submit a Connections for Classrooms grant application, two primary tasks are necessary, 1) complete an online application form, covered in “Step 3: Complete the Online Form,” and 2) upload application companion documents, described in “Step 4: Upload Documents.”

Once those tasks are completed, just one final step will complete your Connections for Classrooms application. See Figure 16.

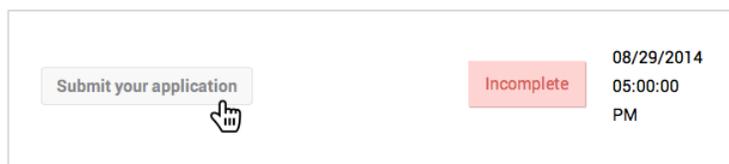
Figure 11

Grant Application Process



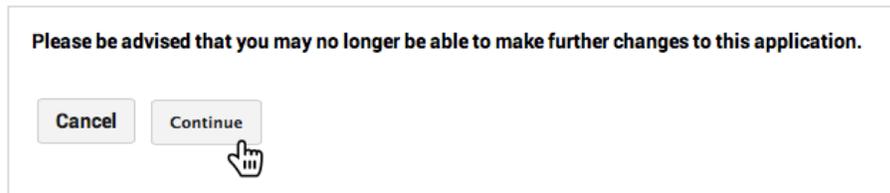
Applications are due on or before August 29, 2014, at 5:00 P.M. EDT. To be considered, applications must be submitted before this deadline.

If each of the prerequisite steps is complete, the final option to “Submit your application” is available. (If one or more steps are incomplete, the status of the final task reads, “Prerequisites not met.”)



At any time before completing this final step, the information related to your grant application can be changed, including data within the application form and supplemental files that were submitted. However, once this step has been taken, **no further changes to your application may be made.**

When you are ready to finalize the grant application process, click the button labeled “Submit your application” to make your application available for review. With this action, a final screen appears confirming your decision.



Congratulations, you have completed the application process!

The system sends an automated email message to the submitting representative to confirm that the grant application was submitted.

The application portal landing page shows the Progress Status as 100% complete and the status of each task as Complete. Although the submission is final, LEA representatives may use the View action by any task to review, see comments, print or download the submission.

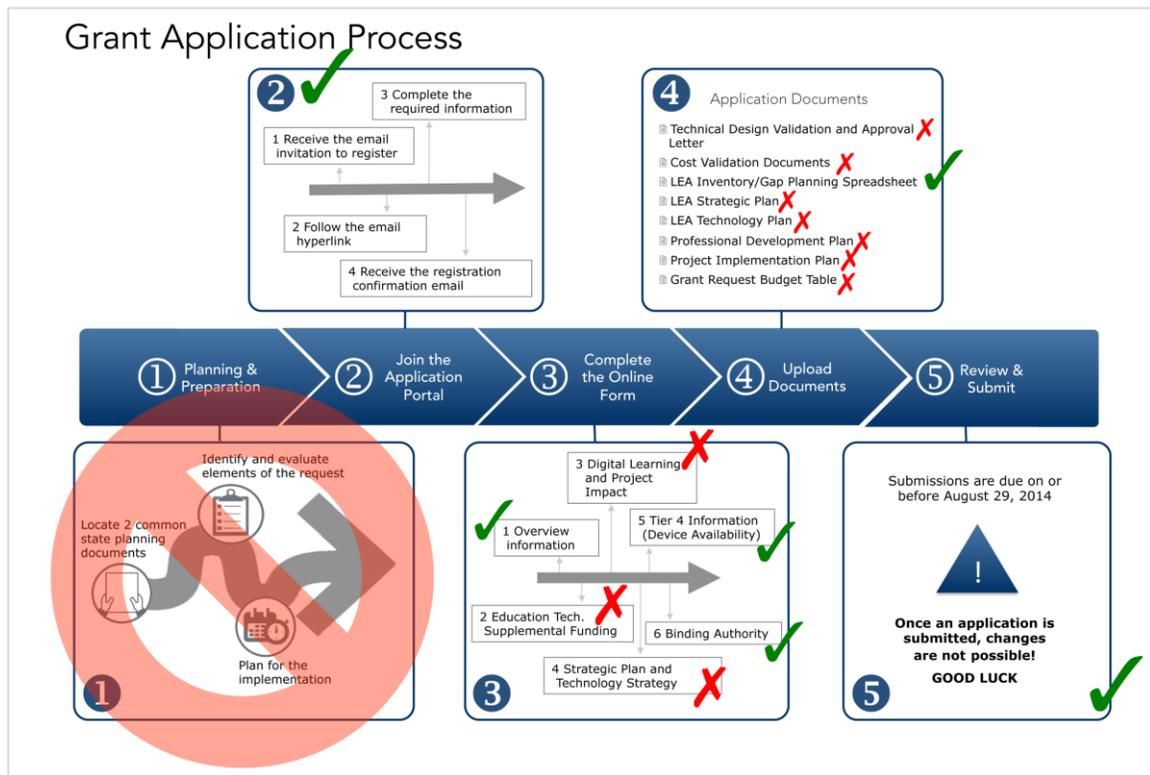
Appendix 1: Process for Submitting Information Only

One of the first questions on the online application form asks, “Will your LEA be requesting funds in this round of Connections for Classrooms?”

