

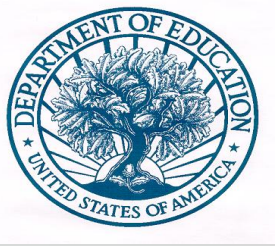
Academic Improvement Programs Group

Project Directors' Meeting

U.S. Department of Education

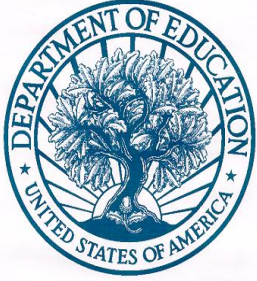
Dr. Irene Harwarth

December 17, 2008



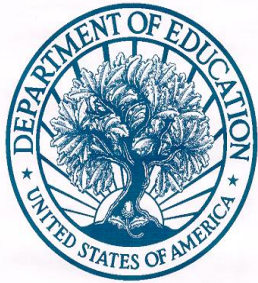
A “Discretionary Grant” is a grant in which the Department has discretion, or choice, in whether the grant is funded.

In order to apply to a Discretionary grant program, you must send in an application or a proposal that includes a Narrative and compete with other schools, districts, or communities, for the funding.



Register for Grants.gov

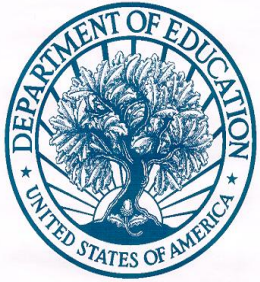
- Go to www.grants.gov and follow instructions for registration.
- If you are registered make sure all contact information is up-to-date on a regular basis.
- Please Note: If your school or district is not registered, register as soon as possible.
- You do not have to wait for a competition to be announced in order to register.
- Have a district individual as the contact for the application and as the authorized representative.



Download the Application package.

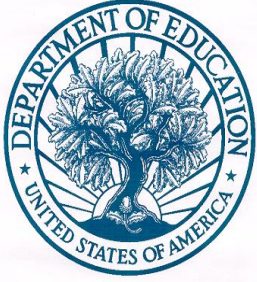
You can do this while you register for Grants.gov.

You may save the Application package to your computer and work offline while you register for Grants.gov.



Visit the program Web site.

- All program Web sites can be accessed through the U.S. Department of Education Web site, www.ed.gov.
- Just go to www.ed.gov and search on the name of your program.
- Each program has a unique Web site that provides valuable information about the program



Example of a Program Web Site:

www.ed.gov/programs/lsl

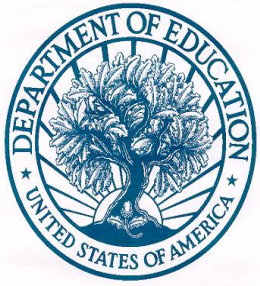
- www.ed.gov/programs/lsl has all the information needed to apply for a LSL grant including:
 - Information for **www.grants.gov** is also available
 - A Guide for Applicants
 - Frequently asked questions
 - Contact information
 - Application available for downloading



Make sure you meet all eligibility requirements.

They should be clearly identified in the application package and on the program Web site.

If you have any questions, do not hesitate to call or e-mail the official program contact.



Example of Selection Criteria:

