



## **Application Process**

**New Mexico Public Education Department  
Innovation Zones Grant 2024-25**

**Release Date: April 23, 2024**

**Application Submission Deadline: May 6, 2024, 5 p.m.**



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### **Scope of Innovation Zone Grant**

Innovation Zone funding is intended to be braided with other funding sources to help students achieve success, no matter where they come from. There are six essential practices for Innovation Zone Schools. More information can be found on Appendix A.

1. *Collaborative Leadership, Shared Power and Voice*
2. *Powerful Student and Family Engagement*
3. *Expanded, Enriched, and Relevant Learning Opportunities*
4. *Meaningful Community-Connected Classroom Instruction*
5. *Integrated Systems of Support*
6. *Culture of Belonging, Safety, and Care.*

The six essential practices listed above must be considered and addressed in the application funding. This is not an either/or situation but rather all-encompassing. If you do not intend to fund one of the 6 essential elements, you will need to provide justification on why you do not need to fund that element.

### **General Requirements**

Innovation Zone grant funding is a competitive application process. There will be various rounds of the process.

***\*You will need to submit a separate application for each current Innovation Zone high school that you would like to be considered for the innovation zone funding.***

**Round 1:** Application, Budget Proposal, and PowerPoint Presentation

Applications, Budget Proposals, and PowerPoint Presentations will be reviewed by a panel from the New Mexico Public Education Department NMPED.

Those that successfully make it through round 1 will progress to round 2.

### **Application:**

The application is a Jot Form application. Please review the list of questions in Appendix B, to **help you plan and prepare to submit your completed application in JotForm.**

#### **Other documents to upload to JotForm:**

- **Graduate Profile:** If no graduate profile is available to upload to the application, you must provide your progress/timeline for completion.

- **Letters of partnership/support:** Provide three letters of partnership/support from community/industry partners that you are working with or plan to work with.
- **Excel Budget Proposal:** Utilizing the Excel template provided by NMPED, provide and upload your budget proposal.
- **PowerPoint Presentation:** Utilizing the PowerPoint template provided, explain what your school has accomplished so far with innovation zone funding. The presentation must include a slide to showcase the following:
  1. CTE POS
  2. Graduate Profile
  3. WBL
  4. Capstones
  5. Graduation Rate
  6. Attendance Rate
  7. Personalized Supports/Social Emotional Learning
  8. Strategies to promote student voice.
  9. Innovation Zone Sustainability
  10. How the IZ site is integrating / aligning these elements with core academics in a way that they're accessible to all students
  11. How the district is supporting the initiative

**Round 2:** Interview (if needed)

Applicants may be asked to attend an interview regarding their Innovation Zone application/budget proposal, and/or PowerPoint presentation.

**Sequence of Events**

<b>ACTION</b>	<b>RESPONSIBLE PARTY</b>	<b>DUE DATE</b>
Intent to Apply Opens for existing 47 IZ Schools	NMPED	March 22, 2024
Deadline to submit Intent to Apply	Potential Applicants	April 3, 2024
Application Opens	NMPED	April 23, 2024
Deadline to submit applications	Potential Applicants	May 6, 2024
Round 1: Application Evaluation	Evaluation Committee	May 7-10, 2024
Round 2: Selection Notifications	NMPED	May 10, 2024
Round 2: Finalists Interviews (if needed)	NMPED/Finalists	May 13-17, 2024
Selection of IZ Schools	Evaluation Committee	May 20-22, 2024
IZ Awards Notifications	NMPED	May 23-24, 2024
IZ Budgets due in OBMS	Finalists	May 29, 2024

**Explanation of Events**

Existing Innovation Zones schools should complete the online [Revised - 2024-25 Innovation Zones Intent to Apply](#) to have their LEA placed on the distribution list. The form should be submitted by an authorized representative of the LEA. The distribution list will be used for the distribution of the application and for any announcements and/or amendments to the application.

**Submission of Applications**

The application is in the JotForm platform. Once the application is completed, all documents should be attached to the JotForm. The form submission will serve as your time stamp. Please do not email your completed application to any member of the NMPED. All application forms must be submitted through JotForm by May 6, 2024, 5 p.m.