Even if a district decides not to apply for grant funding, its representatives are encouraged to complete an abbreviated process for the purpose of providing information to state representatives who plan and budget funding for Georgia’s broadband technologies.

If the LEA representative answers “No” to this form question, a streamlined information gathering process will engage and the information collected will not be considered for grant purposes. *See Figure 17.*

Figure 12, Streamlined Information Process



This process jumps directly from section 1 in the online application form to section 5, and requires a minimum amount of effort to complete. The end-to-end process and the information requested is described here.

Application Section 1: Overview Information

Section 1 of the application form seeks general information about the LEA, the person completing the application and the nature of the grant request.

Application Section 1

The screenshot shows a web application interface for the 'Connections for Classrooms Grant Program'. At the top, there is a navigation bar with 'Home' and 'User' links. Below this, there are links for 'Settings' and 'Help', and a 'Back to Submission' button. The main heading is 'Connections for Classrooms Grant Program', followed by 'Proposal Grant Application Form'. A breadcrumb trail shows 'Home > County > Proposal Grant Application Form'. The form title is 'Proposal Grant Application Form' with a 'px' input field. The section is titled 'Section 1: Overview Information' and 'Local Education Authority Information'. It contains several input fields: 'Local Education Authority (LEA) Name' (a dropdown menu), 'LEA System ID Number' (a dropdown menu), and 'Federal Employer Identification Number (EIN)' (a text input field with the format '(NN-NNNNNN)'). Below these is the 'Applicant Contact Information' section, which includes fields for 'Contact Name', 'Title', 'Phone', and 'Email'. At the bottom, there is a question: 'Will your LEA be requesting funds in this round of Connections for Classrooms?' with radio buttons for 'Yes' and 'No' (selected). The form ends with 'Save & Continue Editing' and 'Next' buttons.

Local Educational Agency (LEA) Name. Choose the appropriate LEA entity from a dropdown box listing of all eligible districts. If you do not see your district listed, please contact Steve Korwan at skorwan@georgia.gov.

LEA System ID Number. Choose the appropriate LEA identifier from a dropdown box listing of identifiers from eligible districts. If you do not see your identifier listed, please contact Steve Korwan at skorwan@georgia.gov.

Federal Employer Identification Number (EIN). Enter the district's federal employer number in the format NN-NNNNNN.

Application Contact Information. In the event that questions arise about a grant application, it is helpful to know which LEA representative to reach and how to do so.

Please enter the name, title, phone number and email address of the person who is completing the online application.

Will your LEA be requesting funds in this round of Connections for Classrooms? The information provided with the grant application is helpful for the grant consideration and is also helpful to state-level staff who plan and budget funding for Georgia's broadband technologies. Even if a district decides not to apply for grant funding, its representatives are encouraged to complete an abbreviated process for providing information.

Selecting "No" to this question triggers the streamlined information process.

Application Section 5: Tier 4 Information (Device Availability)

Section 5 of the application seeks an understanding of the district’s plans for Tier 4 (student level) technology. Although the Connections for Classrooms grant is not expected to fund Tier 4 initiatives, this information provides a helpful view into the district’s strategy for student devices for the purpose of future budget and grant planning.

Application Section 5

The screenshot shows a web-based application form titled "Connections for Classrooms Grant Program". At the top, there are navigation links for "Home" and "User", along with "Settings" and "Help". A "Back to Submission" button is located in the upper right. The form is currently at "Section 5: Tier 4 Information (Device Availability)", which is 85% complete. The main question is "If Tier 4 funding were to become available in future rounds, would you apply?", with radio buttons for "Yes" and "No". Below this is a text area for describing the strategy for implementing Tier 4, with a 250-word limit. The "Approach for Implementation" section includes a table with "Approach" and "Grade levels" columns. The approaches listed are "One-to-one", "Bring Your Own Device (BYOD)", "Hybrid", and "Other". The "Other" approach has a text input field. At the bottom, there are three input fields for cost estimation: "Estimated cost for full implementation of your plan:", "Estimated local funds to be spent for full implementation:", and "Estimated state funds needed for full implementation (if available):". A disclaimer note states that Tier 4 estimates are for information purposes only. At the very bottom, there are "Save & Continue Editing", "Back", and "Next" buttons.

