

# A Guide to Developing Quality Grant Applications



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**U.S. Department of Education**

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**Office of Innovation and Improvement**  
**U.S. Department of Education**

# Getting Started

- Identify and prioritize community needs and problems.
- Assess your organization's talents and strengths:
  - What do you do well?
  - What do you want to accomplish?
  - What are the short and long-term goals for meeting community needs?
  - With whom can you partner?
- Don't take on more than you can handle.



# Federal Grants

Organizations, not individuals, typically apply for Federal grant programs:

- Institutes of higher education
- Local government agencies
- State government agencies
- Non-profits
- Hospitals



# Federal Grants

In order to apply for Federal funding, an organization must have a DUNS number.

A DUNS number can be requested online or over the phone:

(800) 234-3867 OR <http://fedgov.dnb/webform>

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# Types of Federal Assistance

- **Discretionary** – an applicant submits grant proposals to a Federal agency
- **Formula** – an applicant submits grant proposals to a State agency
- **Other** – funding opportunities that are not traditional grant programs



# OII Grant Programs

*for which charter schools may be eligible*

Advanced Credentialing

Advanced Placement

Arts in Education

Arts in Ed. Cultural Partnerships- At  
Risk Youth

Arts in Education Model Dev.

Charter Schools

Charter School Facilities

Close-Up Fellowship

Dropout Prevention

Excellence in Economic Ed

Fund for the Imprv. of Education

Historic Whaling Partnerships

National Writing Project

Pres. Academies for Am. Hist. & Civics  
Ed.

Professional Dev. For Arts Ed.

Reading Is Fundamental

Ready to Teach

Ready to Learn TV

School Leadership

Star Schools

Teaching American History

Technology Innovation Challenge  
Transition to Teaching

Transition to Teaching

Troops to Teachers

Women's Educational Equity

# Researching Grant Programs Online

- [www.ed.gov](http://www.ed.gov)
- [www.grants.gov](http://www.grants.gov)
- [www.usa.gov](http://www.usa.gov)

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# www.ed.gov

The screenshot shows the ED.gov website homepage. At the top left is the ED.gov logo. To its right is the text "U. S. Department of Education" and "Promoting educational excellence for all Americans". On the top right is a search bar with the text "Search ED.gov »" and a "GO" button. Below the search bar is an "Advanced Search" link. A navigation bar contains links for "Students", "Parents", "Teachers", and "Administrators".

**ED.gov** U. S. Department of Education  
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### Higher Standards, Better Tests

In remarks to the nation's governors, Secretary Duncan pledged to help pay for the development of assessments to measure student progress toward the higher common standards being developed by 49 states and territories.

Blog, speech, press release



**Read our blog...**

- North Star Academy
- Duncan Lauds State Standards Initiative
- Watch Webcast: Restoring American Leadership in Higher Ed

**ED.gov Blog**

### ED Expands Student Loan Servicing Capacity

Secretary Duncan announced contracts with 4 companies to expand ED's capacity to service its student loan portfolio.

### Stabilization Fund

Washington, D.C.'s application has been approved, bringing to 32 the number of applications approved for funding under the State Fiscal Stabilization Fund.

- Applications

### Income Based Repayment for Student Loans

Learn about the new Income Based Repayment plan for federal student loans (effective July 1). Use the IBR calculator to find out if you qualify.

### States Open to Charters Start Fast in 'Race to

### How do I find...?

- Grants to apply for
- Grant opportunities
- Educational resources, lesson plans
- Accreditation
- Money for college
- Research and statistics
- Facts and figures
- More...

**ED.gov Recovery**

**NoChild LeftBehind**

### Information Centers:

- Grants & Contracts
- Student Financial Aid
- Research & Statistics
- Policy & Guidance
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# www.grants.gov



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## FOR APPLICANTS

Find Grant Opportunities  
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Applicant Resources  
Search FAQs, User Guides and Site Information

## APPLICANT SYSTEM-TO-SYSTEM

## FOR GRANTORS

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## Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

**\*IMPORTANT NOTICE: [All applicants please read immediately](#)**

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).

## What's New This Week at Grants.gov

New Opportunities This Week

**\*IMPORTANT NOTICE: [All applicants please read immediately](#)**

Sign-up for our "Succeed" Quarterly Newsletter

## Quick Links

Latest News!  
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# Grant Application Notice

- Published in the Federal Register
- Accessible via the Web
- Contains competition information:

Selection criteria

Program priorities

Contact information

Required forms

Deadlines

**U.S. Department of Education**




**Office of Innovation and Improvement**

# Federal Register

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## The Federal Register (FR): Main Page

Published by the Office of the Federal Register, National Archives and Records Administration (NARA), the Federal Register is the official daily publication for rules, proposed rules, and notices of Federal agencies and organizations, as well as executive orders and other presidential documents. [More.](#)

### 2009 (Volume 74) Only

- Quick Search: (ex: "page 12345", "40 CFR part 55", "environmental protection agency" AND superfund)  
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- [Unified Agenda](#)
- [Code of Federal Regulations](#)
- [e-CFR](#)
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# Discretionary Grant Notice

Federal Register/Vol. 74, No. 100/Wednesday, May 27, 2009/Notices

25221

information. The Commission specifically solicits information relevant to the following topics:

—Whether the collection of information described above is necessary for the proper performance of the Commission's functions, including whether the information would have practical utility;

—Whether the estimated burden of the proposed collection of information is accurate;

—Whether the quality, utility, and clarity of the information to be collected could be enhanced; and

—Whether the burden imposed by the collection of information could be minimized by use of automated, electronic or other technological collection techniques, or other forms of information technology.

