

## Where do you start?

### (1) Who are you?

- a. Describe your organization. Remember to include community demographics.
- b. Assess your ability to implement, administer, complete and evaluate a project. Consider staff, facilities and community issues. What are your strengths and weaknesses?
- c. Complete a needs assessment; survey your students, parents, faculty and community.

### (2) Why do you want a grant?

- a. Look at your needs assessment and SIP plan.
- b. Review the school's *Adequate Yearly Progress (AYP)* report identifying achievement gaps and academic weaknesses.
- c. Develop a list of goals and objectives you wish to address with grant funds. Identify target populations and justify relationships to goals and objectives.

### (3) What will your program look like?

- a. What programs will you offer to address your goals and objectives?
- b. What research based methodologies and resources do you plan to employ?

### (4) What do you need to run the program successfully?

- a. How many children do you plan to service?
- b. How many individual groups will you have? Is this a whole classroom activity? Are there several classrooms involved? Is this an after-school setting? Effective after-school programs recommend groups of 6-8 students.
- c. How many personnel will be necessary?
- d. Who will be responsible for what?
- e. What transportation, equipment, supplies and materials costs will you incur?

### (5) How do you plan to evaluate your success and who will be responsible for the evaluation?

- a. Evaluation should include **QUALITATIVE** data (opinion surveys, interviews, attitude measurements) and **QUANTITATIVE** data (pre & post assessments, TVAAS scores, attendance data, failure rates, discipline data).
- b. Evaluations should be **FORMATIVE** (allows opportunities to reflect and modify as necessary for the success of the project) and **SUMMATIVE** (final overall evaluation that describes the progress made and overall benefit of the project).

- (6) **Sustainability, how do you plan to sustain the program beyond the funds?**
- a. What structures will you have in place that will allow this project to continue beyond funding?
  - b. How will the classroom, facility, or system afford to continue this project? What assets do they (personnel, alternative funding, community support, expertise, business partnerships, higher education partnerships, etc).
- (7) **Now, what funding agency will meet your needs?**
- a. Project ideas must be aligned with the funding organization's mission, goals and strategies.
    - a. Read previously funded grants from an agency if not clear of their interests.

### **Reason grants are often not funded**

- (1) A poorly prepared application. Carefully follow the grant application instructions focusing on the requisite format and requirements.
- (2) Request of funds fall outside the funding agency or foundations realm of interest.
- (3) The grant applicant lacks integrity.
- (4) The grant application does not reflect a clear, precise, and comprehensive analysis of the educational facility's needs. Remember to avoid jargon, explain concepts.

## **Vocabulary**

**Abstract:** A summary of the project, should be written concisely and summarize the project in a succinct paragraph or sentence.

**Authorized institutional representative** The administrative official who has the authority to commit CMCSS to a project. In CMCSS it is the Director of Schools. For information concerning the grant you plan to write contact John Nichols, 920-7816, and he will provide information on the process.

**Award Document:** The legal document utilized to convey the award of external funds.

**Budget** The part of the proposal that shows the cost of your project. Depending on the type of grant this can include the costs you are requesting from the funding agency and those to being provided by you for the project.

**Budget narrative:** Also referred to as **Budget justification** or **Budget explanation**. A narrative following the budget justifying or explaining the cost of each item.

**Business officer:** In CMCSS known as the Chief Financial Officer. This is the financial official who is responsible for all fiscal matters relating to the grant. Danny Grant, 920-7786, is the CMCSS Chief Financial Officer.

**Competitive Grant:**

**Consultant** A professional who provides a necessary and specialized contribution to the project.

**Continuation proposal:** Also referred to as a **Renewal Proposal**. A continuation proposal requests funds for the next year that were granted in a previous award.

**Cost sharing:** Also known as **matching funds** or **in-kind** contributions. The segment of the project's funding that will be contributed by CMCSS, either through real dollars toward the cost of the project, for example the grant pays 50% and the school pays 50%; or, through "**in-kind**" expenses such as space, use of equipment, faculty release time, supplies, materials, or indirect costs.