If Tier 4 funding were to become available in future rounds, would you apply? Please indicate the district’s interest in funding for Tier 4 systems.

Describe your strategy or approach for implementing Tier 4 as outlined in your District Technology Plan. Please enter a summary of the district plan for leveraging student-level technology (not exceeding 250 words).

Approach for Implementation. For each listed approach for Tier 4 implementation (one-to-one, BYOD, hybrid, other), please indicate the grade levels for which each approach is planned.

Estimated cost for full implementation of your plan. Enter the total dollar amount of the anticipated funding required to accomplish the indicated Tier 4 plans.

Estimated local funds to be spent for full implementation. Enter the portion of the total required funds that are expected to come from local budgets.

Estimated state funds needed for full implementation (if available). Enter the portion of the total required funds that are expected to come from state budgets.

Application Section 6: Binding Authority

Section 6 of the application seeks a legally binding commitment to the grant application from an appropriate local representative. While any authorized local representative may complete the majority of the grant application, Section 6 requires acceptance by an official of the district who is able to obligate the district with such a commitment.

Application Section 6

The screenshot shows a web application interface for the 'Connections for Classrooms Grant Program'. At the top, there is a navigation bar with 'Home' and 'User' links. Below this, there are 'Settings' and 'Help' links. A 'Back to Submission' button is located in the upper right. The main heading is 'Connections for Classrooms Grant Program', followed by 'Proposal Grant Application Form'. A breadcrumb trail reads 'Home > County > Proposal Grant Application Form'. A progress bar indicates 83% completion. The section title is 'Section 6: Binding Authority'. The text reads: 'I certify to the best of my knowledge the following:'. There are two checkboxes: the first is 'I am authorized to make this request on behalf of the educational system and high school.' and the second is 'The equipment and service purchases intended with these funds are within the requirements and parameters of the Grant Program Guidelines.'. Below this is a 'Signature' field with a horizontal line and a 'Clear' button. Further down are 'Printed Name', 'Title', and 'Date' fields. The 'Date' field has a placeholder 'YYYY/MM/DD' and a calendar icon. At the bottom are three buttons: 'Save & Continue Editing', 'Back', and 'Save and Exit'.

I am authorized to make this make this request on behalf of the educational system and high school. This is a checkbox to indicate that an appropriate official has knowledge of and has provided approval for the submission of the grant request.

The equipment and service purchases intended with these funds are within the requirements and parameters of the Grant Program Guidelines. This is a checkbox to affirm that the items included within the applicant's request for grant funding are appropriate based upon the equipment and services eligible for the program. For more information about eligible equipment and services, find both the Grant Program Guidelines document and the Eligible Expenses List on the Connections for Classrooms Website at <http://gosa.georgia.gov/connections-classrooms-grant-program>.

Signature. Please provide a digital representation of the signing authority's signature.

Printed Name. Enter a typed version of the signing authority's name.

Title. Enter the signing authority's title or role with the district.

Date. Enter the date when the signing authority provides approval of the application submission.

Upload Documents: Upload LEA Inventory/Gap Planning Spreadsheet

The streamlined process for gathering information requests one supplemental document to be submitted, the LEA Inventory/Gap Planning Spreadsheet, which is described in the section “Step 1: Planning and Preparation.” A template and instructions for completing the information is available at the Connections for Classrooms Website at <http://gosa.georgia.gov/connections-classrooms-grant-application-information>.

The steps to upload the document are described in the section “Step 4: Upload Documents” found earlier in this guide.

Submit Your Application

Once the abbreviated online application form is completed and the LEA Inventory/Gap Planning Spreadsheet document is provided, the option to Submit Application is available.

Application Round

Task	Actions	Status	Deadline
 Upload LEA Inventory/Gap Planning Spreadsheet.	<input type="button" value="View"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>	<input type="button" value="Complete"/>	08/29/2014 05:00:00 PM
The spreadsheet template is available on the Connections for Classrooms Application Templates page.			
<input type="button" value="Submit your application"/>		<input type="button" value="Incomplete"/>	08/29/2014 05:00:00 PM

To complete the process, click on the button labeled “Submit your application.” This action displays a new screen that provides the notice that upon continuing, no further changes to the application are possible.

Please be advised that you may no longer be able to make further changes to this application.

Congratulations, you have completed the application process!

The system sends an automated email message to the submitting representative to confirm that the grant application was submitted.

The application portal landing page shows the Progress Status as 100% complete and the status of each task as Complete. Although the submission is final, LEA representatives may use the View action by any task to review, see comments, print or download the submission.