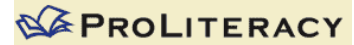




**National Adult Education Professional  
Development Consortium**



**Project Application**  
**Application Deadline: May 15, 2011**

**State:**

**State Director's Name:**

**Address:**

**City/State/Zip:**

**Telephone:**

**Email:**

- 1. Briefly explain the reason/s why you are interested in participating in the Leadership Excellence Academies Project.**
  
- 2. Describe the process and criteria you will use in selecting program managers who are committed to professional growth and willing to spend approximately 50 hours a year to participate in the Academy trainings, interim activities, webcasts, and learning project over the next two years?**
  
- 3. What support will the state provide to facilitate, encourage, and recognize participants who attend the Leadership Excellence Academy? What specifically will you do to emphasize the importance of the timely completion and submission of all project activities?**

#### 4. Are you willing to commit to the following criteria?

##### The state will support the professional development process through:

- ▶ Soliciting interested participants through an application process and submitting participant contact information no later than **August 1**;
- ▶ Designating one individual as the state contact person to communicate with the LEA staff;
- ▶ Supporting the training process by finding and covering the costs of a training venue, arranging for appropriate training technologies, and providing refreshments;
- ▶ Ensuring that all training materials sent to the designated state contact are available at the training site at least one hour prior to the workshop;
- ▶ Providing incentives to encourage and recognize participation (e.g., paid travel, state recognitions, etc.);
- ▶ Emphasizing the importance of completing and submitting all LEA activities on time; and
- ▶ Ensuring access to computers with high-speed Internet for program managers' participation in webcasts and online courses.

**Yes**

**No**

#### 5. Are you aware that the participants will be expected to complete the following?

In Year One, participants in the comprehensive Academies will be expected to:

- ▶ Actively participate in:
  - ▶ Three six-hour face-to-face workshops,
  - ▶ Two one-hour online courses, and
  - ▶ Three one-hour webcasts.
- ▶ Complete and submit interim activities between the face-to-face workshops.

In Year Two, participants will be expected to:

- ▶ Actively participate in:
  - ▶ Two six-hour face-to-face workshops,
  - ▶ One six-hour online course, and
  - ▶ Three one-hour webcasts.
- ▶ Complete and submit interim activities between the courses, and
- ▶ Submit a culminating learning project.

**Yes**

**No**

#### 6. Budgeting Procedures

To help us ensure an efficient invoicing process, please respond to the following questions:

A. Will you need a sole source letter to process the contract? (We have one developed for your use.)

A. Yes

B. No

B. Does your state require that the contract be prepared by your state office, or will you be able to accept a contract prepared by ProLiteracy?

A. Contract must be prepared by my state office

B. Contract may be prepared by ProLiteracy

- C. The standard invoicing/payment schedule consists of three invoices/year: on October 1<sup>st</sup>, January 1<sup>st</sup>, and April 1<sup>st</sup>. Will this schedule work for your state?
- A. Yes                      B. No
- a. If no, what schedule would you prefer?
- b. Is there a designated date by which you would need the last invoice prior to the end of the fiscal year? If so, please list that date.
- D. Please list the contact information for the fiscal/contracting agency that will be invoiced for services.
- Name of fiscal agency:
- Name of person to whom invoices should be sent:
- Address:
- Telephone:
- Email:
- E. Does your fiscal agency require the use of direct deposit/electronic funds transfer payments?
- A. Yes                      B. No
- F. Are there any other contractual issues on which you might need assistance? If so, please list.

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**Signature of State Director**

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**Date**

**Application Deadline: May 15, 2011 (Fax, Email, or Mail)**  
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