

# SAMPLE

## 2008-2009 TECH PREP SPECIAL PROJECT APPLICATION

Title of Project: Communication & Digital Media Production Course

Amount Requested from Tech Prep: \$9,102

Proposed Completion Date of Project: April 30, 2008

### *Applicant/Project Manager:*

Name: JOHN DOE Title: TEACHER

School Address: ANY SCHOOL, NY

School Phone Number: 607-555-0890 Home Phone Number: 607-555-9888

Home Address: 109 Happy Place, Happyville, NY 14444

Other project participants and their school/business affiliations:

Co-Applicant Name: JANE DOE Title: TEACHER

School/Business: ANY SCHOOL, NY

Co-Applicant Name: JOHN SMITH Title: PRESIDENT

School/Business: NEW MEDIA, INC.

### *Required Official Signatures*

\_\_\_\_\_  
Applicant/Project Manager                      Date                      Superintendent                      Date

\_\_\_\_\_  
Supervisor                      Date                      Building Administrator                      Date

\_\_\_\_\_  
Business Partner and/or                      Date                      Tech Prep Director                      Date  
Community Partner

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## 2008-2009 TECH PREP SPECIAL PROJECT APPLICATION

### PROJECT ABSTRACT

**SHORT ABSTRACT:** Description of project should be one paragraph; ready for use in publicity should the grant be awarded. Should include who the project will involve, what materials are needed, and what it will accomplish. See examples in attached summary of last year's projects.

#### Communication & Digital Media Production Course

The purpose of this project is to create a digital media course involving current hardware/software technologies for video production with emphasis on media literacy and critical thinking. Students will explore content blending business, art and communication curriculums. Any School currently offers a limited range of elective courses, particularly in the education of technology. Strong student interest in the subject, tools, and relevancy of this proposed course has been expressed in conversations with educational staff and through guidance surveys. We plan to use this enthusiasm to increase attendance and consequently, improve the academic performance of students struggling in existing courses. Additionally, besides linking multiple academic areas through cross-curricular projects, this course will encourage students to use the skills they develop to enhance performance in other courses. This effort is part of a broader District goal to raise high school completion rates up from the 65% mark established by the 2001 cohort.

#### **Detailed Narrative:**

**Attach on your own paper:**

**2 – 4 page description (Short proposals are appreciated, but please include detail.)**

- **Statement of new project /creative idea being addressed or problem being solved**
- **Time line for the project including start and end dates. Be clear about planning phase versus implementation phase.**
- **Explain how Tech Prep goals (listed in the Guidelines in your folder) are addressed / will be met by this proposal**
- **State what the grant end product will be (a report, a presentation, a curriculum, etc.)**
- **Include a clearly labeled list of the people who will participate in the grant (state their school or business affiliation).**
- **All projects are required to share their results through a presentation. See guidelines for details. Please indicate where and when you plan to present your project.**

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## SPECIAL PROJECT BUDGET PROPOSAL FORM

Project Manager JOHN DOE High School ANY SCHOOL USA

SummerAddress 111 Vacation Way

Email address doej@yahoo.com Phone 607-555-1299

<b>PLEASE FOLLOW INSTRUCTIONS INCLUDED IN APPLICATION PACKET!</b>		
You may make a minimum / maximum funding request by adding a column to this form		
<b>Category</b>	<b>Description</b>	<b>Amount Requested</b>
<b>Personnel or Consultant Fees</b>	Consultant fee	\$100
	Instructor Curriculum Development (20 hr @\$20/hr)	\$400
<b>Travel</b>	Mileage for meetings (covered by district)	\$0
	Field trip costs (covered by district)	\$0
<b>Equipment *items over \$4999.00</b>		
<b>Supplies / Materials *items under \$5000.00</b>	Adobe Premiere Pro 2.0	\$600
	Digital video camera (4)	\$1,400
	Gateway computer -6300 (4)	\$4,532
	Flash drives (4)	\$600
	Additional software (Dazzle DVD)	\$150
	Network cables/hub	\$200
	17" LCD displays (4)	\$1,120
<b>Other</b>		
<b>TOTAL</b>		<b>\$9,102</b>

Project Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Budget Justification

*(Attach additional pages as needed)*

Provide a description and estimated cost for all budget items; the description should include how the item will be used, why it is needed/important, and why another item cannot be substituted, as applicable. Please state salary rate, stipend rate, per diem, etc. used to calculate personnel expenses. Mileage reimbursement should be calculated at the currently approved rate (\$0.485 for cars; use your district rate for buses). If there is a brochure for a training/workshop that is part of the grant request, please attach copy. Per N.Y. State regulations, a single supply item may not exceed \$4999; items above that amount are considered equipment. If requesting equipment, please attach a 3 bids or quotes (or evidence that the item is only available from one place.

