

*Grant Writing Tips*  
*The Process is Important*

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# What Could Possibly Go Wrong?

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- Missing the deadline by 1 minute.
- Not realizing that they meant 4:30 EST.
- Thinking a “special character” is your uncle Jim.
- Discovering the day before submission that the fillable PDF table is not working as expected.
- Leaving out a file, a table, a logic model, etc.
- Leaving out a part of the selection criterion.
- District does not have a DUNS number, or is not registered with SAM or grants.gov.

# What Could Possibly Go Wrong?

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- Tried to upload a Word or Excel file.
- Did not realize that grant had to be submitted by the Authorized Organization Representative (AOR) or signed by Authorized Representative.
- Not understanding the differences between the FY2016 and FY2017 selection criteria, priorities and tables, allowable costs, etc.
- ETC.

## Easy Fixes that are Easy to Overlook

- It takes a long time to plan, develop and write a winning plan and application that can be successfully implemented. Give yourself enough time, resources and people. This is not possible without a commitment from your district.
- Magnet grants are collaborative. The well coordinated grant team should include school staff, magnet staff, C & I staff, research and evaluation experts, and a key administrator to make it all happen.

## All of the Information You Need to Write a Winning Application is There

Read everything that you can, as soon as you can, and do what they say: NIA, application, Tables 1-6, legislation, guidance documents (e.g., USDOE evidence, USDOE/DOJ diversity), research (e.g., WWC, ERIC, internet, public library, paid databases), all four webinars (everything is posted), FAQs, grant submission directions in NIA, application and grants.gov. Also, read successful MSAP grants.

# Fill Out or Complete Everything You Can as Soon As You Can (NOW!)

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- 5 year Projections: Enrollment Tables 1 (LEA), 2 (implementation year, current magnets), 3 (magnet schools) and 4 (feeder schools).
- Table 5 – Selection of Students - CPP3.
- Table 6 – New or Revised Magnet Schools - CPP2.
- Choose research studies for CPP2 and evidence for Quality of Project Design section (1).
- Is Table 5 consistent with narrative (e.g., CPP4 and Desegregation).
- Performance Measures and Logic Models.
- Plan with schools and communities.

# Selection Criteria and Point Values From June 2016 Competition

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- (a) **Desegregation.** (30 points) Includes recruitment, fostering classroom interaction, equal access & treatment, the effectiveness of other desegregation strategies.
- (b) **Quality of project design.** (35 points) Includes improving student academic achievement, PD of sufficient quality, intensity, and duration to lead to improvements in practice, supported by strong theory (A rationale for the proposed product, process, strategy, or practice that includes a logic model), sustainability.
- (c) **Quality of Management Plan.** (15 points)
- (d) **Quality of personnel.** (10 points)
- (e) **Evaluation Plan.** (10 points) Includes performance measures and examining effectiveness of implementation.

# Selection Criteria and Point Values for FY2017 Competition

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- (a) **Desegregation.** (30 points) Includes recruitment, fostering classroom interaction, equal access & treatment, the effectiveness of other desegregation strategies.
- (b) **Quality of project design.** (30 points) Includes improving student academic achievement **and evidence**, sustainability, PD of sufficient quality, intensity, and duration to lead to improvements in practice, supported by strong theory (A rationale for the proposed product, process, strategy, or practice that includes a logic model).
- (c) **Quality of Management Plan.** (15 points)
- (d) **Quality of personnel.** (5 points)
- (e) **Evaluation Plan.** (20 points) **Evaluation may produce evidence of promise;** Includes performance measures related to project outcomes;  
**Costs are reasonable in relation to design and significance of the project.**



# Competitive Preference Priorities for 2016 and Invitational Priority

1. Need for Assistance. (0-5 points)
2. New or Revised Magnet Schools Projects. (0-5 points)
3. Selection of Students. (0-5 points)
4. Promoting STEM Education including real-world STEM experiences for students and STEM related PD. (0-5 points)
5. Supporting Strategies for which there is evidence of promise. (0-5 points)

Invitational Priority: Propose to increase racial integration by taking into account socioeconomic diversity in designing and implementing magnet school programs.

# Competitive Preference Priorities for 2017 and Invitational Priority

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1. Need for Assistance. (0 or 2 points)
2. New or Revised Magnet Schools Projects. (0 to 3 points)
3. Selection of Students. (0 to 2 points)
4. Increasing Racial Integration and Socioeconomic Diversity (0-4 points)

# An Effective MSAP Project Will:

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- Be consistent with the district's logic model that explains why schools work well or will improve.
- Be consistent with the research and evidence based logic model that explains why the grant program will work as written.
- Reflect the district's values and goals.
- Reflect the MSAP program's purposes and goals.
- Acknowledge that grant programs work best when there is buy-in from all stakeholders (e.g., principals, teachers, parents, district departments, superintendent and board).

## What is Your “End Game”?

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- Who is submitting? They should be well prepared. Have two people submit.
- When are you going to submit? Not deadline day because you will not get feedback from the system if the system does not accept a file.
- How are you keeping track of all of the pieces. Are you using the Application Checklist?
- Do your file names conform to requirements.
- ETC.

# Tips on Writing Successful Grant Proposals

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- Read the entire RFP before you start writing
- Make sure your project is the right match for the grant opportunity
- Follow RFP directions
- Use the selection criteria and priorities as the Table of Contents for your application as directed by the NIA and application package
- Use clear, concise writing
- Choose a compelling idea to begin the grant
- Put yourself in the mindset of a reader
- Prepare for the unexpected!!!

# Contact Information

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