**Direct costs:** All expenses directly related to the performance of the project and include salaries, fringe benefits, materials and supplies, equipment, travel, etc.

**Effective date:** The date the award is signed by the awarding agency. Allowable costs may be charged against the grant only on and after this date. CMCSS policy is not spend funds until the award is signed and received by the system.

**Evaluation:** The plan for determining the degree to which objectives and goals are met. Evaluation should include **QUALITATIVE** data (opinion surveys, interviews, attitude measurements) and **QUANTITATIVE** data (pre & post assessments, TVAAS scores, attendance data, failure rates, discipline data). Evaluations should be **FORMATIVE** (allows opportunities to reflect and modify as necessary for the success of the project) and **SUMMATIVE** (final overall evaluation that describes the progress made and overall benefit of the project).

**Expiration date:** The closing date of the project, which will be specified in the award document. Expenditures cannot be charged to a grant after this date, except to pay for commitments made before this date.

**Federal Project Grants:** This is the granting of funds to a state or local education agency based on a need. Qualifying criteria are identified by the federal agency overseeing the grant funds.

**Formula grant:** This is the granting of funds to a state or local education agency based on a pre-determined formula, such as an e-rate, the number of children enrolled by grade or the number of children identified as qualified for "Free and Reduced Meals".

**Fringe Benefits:** This budget item is usually calculated by multiplying a designated percent by the salary amount. This includes: Social Security currently calculated at

6.2%, Medicare 1.45%, Retirement for Professional Staff 3.4%, and Retirement for Support Staff 11.46%.

**Future funding:** Describes a plan for continued funding and operation of the project beyond the grant period.

**Grantee:** The person or organization that submits a proposal and receives a grant for support of the project described in the proposal.

**Grants manager:** The Grants and Contracts Office employee who is responsible, at the funding agency, for the policy and administration aspects of the grant. In CMCSS that is Michelle Hodge, 920-7816.

**In-kind:** A term used to describe a type of cost sharing. In-kind is not a cash match, but is a match of the services or goods the organization "donates" to the project. This may include: use of facilities, copying privileges, use of materials, etc.

**Indirect costs:** Those generally intangible costs that involve goods and services related to the project. For example, purchasing, electricity, payroll activities, custodial staff, are all activities that must be performed to run a project and in some way contribute to the support of a grant project. These are charged to the grant at a certain percentage. In CMCSS the indirect cost are figured by calculating the total direct cost, subtracting the costs of equipment, and multiplying the resulting total by 3.39%. (Total Direct Costs – Equipment x .0339 = indirect costs).

**LEA:** Local Educational Agency, here known as Clarksville-Montgomery County School System (CMCSS).

**Methods:** The section of the grant proposal that describes the activities to be employed to achieve the desired results.

**Needs assessment:** The section of the grant proposal that documents the needs to be addressed the proposed funding.

**Objectives Statements:** Also know as out-comes or accomplishments. Identifies specifically what you intend to accomplish in measurable terms.

**Postmark deadline date:** The deadline for submitting the grant proposal. The postmark deadline means you must have a postmark on your package no later than the stated deadline.

**Project start date:** This is the date which you would like the proposal to start and is stated in the proposal. Remember to check the review period before planning a start date. If you submit on May 1 and the RFP states it takes 9 months for the review process, don't plan a start date of September 1.

**Proposal:** A proposal is a request for financial support for a project. There are two types of proposals: **solicited and unsolicited**. A **solicited proposal** is a proposal submitted in response to a request by a sponsoring funding agency for a program initiation, research or service in a specific subject. An **unsolicited proposal**, however, is one submitted to an agency or foundation in response to a **competitive** grant notice or **formula** grant notice.

**Receipt deadline:** This is the date and possible the time your grant proposal must arrive at the funding agency.