

21st CCLC Grant Writing Tips “The Application”

Alaska Department of Education &
Early Development (EED)

2013

Before we get started....

- This is being recorded
- Phone on mute/quiet spot/no typing
- If possible, ask questions through Blackboard
- Save "sensitive" questions for emails

This call will cover....

- Application requirements
- Rubrics and Scoring
- Questions

Amount of Funding

- \$50,000 - \$500,000 per year



Priority Points



- Priority
 - High poverty/low achieving
 - Title I
 - Title I SI
 - 40% or greater poverty
 - APS
(see Guidance document on website)

Copies – Need Electronic too!



Timeframe

- Deadlines

- Letter of Intent
- Application DUE
March 29, 2013



Formal Planning AFTER

- Requirements for:
 - Sustainability
 - Evaluation
 - Refinement of goals, objectives



Revised Narrative Section



Application requirements

- Read the directions! Know:
 - What can be included and what can't
 - How many pages
 - What size font, margins etc.

Program Abstract

- First impressions - poor abstract can undermine a proposal
- Limit length of response
- Accurately reflect the final application
- State project purpose, how it will be implemented and results you expect
- Include number of sites, numbers of students, total budget amount, other funds, and the amount of the request

Summary Questions

- Explains your thinking
- Creates a bridge between what is and what could be



Logic model



- Framework for applicants
- Framework for reviewers
- Framework for formal evaluation planning

Logic Model

- Logic model provides a broad overview
 - Helps you define goals
 - Focus evaluation efforts
- Use template provided – refer to Harvard Family Research project resources (www.hfrp.org)

Targeted Population



Priority Points

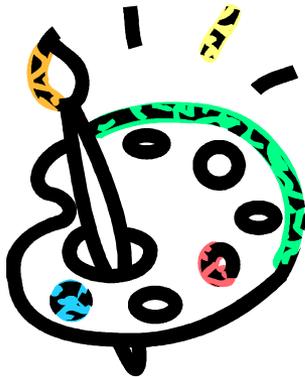
- Describe
- Defend
- Demonstrate



Use the TA documents



Schedule of Operations



- Paint a clear picture
 - What time services are offered
 - How long services are offered
 - Who receives the services

Narrative Section

- Need for Project
- Alignment with regular day
- Maximizing student participation
- Organization and structure for instructional time
- Management
- Evaluation
- Sustainability/Partnerships
- Previous Success/Promise of Success

Respond to this Application



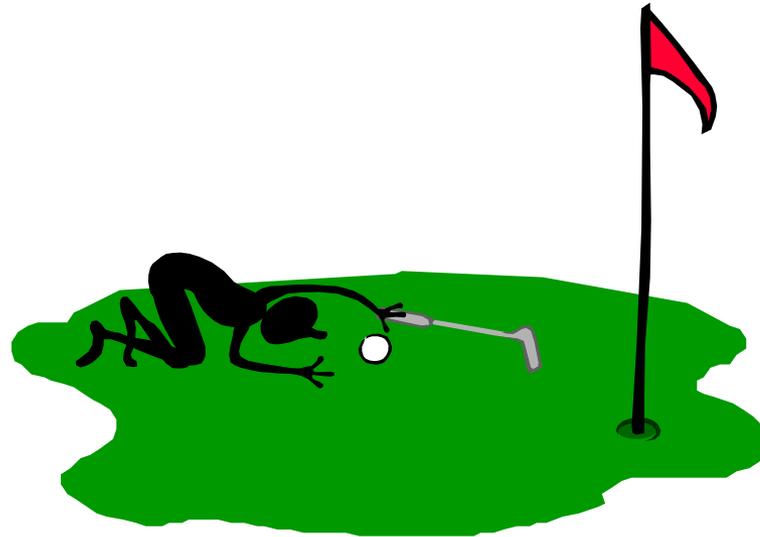
Need for Project



Need for Project

- Describe general problem, current resources that address problem, and identify gaps in these services
- Indicate how your proposal will serve the TARGET AUDIENCE
- Identify how proposal will fill gaps
- Identify data sources - pick data that matters
- Understand how to frame “neediest population”

Alignment



Alignment with regular day

- 
- Communication
 - Collaboration
 - Complementary
 - Commitment
 - Culture

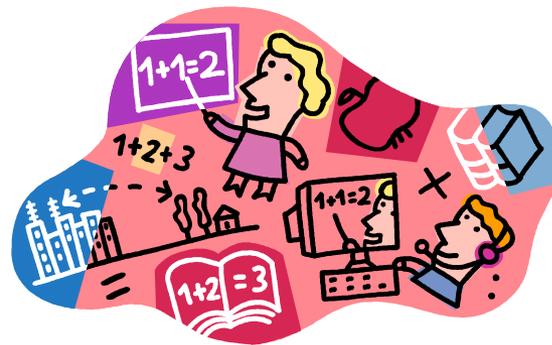
Getting Students Involved



Student Participation

- Protocols & systems
 - Barriers
 - Voice/Choice
 - Marketing Services
 - Collaborate
 - Involvement

Instruction



Instructional Time

- Putting data to use
- Tools - Progress
- Appropriate staffing
- PD/TA
- Different

Management



Management

- Realistic
- Detailed
- Timeline if necessary
- Information provided on organization
- Key elements addressed

Evaluation



Evaluation

- Who
- Appropriate
- Thoughtful
- Realistic
- Continuous Improvement

Partners/Sustainability



Partnerships & Sustainability Planning

- Key partners for planning
- Leveraging resources
- Planning for future

Success



Previous Success/Promise of Success

- Why should reviewers want to continue funding your program? What has substantially changed, what have you been able to sustain and what gaps still exist?
- Why should reviewers want to fund your program? What can you tell them about your program that would be enticing?

Funding



Budgets

- Explain ALL expenses – related to activities
- Only ask for amount necessary for project
- Express all in-kind support
- Narratives should be as detailed as possible
- Make sure all numbers add correctly – across and down!
- Make sure reviewers can READ text

Other Application Parts

- Appendices
- Assurances

Appendices

- Clearly label
- Keep them short
- Don't include unless specified – they will not be read
- If included, identify specifically what you want the reviewer to see and understand – reviewers appreciate concise information

Assurances & Other Documentation

- Make sure all appropriate signatures are included or already on file
- New Form
- Include any other documentation the grant application requests

Rubrics and Scoring



Rubrics, Scoring, Page Locator!

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- What about Rubrics?
 - What about scores?
 - What about the page locator?

Careful what you wish for....

- Your application is a contract with the State.



Suggestions

- Plan and write as a group
- Make it easy for reviewers
- Do your homework
- Ask questions

Questions?



Need more information?

Contact:

- Terri F. Campbell
- Alaska Department of Education & Early Development
- P.O. Box 110500
- 801 West 10th Street, Suite 200
- Juneau, Alaska 99811-0500
- (907) 465-8719 Phone
- (907) 465-2713 Fax
- Terri.Campbell@alaska.gov
- www.education.alaska.gov/21cclc/