



## School Safety Professional Development Grant Application Instructions

### State FY 2021 Grant Information:

- This grant, if approved, provides from \$1,000 to \$10,000 to a Montana school district to support school safety professional development pursuant to [HB 601](#).
- The application submission form will be a fillable form. You will want to prepare your grant narrative text and Excel Budget Form prior to the application submission window opening on June 17.
- For the 2020-2021 school year, application submission will open on the OPI website at 10 a.m. on June 17, 2020.
- Districts are eligible to receive grant funding one time only for either state FY 2020 or FY 2021.
- Complete applications for allowable activities will be funded in the order of submission as funding allows. If you have a question about whether or not an activity is allowable, you may contact Tammy Lysons, [tamara.lysons@mt.gov](mailto:tamara.lysons@mt.gov) prior to submission.
- For 2020-2021 grants, professional development must be completed by June 30, 2021. Upon completion of your professional development activity, you will be required to report on the activity and provide a final expenditure report to close out the grant period.

You may use the following guidance to prepare your application narrative. Please note, narrative text will need to be copied into the fillable form at submission.

### District & Grant Request Information

DISTRICT: \_\_\_\_\_

- 1. Indicate which professional development topic your district will target with school safety grant funds.**
  - A. Youth suicide awareness and prevention training ([MCA 20-7-1310](#))
  - B. Professional development for staff on the district's Hazard & Emergency Plans ([MCA 20-1-401](#))
  - C. Conducting disaster drills, table top exercises, or full-scale drills in collaboration with local community first responders as outlined in the district's Hazard & Emergency Plan ([MCA 20-1-401](#))
  - D. Professional development for staff in safety technology integrated within the district (i.e. cameras, door lock procedures, etc.)
  - E. Professional development for staff in district violence and/or bullying protocols and procedures ([ARM 10-55-179](#))
  - F. Professional development for staff in illegal substance use trends, and district policies and procedures
- 2. Indicate the amount your district is requesting to support school safety professional development.** Range for grant awards is \$1000 to \$10,000.
- 3. Proposed Budget.** You will upload the [Excel HB 601 Budget file](#) with your application submission to indicate the breakdown of funds to support your professional development activity.



**4. Explain the details of the professional development for which your district will use funds including the following:**

- the name of the trainer or evidence-based program that will be used to conduct the professional development;
- how the professional development activity fits into the district's existing safety protocols or plans and how the professional development will strengthen the safety of the district;
- how many staff will participate in the professional development; and
- the length of the professional development, including dates if known.

Additionally, please include if your district staff will participate in any free professional development (such as via the [Teacher Learning Hub](#)) to leverage the effectiveness of these funds.

For any questions regarding HB 601 School Safety Professional Development Grants, please contact Tammy Lysons, Title IV-A SSAE Program Manager, [tamara.lysons@mt.gov](mailto:tamara.lysons@mt.gov) or 406-444-0829.