

# REQUEST FOR APPLICATION: BULLYING PREVENTION FUNDING

All questions in each section of the application must be addressed completely for consideration of funding for Bullying Prevention.

Application Due Date: January 31, 2022

**Funding Period:** Upon execution of subgrant - June 30, 2022

## Applications:

Each school district/charter school will submit **ONE** application for Bullying Prevention. Applications should be submitted electronically to both:

Laura Hutchinson, School Safety Coordinator

[lhutchinson@doe.nv.gov](mailto:lhutchinson@doe.nv.gov)

and

Debbie Williams, Project Manager

[debbiewilliams@doe.nv.gov](mailto:debbiewilliams@doe.nv.gov)

Issued by the:

Nevada Department of Education (NDE)

Office for a Safe and Respectful Learning Environment (OSRLE)



**Please address questions to:**

Laura Hutchinson

[lhutchinson@doe.nv.gov](mailto:lhutchinson@doe.nv.gov)

(775)-687-9188

***NDE: RFA for Bullying Prevention Funding (FY 22)***

Restrictions/Conditions:

This request for funding must be used for one of the following activities:

- The establishment of programs to create a school environment that is free from bullying and cyber-bullying.
- Providing training on the policies adopted by the district to prevent bullying and cyber-bullying.
- The development and implementation of procedures that allow students and staff to discuss bullying and cyber-bullying and the policies surrounding bullying and cyber-bullying.

## Table of Contents

### **PART I: Application Requirements and Guidelines**

- A. Introduction
- B. Eligible Applicants
- C. Goals
- D. Funding Information
- E. Participation and Evaluation
- F. Grant Technical Assistance
- G. Review Process
- H. Review Criteria
- I. Proposed Timeline

### **PART II: Application**

- J. District Contact Information
- K. Application Questions
- L. Certification
- M. Assurances

### **PART III: Guidance Documents**

- N. Budget Instructions
- O. Scoring Rubric

### **PART IV: Appendices**

- P. RFA Checklist
- Q. Budget Summary and Budget Narrative Template
- R. Statement of Certification
- S. General State Assurances

## **PART I: APPLICATION REQUIREMENTS and GUIDELINES**

### **A. Introduction**

A learning environment that is safe and respectful is essential for the pupils enrolled in Nevada schools (NRS 388.132 (2)). Nevada Revised Statute states any form of bullying/cyberbullying seriously interferes with educational opportunities (NRS 388.132 (4)). School districts and schools must train staff and students on Bullying prevention.

This bullying prevention/training application creates the mechanism for compliance with Legislative mandate while supporting districts in efforts to meet the unique needs of their school communities. It also acts as an agreement between the LEA and the SEA for creating the conditions necessary to support collaborative and responsive partnership as we work towards having bully free schools for all students and all staff.

**Applications submitted for funding should be less than \$10,000.00.**

### **B. Eligible Applicants**

This request for new funding application is open to all Nevada public school districts and charter schools.

### **C. Goals**

This request for funding must be used for one of the following activities:

- The establishment of programs to create a school environment that is free from bullying and cyber-bullying.
- Providing training on the policies adopted by the district to prevent bullying and cyber-bullying.
- The development and implementation of procedures that allow students and staff to discuss bullying and cyber-bullying and the policies surrounding bullying and cyber-bullying.

**Please note that all curriculum or associated supplies must be purchased no later than June 30, 2022.**

## D. Funding Information

### *Available Funds*

The Bullying Prevention available funding is \$15,000.00.

### *Duration of Subgrants*

Awards from this application will begin upon execution of subgrant – June 30, 2022. Unexpended funds at the end of FY 22 will revert back to the state and will not carry forward for subgrantees.

### *Use of Funds and Unauthorized Activities/Expenses*

Please see the Budget Instructions in Part III for more information regarding acceptable uses of funds as well as unauthorized activities and expenses for each program within this Bullying Prevention application.