APPLICATIONS MUST BE RECEIVED BY THE NMPED VIA THE FORM NO LATER THAN THE DATE OUTLINED ABOVE and IN THE SEQUENCE OF EVENTS SCHEDULE SET FORTH ABOVE. NO LATE APPLICATIONS CAN BE ACCEPTED. The date and time of receipt will be recorded on each application via the online submission form. It is the Applicant's responsibility to ensure all documents are completely uploaded and submitted electronically. Please ensure that you, as the Applicant, allow adequate time for large uploads and to fully complete your submission by the deadline. An application that is not both: (1) fully complete; and (2) received, will be considered late. Further, a submission that is not fully complete and received by the deadline because the response was not captured, blocked, filtered, quarantined, or otherwise prevented from reaching the proper destination server by any anti-virus or other security software will be deemed late. NO LATE APPLICATIONS WILL BE CONSIDERED. Applications submitted by facsimile, or other electronic means other than through the designated form, will not be accepted.

### **Application Evaluation**

An Evaluation Committee will perform the evaluation of applications. This process will take place as indicated in the Sequence of Events.

### **Selection of Finalists**

The Evaluation Committee will select and notify the finalist Applicants in accordance with the schedule set forth above. Only finalists will be invited to participate in the subsequent rounds of the process. The schedule for the interviews are outlined in the Sequence of Events above.

### **Interview and/or Product Demonstrations by Finalists**

Finalists, as selected per above, may be required to conduct an oral presentation at a venue to be determined as per the Sequence of Events, or as soon as possible thereafter. If oral presentations are held, Finalists may be required to make their presentations through electronic means (Teams, Zoom, etc.). The Agency will provide Finalists with applicable details. Whether or not Oral Presentations will be held is at the discretion of the Agency.

## APPENDIX A

Six Essential Practices for Innovation Zone Schools.

1. **Collaborative Leadership, Shared Power and Voice:** Demonstrating clear evidence of shared power and voice from a diverse set of community partners in the design and implementation of innovation. Effectively weaving local, state, and federal resources to reimagine the high school experience and support critical changes to how students are engaged.
2. **Powerful Student and Family Engagement:** Leveraging community-specific student and family assets and building upon local innovations to ensure all students are served by substantial improvements to the student experience of learning.
3. **Expanded, Enriched, and Relevant Learning Opportunities:** Building challenging college and career pathways by integrating high-quality technical education, work-based learning, and core academics - both inside and outside of the school building. Pathways are accessible to all students, connected to graduate profiles, and assessed by meaningful, locally developed capstone experiences. Students exhibit agency in navigating pathways and have meaningful opportunities to reflect on their progress.
4. **Meaningful Community-Connected Classroom Instruction:** Providing community-driven learning opportunities connected to prior-lived-experiences, language, and culture. Instruction and innovation are driven by locally developed graduate profiles and all students have equitable access to meaningful and relevant capstone experiences.
5. **Integrated Systems of Support:** Integrating robust academic, social, emotional, health and wellbeing supports into the student experience with clear evidence of student voice and personalization in design.
6. **Culture of Belonging, Safety, and Care:** Cultivating a culture of belonging, safety, and care for all students. Adults are trustworthy, demonstrate trust in students, and are hopeful about future possibilities for all young people.

APPENDIX B



**NEW MEXICO**  
Public Education Department

## Innovation Zone (IZ) Application 2024-25

New Mexico Public Education Department

**\*You will need to submit a separate application for each current innovation zone high school that you would like to be considered for the innovation zone funding.**

LEA Name \*

District Name \*

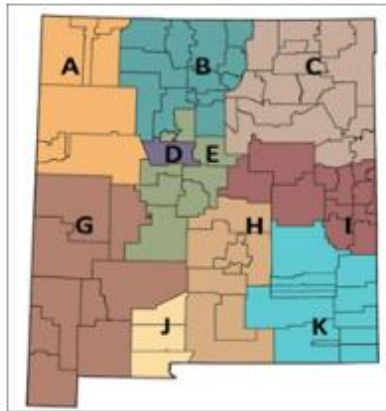
Contact Person Name (First and Last) \*

Phone Number \*

E-mail \*

example@example.com





Which Region is your school located in? \*

Please Select



## Section 1

1. Total number of students in grades 9-12 combined, on your campus. \*

2. Current number of CTE participants on your campus. \*

3. List all current CTE programs of study that you offer on your campus. \*

4. Number of CTE certifications students received during the 2022-23 school year. \*

5. Current number of CTE instructional staff \*

6. # of staff you plan to assign to IZ, their role/job, what fund source will be.  
(Example: John Doe, WBL Coordinator, Innovation Zone, 50%) \*

