Study Grants – Application

Act 156 (2012), Secs 2, 4, 5, and 9

**Supervisory Union Submitting the Application**:

Click to enter the SU name.

Application for any study grant authorized by Act 156 (2012) must be submitted to the Agency by July 1, 2017, the day on which the enabling legislation is repealed.

Submitting the Application

This application must incorporate all material requested. The space provided on this form for any item can be expanded as necessary.

The application can be attached to an email.

Signature pages can be scanned and submitted as email attachments **if** the application is also mailed.

Applications are not complete until the Agency receives the required signatures.

Send the completed, scanned application by email to brad.james@vermont.gov and send the signed, original application by mail to:

Brad James

Agency of Education—Finance Team

219 North Main Street, Suite 402

Barre, VT 05641

Application

**I.** Indicate the grant being applied for by revenue code and title. Revenue codes, titles, and descriptions of the grants can be found in Appendix A of the document entitled “Study Grants – Instructions; Act 156 (2012), Secs 2, 4, 5, and 9” along with the requirements for each grant on the [Guidance webpage.](http://education.vermont.gov/vermont-schools/school-governance/guidance#study-committee-grants)

**Grant Number:** Click to enter grant number.

**Grant Title:** Click to enter grant title.

**What type of merger or other joint activity is being considered?**

Click here to enter the requested information. The section will expand, as needed.

**II.** If this is a merger study between two or more districts pursuant to 16 V.S.A. §§ 701+, provide the names and LEA ID of each district that is a formal member of the study committee and the date(s) the board of each district approved (1) participation in the study and (2) the budget.

Click here to enter the requested information. The section will expand, as needed.

**III.** Has a formal study committee been formed pursuant to 16 V.S.A. §§ 706-706b?

 [ ]  Yes [ ]  No

If yes, please provide the name of the chairperson: Click here to enter the requested information. The section will expand, as needed.

**IV.** Provide the name of the fiscal agent for the study. The fiscal agent is the entity that will pay invoices and receive reimbursements from the State. Typically, a study committee is formed by several local districts and the supervisory union acts as the fiscal agent. If more than one supervisory union is involved, the superintendent of one supervisory union will be listed on the grant award document. The finance team will contact the business manager of the supervisory union acting as the fiscal agent with funding questions.

Click here to enter the requested information. The section will expand, as needed.

**V.** Provide the name, institutional affiliation, email address, mailing address, and phone number of a person who can be contacted with any questions that may arise.

Click here to enter the requested information. The section will expand, as needed.

**VI.** List the legal and other consulting services to be reimbursed by this grant. This will be the basis for the grant’s scope of work.

Click here to enter the requested information. The section will expand, as needed.

**VII.** If a study grant as already been awarded for a similar but unsuccessful merger, explain how the information gathered in the previous study will be integrated into the proposed study. In many cases the work performed will reduce the task faced by the new committee and possibly the size of the grant needed.

Click here to enter the requested information. The section will expand, as needed.

**VIII.** Provide the start date and the end date for the study. End dates should be in the same fiscal year as start dates. If it is not be possible to complete the legal and other consulting services associated with the grant within the fiscal year, then it will be necessary to request an extension. Note that a committee can be formed and begin meeting before consultants are selected.

Start date: Enter the start date.

End date: Enter the end date.

*No problem is created if a grant is finished early.*

**IX.** Submit a brief budget for the project. The budget should be the budget approved by district boards. Indicate the legal and other consulting services to be covered by this grant. Allocation of the budget among participants, where appropriate, should be included. If a study committee budget exceeds $25,000, then the voters of each participating district must approve the budget pursuant to 16 V.S.A. § 706a.

Click here to enter the requested information. The section will expand, as needed.

*An attached sheet of paper used to present the budget to districts may be preferable for answering this question. If so, let us know here that we should look for it.*

**X.** Submit a dated signature from each superintendent whose supervisory union contains a member district that is participating in the study. The signature page can be scanned and submitted as email attachments **if** the application is also mailed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | Signature |  | Date |
| Name |  | Signature |  | Date |
| Name |  | Signature |  | Date |

*Please contact the School Governance Team at* *aoe.act46@vermont.gov* *or (802) 479-1030 for more information and answers to questions.*