**The Teacher Collaborative Grant**

**Amendment Submission Review Process**

The Teacher Collaborative Grant Program was developed based upon the recommendations of the Kirwan Commission, and awards grants to teacher collaboratives to develop and implement at least two of the following:

1. A 21st-century practicum design for teacher candidates to gain teaching experience in the classroom, and that also incorporates a career ladder system.
2. A state-of-the-art professional education for prospective and current teachers that reflect international and national best practices.
3. A peer assistance and review program, and that also incorporates a career ladder system.

*(See pages 2-4 of the RFP “Required Components” for details.)*

A grantee may find the need to propose a change that deviates from what was included in the approved proposal. If an amendment is needed, the grantee must submit a formal program amendment and/or budget amendment request to the MSDE.

**Budget amendment** requests must be submitted by using the approved MSDE C-1-25 excel spreadsheet along with all applicable supportive documentation justifying the request and any other information required by the MSDE.

**Program amendment** requests should contain the following information and be assembled in the order indicated below:

* Cover Sheet (as included in the approved proposal)
* Program Amendment Narrative
* Clear and concise description of project changes required to accomplish the outcomes of the approved grant program;
* Amended plan of operation;
* Amended management plan worksheet, if applicable;
* Amended project timeline, if applicable; and
* Any other relevant information required to justify the amendment.
* Appendices
* Work-cited
* Letters of Commitment, if applicable
* Resumes and Job Description of new key personnel, if applicable
* Format
* Times New Roman;
* 12 point font;
* Double spaced;
* All pages must be one-inch margins and be numbered;
* The original cover sheet must be signed in blue ink; and
* All supporting documentation must be embedded to align with the corresponding amendment.

The MSDE will review the amendment request by evaluating the extent to which the proposed changes are justified in order for the grantees to meet the program’s approved goals and objectives. Amendment requests that are inconsistent with the priorities of the Teacher Collaborative Grant program or that are not aligned with the purpose of the grant will not be approved. Amendment requests will be reviewed by the review committee and will be evaluated using The Amendment Review Form *(see attached)*.

The MSDE will make every effort to review the request and respond in a timely fashion. In cases where a decision cannot be made without more information or clarification from the grantee, decision timelines will be adjusted on a case-by-case basis.

**Teacher Collaborative Grant**

**Program Amendment Review Form**

|  |  |
| --- | --- |
| Program name: |  |
| Review Committee Members: |  |
| Date of Review: |  |

**The Teacher Collaborative Grant Funding Priorities**

The Teacher Collaborative Grant Program was developed based upon the recommendations of the Kirwan Commission, and awards grants to teacher collaboratives to develop and implement at least two of the following:

1. A 21st-century practicum design for teacher candidates to gain teaching experience in the classroom, and that also incorporates a career ladder system.
2. A state-of-the-art professional education for prospective and current teachers that reflect international and national best practices.
3. A peer assistance and review program, and that also incorporates a career ladder system.

*(See pages 2-4 of the RFP “Required Components” for details.)*

|  |  |
| --- | --- |
| Program amendment: |  |
| What priority does this amendment serve? |  |
| Has this amendment been adequately justified? |  |
| Is any clarification needed? If so, explain: |  |

|  |  |
| --- | --- |
| Program amendment: |  |
| What priority does this amendment serve? |  |
| Has this amendment been adequately justified? |  |
| Is any clarification needed? If so, explain: |  |