Dated: May 20, 2009.

Todd A. Stinesaat,

Secretary, Consumer Product Safety

Commission.

(FR Doc. 09-12146 Filed 5-26-09; 6:50 am)

WLSA case 09-246-9

## DEPARTMENT OF EDUCATION

### Office of Innovation and Improvement; Overview Information; Teacher Quality Partnership Grants Program; Notice Inviting Applications for New Awards for Fiscal Year (FY) 2009

Catalog of Federal Domestic  
Aid (CFDA) Number: 04.405.A.

Date:

Applications Available: May 27, 2009.  
Deadline for Notice of Intent to Apply:  
June 28, 2009.

Date of Pre-Application Meeting:  
There will be two pre-application  
meetings for prospective applicants on  
June 4, 2009 from 10:00 a.m. to 12:00  
p.m. and on June 8, 2009 from 2:00 p.m.  
to 4:00 p.m.

Deadline for Transmittal of  
Applications: July 23, 2009.

Deadline for Interagency  
Review: September 21, 2009.

#### Full Text of Announcement

##### I. Funding Opportunity Description

**Purpose of Program:** The purposes of the Teacher Quality Partnership (TQP) Grants Program are to: improve student achievement; improve the quality of new and prospective teachers by improving the preparation of prospective teachers and enhancing professional development activities for new teachers; hold teacher preparation programs at institutions of higher education (IHEs) accountable for preparing highly qualified teachers; and

recruit highly qualified individuals, including minorities and individuals from other occupations, into the teaching force.

More specifically, the TQP Grants Program seeks to improve the quality of new teachers by creating partnerships among IHEs, high-need school districts (local educational agencies (LEAs)) their high-need schools, and/or high-need early childhood education (ECE) programs. These partnerships would create model teacher preparation programs at the pre-baccalaureate level through the implementation of specific reforms of the IHE's existing teacher preparation programs, and/or model teaching residency programs for individuals with strong academic and/or professional backgrounds but without teaching experience. The TQP Grants Program may also support school leadership programs to train superintendents, principals, ECE program directors, and other school leaders in high-need or rural LEAs.

**General Application Requirements:** All applications must meet the following general application requirements in order to be considered for funding. Except as specifically noted in this section, the general application requirements are from section 202 of the Higher Education Act of 1965, as amended in 2008 by the Higher Education Opportunity Act (HEOA) (20 U.S.C. 1022)(b).

Each eligible partnership desiring a grant under this program must submit an application that contains—

(a) A needs assessment of the partners in the partnership, for the preparation, ongoing training, professional development, and retention of general education and special education teachers, principals, and, as applicable, early childhood educators;

(b) A description of how the partnership will—

(1) Prepare prospective and new general education and special education teachers to understand and use research and data to modify and improve classroom instruction and prepare prospective and new teachers with strong teaching skills;

(2) Support in-service professional development strategies and activities;

(3) Engage faculty at the partner institution to work with highly qualified teachers in the classrooms of high-need schools served by the high-need LEA in the partnership in order to—

(i) Provide high-quality professional development to strengthen the content knowledge and teaching skills of elementary school and secondary school teachers; and

(ii) Train other classroom teachers to implement literacy programs that incorporate the essential components of reading instruction;

(4) Design, implement, or enhance a year-long and rigorous teaching practice clinical program component;

(5) Prepare general education teachers to teach students with disabilities, including training related to participation as a member of individualized education program teams, as defined in section 614(d)(1)(B) of the Individuals with Disabilities Education Act (IDEA);

(6) Prepare general education and special education teachers to teach limited English proficient students; and

(7) Collect, analyze, and use data on the retention of all teachers and early childhood educators in high-need schools and high-need ECE programs located in the geographic area served by the partnership to evaluate the effectiveness of the partnership's teacher and educator support system;

(c) A description of the inclusion program activities that demonstrate—

(1) That the schools and departments within the IHE that are part of the inclusion program will effectively prepare teachers, including providing content expertise and expertise in teaching, as appropriate;

(2) That the eligible partnership's capability and commitment to, and the accountability to and involvement of faculty in, the use of empirically-based practice and scientifically valid research on teaching and learning;

(3) How faculty involved in the inclusion program will be able to substantially participate in a high-need ECE program or a high-need elementary school or high-need secondary school classroom setting, as applicable, including release time and receiving workload credit for such participation; and

(4) How the teacher preparation program will support, through not less than the first two years of teaching, all new teachers who are prepared by the teacher preparation program in the partnership and who teach in the high-need LEA in the partnership, and, to the extent practicable, all new teachers who teach in such high-need LEA, in the further development of the new teachers' teaching skills, including the use of mentors who are trained and compensated by the program for the mentors' work with new teachers;

(d) A description of how the partnership will—

(1) Coordinate strategies and activities with other teacher preparation or professional development programs, including programs funded under the

# Key Questions

Who is eligible?