Need

Purpose

Activities

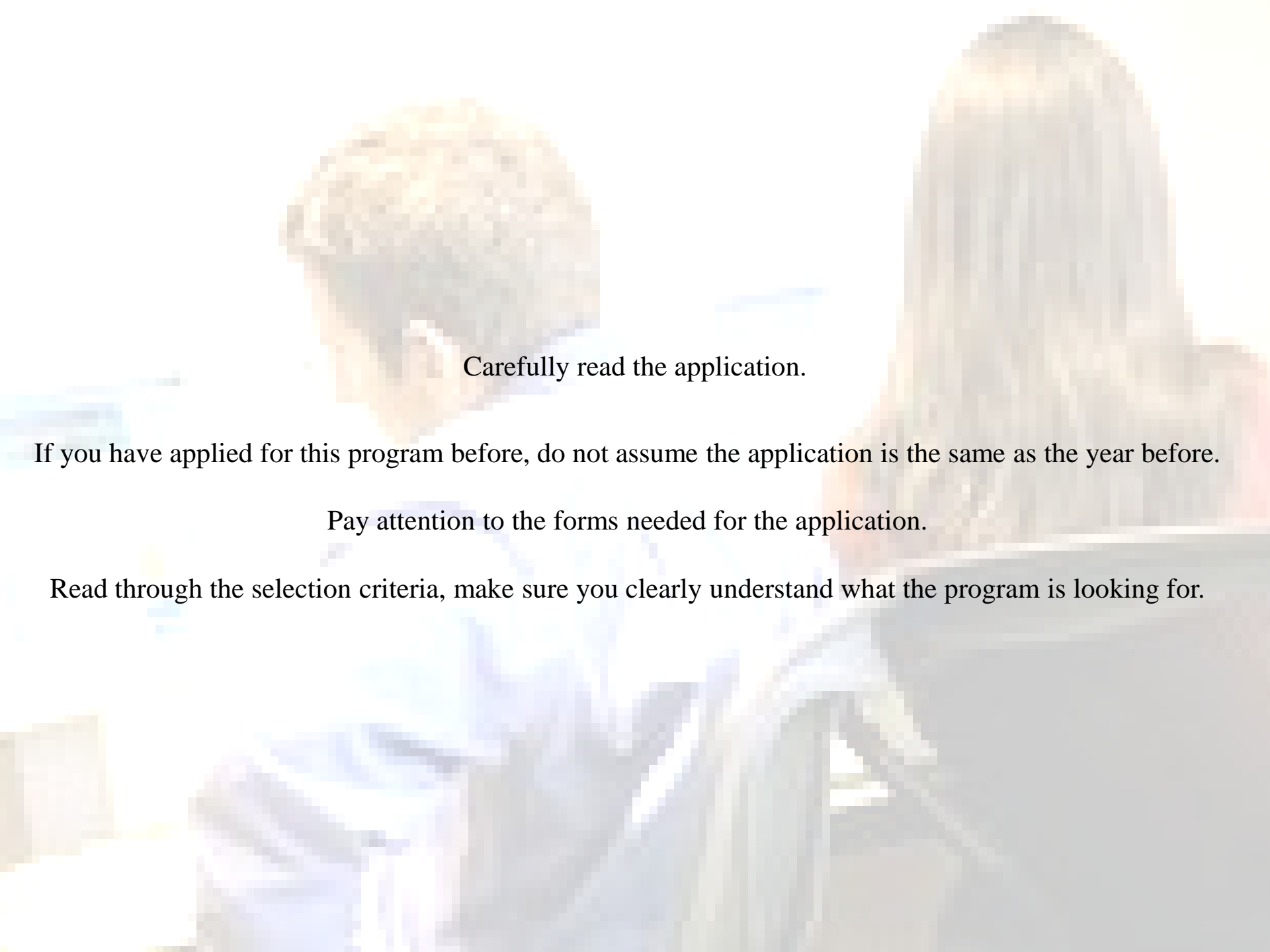
Coordination

Design

Management

Evaluation

Competitive Preference Priority

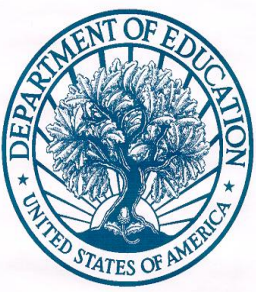
A blurred background image showing a group of people sitting at a table, possibly in a meeting or conference setting. The focus is on the text overlaid on the image.

Carefully read the application.

If you have applied for this program before, do not assume the application is the same as the year before.

Pay attention to the forms needed for the application.

Read through the selection criteria, make sure you clearly understand what the program is looking for.



Organize the proposal in the same order as the selection criteria.

Make sure that you address all of the selection criteria.

Follow any instructions in the application as to the following:

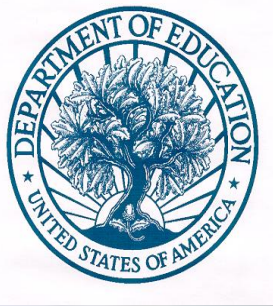
Font size

Number of pages

Spacing (double space, single space)

Attachments or appendices

Write in complete sentences, do not use jargon and spell out all acronyms clearly. Do not assume the readers know your school or district and your issues. Clearly explain why you are the best choice to receive the funding.



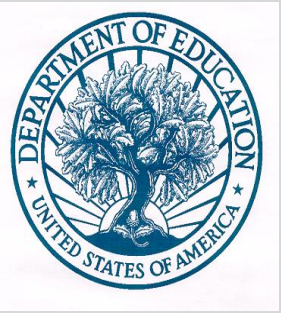
Fill Out the Forms

SF 424:

- Use legal name of applicant.
- Authorizing Official usually means the Superintendent.
- Total amount requested only means first year funds.
- Best to use a district individual, such as the proposed project director.

Abstract:

- Limit to one page
- Always include project title, number of schools, teachers, students, etc. to be served.
- Description of goals, objectives, expected outcomes.



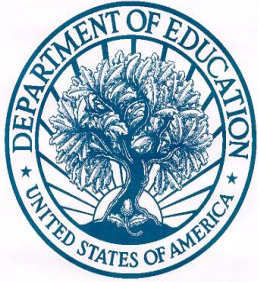
Budget:

- ED Form 524
- Write a Budget Narrative that provides the basis for costs.
- Be sure to include:
 - Approved Indirect cost rate
 - Cost of evaluation
 - Relation of costs to activities



Double check to answer the following questions:

- Are you eligible?
- Are you using this year's application package?
- Did you follow the appropriate guidelines for the Narrative?
- Did you respond to all of the selection criteria?
- Did you fill out all of the forms?
- Have someone new to the application look at it for typos, spelling errors, general readability.
- Check page numbers.



Check the Deadline

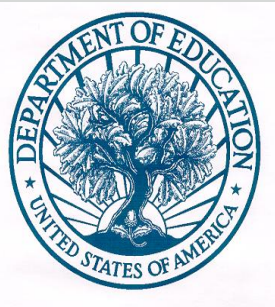
If your application is not in on time
It will not be reviewed

Upload the application into Grants.gov
as soon as possible.

If you have any problems, call the Grants.gov help line and
be sure to get a tracking number.

Allow yourself at least two to three days
before the deadline.

If you must wait until the closing date, or due date, carefully check the time you must have
your application in by. It is usually 4:30 P.M. Washington D.C. time.

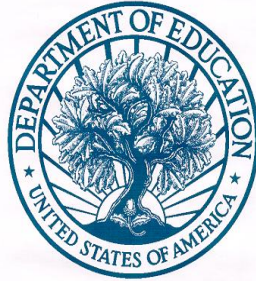


Grants.gov does not allow you to "unsubmit" or take back your application if you have made a mistake.

You must submit an additional application if you want to correct a mistake, and that application will be reviewed as a whole.

Usually programs review the last application that is uploaded into the system, in the case of duplicates.

Therefore, if you send in multiple copies of the same application, make sure the last one is complete and your best effort.



**Additional Resources:
The Web site for Grants.gov:**

www.grants.gov

The Web site for the U.S. Department of Education

www.ed.gov

The page on the U.S. Department of Education Web site devoted to Grants and Contracts:

<http://www.ed.gov/fund/landing.jhtml?src=rt>