**Please note that all curriculum or associated supplies must be purchased no later than June 30, 2022.**

## E. Participation and Evaluation

### *Participation*

As identified in the grant Assurances, schools and districts accept Bullying Prevention funding in accordance with applicable Federal and State statutes, regulations, programs, plans, and applications, and agree to administer the programs in compliance with all provision of such statutes, regulations, applications, policies and amendments.

### *Evaluation*

Any funding awarded for Bullying Prevention will be awarded on a competitive basis. The total point possible per application for funding is 100. Scores will be assigned according to the maximum allowable points indicated on each element of the application.

## F. Grant Technical Assistance

All application materials and guidance documents can be found on the Department's website under the [Grants tab](#). The Office for a Safe and Respectful Learning Environment will provide ongoing collaborative support to subgrantees as needed.

## G. Review Process

Applications will be reviewed in accordance with Department policies and protocols.

## ***NDE: RFA for Bullying Prevention Funding (FY 22)***

### **H. Review Criteria**

Information regarding the review of applications can be found in the Scoring Rubric included in Part III. Additionally, approved expenses must fall within the constraints described in this RFA and all supporting documents including the Budget Instructions found in Part III.

Applications must be completed thoroughly and accurately in order to be considered for review (please review the RFA Checklist). Succinctness and clarity of information is encouraged in all narrative portions of the application.

### **I. Proposed Timeline (dates may change as needed)**

<b>Date</b>	<b>Activity</b>
	Application Due
	Applicants Notified
June 30, 2022	End of project Fiscal Year All curriculum or associated supplies must be purchased no later than June 30, 2022.
September 30, 2022	Fiscal year 2022 Final Financial Report (FFR) due to NDE on or before this date.

**PART II: APPLICATION**  
**Bullying Prevention**

**J. District Contact Information**

School District/Charter School:

Superintendent:

Address:

Email:

Phone number:

Additional School District/Charter School Contact Information (as applicable):

School District/Charter School Contact Person:

Title/Role:

Address:

Email:

Phone number:

School District/Charter School Contact Person:

Title/Role:

Address:

Email:

Phone number:

## **PART II: APPLICATION**

### **Bullying Prevention**

#### **K. Application Questions**

- *Each school district/charter school will submit ONE application.*
- *All questions in each portion of the application must be addressed completely.*
- *Unsolicited attachments will not be reviewed.*
- *NDE reserves the right to require awardees to amend any and all applications before subgrant funding is awarded.*
- ***Applications must be received by the Office for a Safe and Respectful Learning Environment***

•

Where are you going to implement the project?

District-wide

At specific schools - Please provide the name(s) of the school(s) at which the project will be implemented:

Which priority are you choosing?

The establishment of programs to create a school environment that is free from bullying and cyberbullying

Providing training on the policies adopted by the school district/charter school to prevent bullying and cyberbullying

The development and implementation of procedures that allow students and staff to discuss bullying and cyber-bullying and the policies surrounding bullying and cyber-bullying

Amount requested:

**Applications submitted for funding should be less than \$10,000.00**



***NDE: RFA for Bullying Prevention Funding (FY 22)***

**Please provide a brief narrative for each question below.**

*Listed for each question are the maximum points based on the evaluation criteria. For information on scoring please see rubric on page 15:*

Question 1: Please list name(s) of proposed curriculum, program, training, or project. Is the program or project evidence based? (maximum 5 points)

***NDE: RFA for Bullying Prevention Funding (FY 22)***

Question 2: Describe the proposed program, training, or project and the methods utilized to address or train on bullying and/or cyberbullying (interventions, strategies, and activities, etc.). (maximum 30 points)

***NDE: RFA for Bullying Prevention Funding (FY 22)***

Question 3: What does your district or identified school(s) hope to accomplish by implementing the proposed program, training, or project? (maximum 30 points)

***NDE: RFA for Bullying Prevention Funding (FY 22)***

Question 4: How will your district or identified school(s) measure the effectiveness of the proposed program, training, or project? (maximum 30 points)