1. Check “Eligible Applicants” section of the Federal Register

“Non-SEA eligible applicants may apply for funding directly from the U.S. Department of Education if the SEA in the State elects not to participate in the CSP or does not have an application approved under the program”

2. Check the “Eligibility Information” section

Covers eligibility in more detail

**U.S. Department of Education**



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# Key Questions

## Eligibility Examples:

- Eligibility Information: 1. Eligible applicants: (a) State educational agencies (SEAs); (b) Local educational agencies (LEAs), including charter schools that are considered LEAs under State law; or (c) National nonprofit educational entities with expertise in advanced placement services.
- Eligible Applicants: State educational agencies, local educational agencies, institutions of higher education, other public agencies, and private agencies and organizations, including Indian tribes and Indian organizations as defined by the Indian Self-Determination and Education Assistance Act, and Native Hawaiian organizations.
- Eligible Applicants: LEAs, including charter schools that are considered LEAs under State law, in partnership with one or more institutions of higher education.



# Key Questions

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- When is the deadline?
- What is the award amount per grant?
- How many projects will be funded?
- Who is the program contact?



# Key Questions

- Is there a matching requirement?
- Is there a page limit?
- Where can I get the application?
- How and where do I submit the application?



# Establish a Timeline

- Recipe: 2/3 planning and 1/3 writing.
- Research program well in advance.
- Assess time available until deadline.
- Finalize any required partnerships.
- Complete all necessary registrations.
- Submit grant application 24 hours prior to deadline.



# Writing the Proposal

- Select the individual or team to write the grant application.
  - Narrative, budget, evaluation, editor
- Leave time at the end for proofreading.
- Ensure that the application is “reviewer-friendly”.



# Selection Criteria

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Common examples include:

- Need for project
- Project design
- Project Services
- Personnel
- Project Evaluation
- Budget



# Need For Project

- Explain how community need ties into the grant program's purpose.
- Use the most recent statistics.
- Compare target area to region and nation.
- Demonstrate through facts.
- Avoid jargon and rhetoric.



# Project Design

- Design should meet the stated need.
- Reflect the life of the grant project.
- Demonstrate a well thought out plan.
  - Note studies and research findings.
- Detail recruitment of target populations.
- Build community partnerships.
- Develop contingency plans.



# Project Services

- Incorporate proven methods.
- Tailor services to benefit your community.
- Vary methods of meeting the need.
- Emphasize individualized services.
- Cite examples of activities.



# Project Personnel

- Provide detailed job descriptions.
  - Paid staff and volunteers
- Highlight qualifications of proposed staff.
  - Include resumes (if applicable)
- Demonstrate staff's ability to relate to target population.
- Address staff's professional development.
- Align salaries with time and effort.



# Project Evaluation

- Are your goals and objectives measurable?
- Are your goals and objectives ambitious and attainable?
- What indicators will demonstrate progress?
- Are your goals and objectives clearly related to the intended outcomes of the project?
- Will they produce quantitative and qualitative data to the extent possible?
- What types of data will be collected, and how will it be analyzed?
- How will the applicant use the information collected?



# Project Budget

- **Budget for the life of the grant:**

Adequate for all years of the grant

Allowable costs

Reasonable costs

Indirect Cost Rate Agreement

Administrative costs

Budget justification

Cost of living increases

- **Address any matching requirements.**

- **Seek non-Federal support.**

- **Focus on sustainability.**

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# Completing the Application

- Required Forms:
  - SF 424 “face page”
  - 524 Budget Form
  - Certifications and Assurances
  - One-page Abstract
  - Application Narrative
  - Appendices



# Submitting the Application

- See application notice for submission details.
- Be aware of registration procedures and complete early.
- Allow time for application to be submitted.
- Be aware of the application deadline – including both date and time.



# Processing the Application

- Received by the awarding agency.
- Given a unique ID number.
- Screened for eligibility.
- Reviewed by a panel of experts.
- Scored and ranked.
- Recommended for funding.



# Grantee Responsibility

- Project success and financial accountability.
- Submission of annual and final performance reports.
  - Annual substantial progress met.
  - Recordkeeping and fiscal accountability.
- Non-Federal audit, if grantee expends \$500,000 or more in Federal awards annually.



# Valuable Resources

- Grant-specific technical assistance
  - Workshops
  - Webcasts
  - Conference Calls
- Federal or state program contact
- Grants.gov Customer support



# Contact Information

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