Item	Description	Amount
Personnel	Reimbursement for summer curriculum development work 20 hours/\$25 an hour	\$400
Consultant Fees	Consultant will be needed during the development of curriculum and purchase/ installation of equipment	\$100
Travel	Mileage and conference costs (covered by district) Field Trips (covered by district budget)	\$0 \$0
Supplies / Materials	Adobe Premiere Pro 2.0 software to be used by students. This is the software used in TC3's Video Production course and is commonly used in the workplace for video production.	\$600
	Panasonic Digital Video Cameras (4@350). The district already owns two cameras(from a previous Tech Prep grant) and would like to purchase for more to enable us to run class sizes of 12 to 15 students. We will purchase cameras based on TC3 faculty recommendations.	\$1400
	Gateway computer -6300 (4@1133) The district already owns two computers which were purchased two years ago as a result of a previous Tech Prep grant. This would provide six machines that would enable us to utilize class sizes of 12 to 15 students	\$4532
	Flash drives (4@150). 2GB units would provide portable data storage to save digital video projects.	\$600
	Additional software, Dazzle DVD. Dazzle is used by TC3 courses for DVD Authoring.	\$150
	Network cables/hub. This equipment would enable us to set up a local area network within the lab.	\$200
	17" LCD displays (4). These monitors would be used with the computers to set up workstations.	\$1120

Our selection of supplies are based on the recommendations of other high school and college Digital Media instructors.

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## STATEMENT OF NEW PROJECT:

The purpose of this project is to create a digital media course involving current hardware/software technologies of video production with emphasis on media literacy and critical thinking.

Students will explore content blending business, art and communication curriculums through:

- hands-on instruction of the technical, operational and artistic use of camera, sound, and editing equipment.
- critical analysis of the content, design, and overt/implied messages of professionally produced media examples.
- introduction to employment opportunities within the digital media field.

Employment skills change as technology improves. High school graduates skilled in recognizing the modern capabilities, and meanings, of technology used in public communication is critical for both business and personal success. In addition, research indicates that students who create media are better able to decode the mass produced media of TV and film, and consequently, function better in a democratic society.

Any School currently offers a limited range of elective courses, particularly in the education of technology. Strong student interest in the subject, tools, and relevancy of this proposed course has been expressed in conversations with educational staff and through guidance surveys. We plan to use this enthusiasm to increase attendance and consequently, improve the academic performance of students struggling in existing courses. Additionally, besides linking multiple academic areas through cross-curricular projects, this course will encourage students to use the skills they develop to enhance performance in other courses. This effort is part of a broader District goal to raise high school completion rates up from the 65% mark established by the 2001 cohort.

## TIMELINE:

Planning Phase:

- April-May 2008: Mr. Doe will take video production & audio editing courses taught by Chris Xaver through the Tech Prep Program at TC3.
- June 2008-August 2008: Mr. Doe will work with area consultants, high school instructors, and the project committee to develop course curriculum and projected outcomes.
- In late August 2008, Mr. Doe will work with Any School's Technology Director to set up a media arts lab, using equipment purchased through the grant. The District will also provide equipment for this lab.

Implementation Phase:

- The Digital Media class will be taught by Mr. Doe as a full-year course from September 2008-June 2009.

Evaluation:

- We will produce a summary report for grantee using students' evaluation and instructor's evaluation.
- Based on teacher and student evaluations, modifications will be made to curriculum in June 2009 in preparation for second year of implementation.

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## **Tech Prep Goals Addressed:**

In the development of this course, the teacher will offer students hands-on experience producing digital media. Through this process, the student will learn the steps involved in working as a team that develops an idea and carries it through to an end product. Research shows that among the top 10 skills most industries and businesses want and find lacking is the ability for workers to use effective communication when working in collaborative settings. Students will work on communication skills, on collaborative skills, and on developing critical thinking skills necessary for the evaluation of media messages, also known as media literacy. Through the use of field trips and guest speakers, students will come in contact with professionals who are working in the field of communication who will in turn guide students regarding career options. Based on conversations with TC3, we will pursue a Dual Credit agreement with TC3 to provide students with credit in Communication and Media Arts. Coursework in this area is valuable to students pursuing careers in any computer-related profession. In a district where 44% percent of all graduating seniors attend two-year colleges and twenty eight percent attend four-year colleges this advanced credit is a significant enticement for seniors to take courses of this type. This Dual Credit option is also an excellent motivator for students who are financially challenged. The Any School district has a fifty percent free and reduced lunch rate. Additionally, because of the Dual Credit nature of the course students will see the course as a stepping stone to their future plans. This will help maintain a higher level of participation in the high school program in general and thus assist us in improving our completion rate.

## **Grant End Products:**

We will submit a summary report per the guidelines by May of 2008 including the developed curriculum and sample of student work resulting from the course. End products include:

- Course Curriculum;
- Samples of Student Media Productions;
- Presentations to Any School District Board Of Education and NYS Tech Prep Conference;
- Presentation in Regional Video Conferences

## **List of Affiliates:**

### Project Committee:

John Doe, Instructor (Technology/Business), Any School  
Jane Smith, Counselor, Any School  
Jane Jacobs, Network Administrator, Any School  
Jane Doe, Instructor (Art), Any School  
Steve Jones, Principal, Any School  
John Smith, President, New Media, Inc.

### Project Consultants:

George Jones, Some Other High School  
Alice Monroe, Instructor, Another High School  
Chris Xaver, Faculty, Tompkins Cortland Community College

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