***NDE: RFA for Bullying Prevention Funding (FY 22)***

Question 5: Please provide budget summary and narrative for requested funding below.  
(maximum 5 points)

**PART II: APPLICATION  
CERTIFICATION**

**I HEREBY CERTIFY that, to the best of my knowledge, the information in this application is correct.** The applicant designated below hereby applies for a subgrant of Nevada state funds for the establishment of programs to create a school environment that is free from bullying and cyber-bullying; the provision of training on the policies adopted by the school district to prevent bullying and cyber-bullying; and/or the development and implementation of procedures that allow students and staff to discuss bullying and cyber-bullying and the policies surrounding bullying and cyber-bullying.

**Signature of Superintendent or Authorized Representative**

**Date**

**ASSURANCES**

**I HEREBY CONFIRM THAT I HAVE READ AND AGREE TO THE FOLLOWING ASSURANCES OF THIS STATE GRANT.** I certify that I am authorized to submit this application, and the information submitted in the application is, to the best of my knowledge, true and accurate. I further certify that any program and activity funded by this grant will be conducted in accordance with all applicable federal and state laws and regulations, application guidelines, instructions, and assurances.

**Signature of Superintendent or Authorized Representative**

**Date**

## **PART III: GUIDANCE DOCUMENTS**

### **Budget Instructions**

#### **Policies and Procedures**

- Applicants must use the Budget Expenditure Summary and Narrative form. Please contact Laura Hutchinson at [lhutchinson@doe.nv.gov](mailto:lhutchinson@doe.nv.gov) for the Budget Summary and Narrative template to be used for this RFA.
- The Budget Expenditure Summary and Narrative should be completed in accordance with the guidelines established in the [NDE Chart of Accounts](#).
- Please note that indirect costs *may not* be applied to state grant funds.

### **Instructions**

#### **Budget Narratives**

- You must provide a thorough explanation in the narrative of the budget of how the amount being requested has been calculated for each expenditure listed in your budget.
- Be sure to provide a thorough explanation as to which month the proposed program, training or project will occur in your narrative description.
- Be sure to include **all** relevant information, such as the names of programs/curricula with a list of any costs as well as products/deliverables that those costs include, names of vendors (if known), vendor estimates if available, or estimated costs with calculations or rates used to estimate those costs.

**Scoring Rubric (to be used by evaluation committee)  
Bullying Prevention**

Item in Application	Points Available	Scoring Range	Comments	Points given
Application Question 1  Is the program or project evidence based?	5 points	0 pts: Not evidence based  5: Evidence based		
Application Question 2  Describe the proposed program, training, or project and the methods utilized to address or train on bullying and/or cyberbullying	30 points	0 pts: not answered  1-15: answered only one part or unclear on utilization and additional services  16-29: answered both parts and fairly clear on utilization and additional services  30: answered both parts and very clear on utilization and additional services		
Application Question 3  What does your district or identified school(s) hope to accomplish by implementing the proposed program, training, or project?	30 points	0 pts: not answered  1-15: answer is unclear on accomplishment of implementing the proposed program, training, or project  16-29: answer is fairly clear on accomplishment of implementing the proposed program, training, or project  30: answer is very clear on accomplishment of implementing the proposed program, training, or project		



**NDE: RFA for Bullying Prevention Funding (FY 22)**

<p>Application Question 4</p> <p>How will your district or identified school(s) measure the effectiveness of the proposed program, training, or project</p>	<p>30 points</p>	<p>0 pts: not answered</p> <p>1-15: answer is unclear on how program, training or project will be measured effectively</p> <p>16-29: answer is fairly clear on how program, training, or project will be measured effectively</p> <p>30: answer is very clear on how program, training or project will be measured effectively</p>		
<p>Application Question 5</p> <p>Budget Summary and Narrative provides requested funding.</p>	<p>5 points</p>	<p>0 pts: not answered</p> <p>3: answer is unclear</p> <p>5: answer is very clear and descriptive</p>		