Staff Name	Staff Role	Funding Source	% of salary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add Row

7. Which of the following equity outcomes is your Innovation Zone plan designed to address? List all that apply.

- Increase graduation rates, including each disaggregated Martinez-Yazzie subgroup
- Improve attendance rates, including each disaggregated Martinez-Yazzie subgroup
- Improve school climate (include pre-survey results)
- Increase post-secondary placement outcomes
- Other (please specify measurable outcome)

8. What is your innovation plan, including your long-term vision and overall goal for innovation in the school? \*

9. How will funding in the 24-25 cycle help you accomplish your vision and goal listed in #8?

10. How has the student experience changed since implementing the elements of the Innovation Zone? \*

11. Discuss your sustainability plan, past the Innovation Zone grant funding. \*

12. How did you determine your Innovation Zone priorities? Describe the needs assessment and process you used. \*

13. How will you evaluate your school's progress towards the goals you set for this year? \*

14. How are you reducing barriers among special populations such as special education, English language learners, non-traditional, McKinney-Vento students, etc.? \*

15. How will all students in grades 9-12 benefit from Innovation Zone programming such as capstones, CTE programs of study, WBL...?


**In response to Martinez and Yazzie Consolidated Lawsuit, the NMPED requires that state supported LEAs create and participate in an Equity Council with the “intention of convening stakeholders to drive local, community-based, transformative solutions that will establish equity in education.”**

16. Name the individuals on your Equity Council that are part of your Innovation Zone planning and evaluation (Tribally controlled schools are exempt from this requirement - type N/A if not applicable). \*

**All Innovation Zone budgets and program decisions must be driven by a local Graduate Profile and include Career Technical Education, work-based learning, and project-based capstones.**

17. Do you have a Graduate Profile? If yes, describe the process you implemented, who helped create it, what steps were taken, etc.? Attach graduate profile in the next section. If no, describe your progress to date and provide a timeline for the creation of your profile. \*

Graduate Profile Upload (Save file as: School Name\_Grad Profile\_27552\_IZ\_24-25)

  
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18. Describe the Work-Based Learning opportunities you will offer students with this funding, including an estimate of the number of students involved. \*

Work-Based Learning experiences can include job shadowing, internships, job placements, etc.

19. Describe the project-based capstone opportunities (both CTE and Community) you are offering or will offer students with this funding. Include course codes that you are using.


20. Identify any contractors you will work with to support your Innovation Zone. \*

21. List all community/industry partners that are part of your innovation zone grant. \*


**Please upload three letters of partnership/support from community/industry partners that you are working with or plan to work with.**




Letter of Partnership/Support 1. (Save file as: SchoolName\_L1\_27552\_IJ\_24-25) \*

  
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Letter of Partnership/Support 2. (Save file as: SchoolName\_L2\_27552\_IJ\_24-25) \*

  
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Letter of Partnership/Support 3. (Save file as: SchoolName\_L3\_27552\_IJ\_24-25) \*

  
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## Section 2 (Current Innovation Zone Programming)

22. How long you have been an Innovation Zone School \*

- Cohort 1 - 2022-23
- Cohort 2 - 2023-24

22a. What percentage of your 22-23 budget was remaining at the end of that fiscal year?

22b. Has your graduation rate improved since becoming an innovation zone school? Include supporting documentation of your student success. \*

23. What percentage of your current 23-24 IZ budget will be left unspent? \*

24. Has your attendance rate improved since becoming an Innovation Zone School? Include supporting documentation of your student success. \*

25. How many Innovation Zone community of practice meetings or cohort meetings (organized by FFE) has your school attended? \*

26. Did you complete your Innovation Zone pre and post surveys from NMSU? \*

- Yes
- No
- I don't know

**26. SIX ESSENTIAL ELEMENTS**

**A. Collaborative Leadership, Shared Power and Voice**

**B. Powerful Student and Family Engagement**

**C. Expanded, Enriched, and Relevant Learning Opportunities**

**D. Meaningful Community-Connected Classroom Instruction**

**E. Integrated Systems of Support**

**F. Culture of Belonging, Safety, and Care.**

**Please evaluate and describe your progress within the six essential elements below. What is your progress and what are your plans?**

27A. Collaborative Leadership, Shared Power and Voice. What is your progress and what are your plans to establish this element? Give examples of quantitative measurements (Example: LEA develops and implements a co-designed annual survey of parents/students to get feedback on programs and policy. How many surveys were completed?). \*

Martinez-Yazzie: Failure to meet the NM constitutional obligation to provide an adequate, sufficient education to children experiencing poverty, English learners, Native American students, and children with disabilities.

**27B. Powerful Student and Family Engagement.** What is your progress and what are your plans to establish this element? Give examples of quantitative measures. (Example: Data related to engagement increase in parent volunteers or participating in school events, initiatives, etc). \*

Martinez-Yazzie Findings: Failure to meet the NM constitutional obligation to provide an adequate, sufficient education to children experiencing poverty, English learners, Native American students, and children with disabilities.

**27C. Expanded, Enriched, and Relevant Learning Opportunities.** What is your progress and what are your plans to establish this element? Give examples of quantitative measures. (Example: Increased 4-year graduation rates and increased postsecondary acceptance and enrollment particularly for historically marginalized groups). \*

Martinez-Yazzie Findings: Limited access to after school, summer school, and extended learning time programs.

27D. Meaningful Community-Connected Classroom Instruction. What is your progress and what are your plans to establish this element? Give examples of quantitative measures. (Example: Number of students, families, and community members that engaged in the Graduate Profile process).

\*

Martinez-Yazzie Findings: Failure to develop culturally-relevant curriculum and instructional material.

27E. Integrated Systems of Support. What is your progress and what are your plans to establish this element? Give examples of quantitative measures. (Example: Number of robust academic, social-emotional, health and well-being supports integrated into the student experience).

\*

Martinez-Yazzie Findings: Insufficient resources for counselors, social workers and other non instructional staff.

27F. Culture of Belonging, Safety, and Care. What is your progress and what are your plans to establish this element? Give examples of quantitative measures. (Example: Percentage decrease in students who are chronically absent).

\*

Martinez-Yazzie Findings: If school factors support and strengthen students' cultural and ethnic identities, student achievement tends to benefit.

## Section 3 Budget Proposal

**\*If you do not intend to fund each essential practice and/or element, please provide an explanation of why you do not need to use IZ funds for that requirement (for example, you could describe how your school is using Community Schools funding to create Meaningful Community-Connected Classroom Instruction).**

28. What are your braided funding sources that you plan to include in your Innovation Zone program? \*


**Note: this is competitive funding and budget changes may not be approved.**

**Using the excel template provided by the CCRB, provide a budget proposal that addresses all six essential practices, and includes the required elements of IZ (graduate profile, work-based learning and CTE).**

**Excel Document - Tab 1: an example of how to fill in your proposal. Tab 2: is a blank for you to use to complete your proposal.**




Budget Proposal (Save file as: SchoolName\_ Budget Proposal\_27552\_IZ\_24-25)



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**PowerPoint Presentation**  
Your presentation should outline the areas in the template provided to you. Please organize your presentation to showcase and provide visual elements on how you have utilized your Innovation Zone funding this year (2023-24). Save as a pdf prior to uploading.

PowerPoint Presentation (Save file as: SchoolName\_ PPT\_27552\_IZ\_24-25) \*



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## Agreement

(By checking these boxes you are agreeing to our terms - should you have any questions please contact us)

By checking this box, I acknowledge and inform the NM PED-CCRB that my school is applying for competitive grant funding made available through the state legislative appropriation referred to as Innovation Zone. \*

I acknowledge.

I understand that my application for this funding will be reviewed on the basis of its merit: A) as a regionally relevant program of study recommended in the local needs assessment and B) as an implementation plan that will advance student outcomes of employment or continued pursuit of postsecondary educational outcomes. \*

I acknowledge

Merit will be assessed as compared with all other applications received. Funding award notifications will be provided electronically and in letter form. \*

I acknowledge

**Application \***

I have completed all sections of this application form.

**Graduate Profile \***

I have attached a copy of our Graduate Profile or have indicated the timeline of completion for our Graduate Profile.

**Letters of Partnership \***

I have attached three letters of partnership/support.

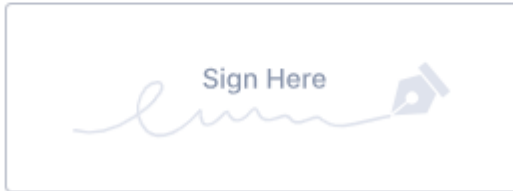
Excel Budget Proposal \*

I have attached a copy of the Excel Budget Proposal

PowerPoint Presentation \*

I have attached a copy of the PowerPoint Presentation

Signature



Sign Here

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