Grant Writing Training

Mathematics and Science Partnership (MSP)
Mini-Grants

Say: Welcome to the mathematics and science partnership grant writing training. This is a mandatory training for everyone planning to apply for this grant.
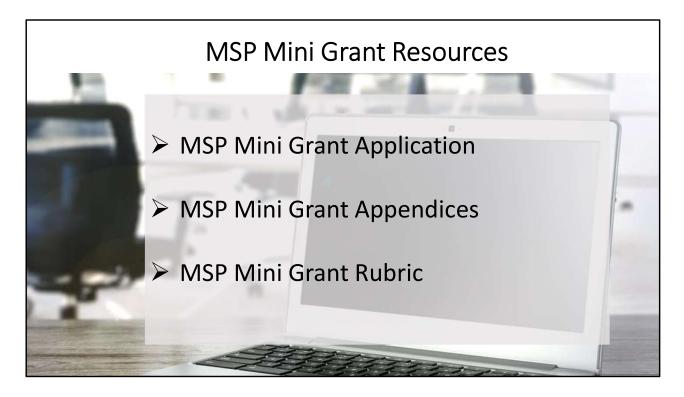
Objectives

By the end of this session, you should be able to:

➢ Determine whether you are a required or optional partner.
➢ Determine whether you meet eligibility requirements.
➢ Determine whether your proposed project meets application requirements.
➢ Determine whether you will apply for this grant.

Presentation Notes: Bullets enter one at a time on click. Synch each bullet to your comments.

Say:
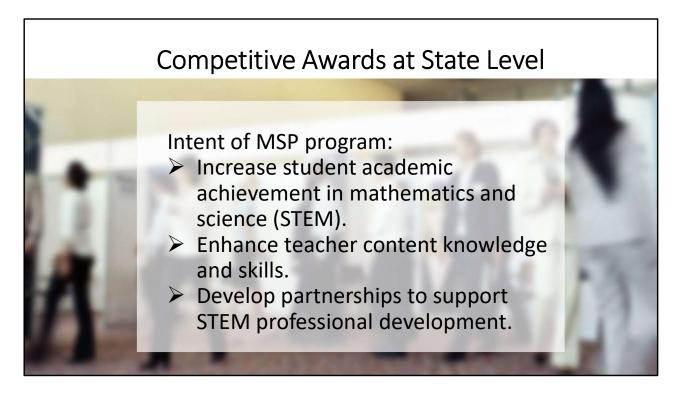By the end of this session, you should be able to:
- Determine your role in the grant and whether you are a required or optional partner.
- Identify eligibility requirements to apply for this grant and determine whether you meet those requirements.
- Identify project requirements to apply for this grant and determine whether your proposed project meets those requirements.
- Identify application requirements for this grant and determine whether you will be submitting a grant application.

While we have reserved time to answer questions at the end of this presentation, you are encouraged to ask questions as they arise. You can type your questions in the chat box. If you prefer to ask your questions out loud, then just type a note in the chat box that you have a question, and I will unmute you.

MSP Mini Grant Resources

➢ MSP Mini Grant Application

➢ MSP Mini Grant Appendices

➢ MSP Mini Grant Rubric

Say:
There are three different documents we will be focusing on today. Links to each of these are in the confirmation email you received when you registered for this webinar. If you didn't already download these documents, you can click the links in the chat box to download them now.

Presentation Notes: Add these links to the chat window.
Application link [redacted]
Appendices link [redacted]
Rubric link [redacted]

Competitive Awards at State Level

Intent of MSP program:
- ➢ Increase student academic achievement in mathematics and science (STEM).
- ➢ Enhance teacher content knowledge and skills.
- ➢ Develop partnerships to support STEM professional development.

Presentation Notes: Bullets enter one at a time on click. Synch each bullet to your comments.
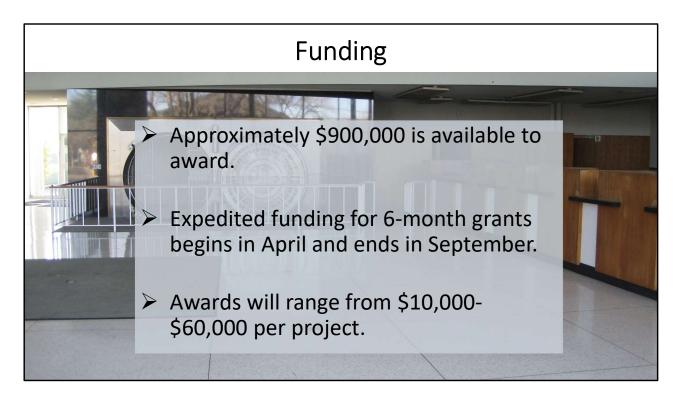
Say:
The MPS grants are competitive awards at state level.
The intent of this program is to increase academic achievement of students in mathematics and science (STEM) by enhancing the content knowledge and teaching skills of classroom teachers through key partnerships.
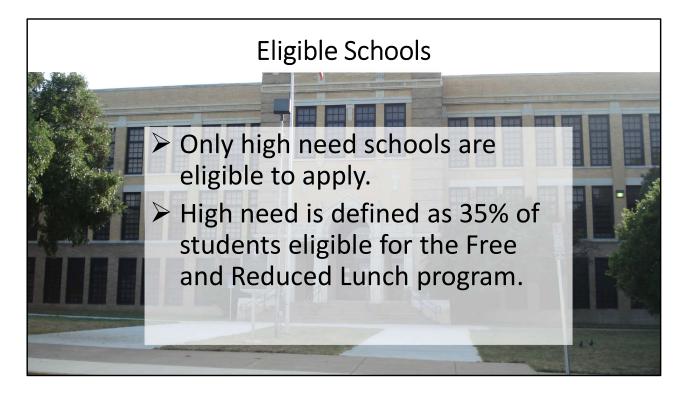
The purpose of this grant is to support improved academic achievement of students in STEM areas by encouraging state educational agencies, institutions of higher education, local educational agencies, elementary schools, and secondary schools to partner in high-quality professional development programs.

Funding

> Approximately $900,000 is available to award.

> Expedited funding for 6-month grants begins in April and ends in September.

> Awards will range from $10,000-$60,000 per project.

Presentation Notes: Bullets enter one at a time on click. Synch each bullet to your comments.

Say:
- Approximately $900,000 is available to award for this grant cycle.
- The simple grant structure allows for expedited funding for 6-month projects. These begin April 23 and end September 15 of this year.
- Awards for projects that are funded will range from $10,000 – $60,000 per project.
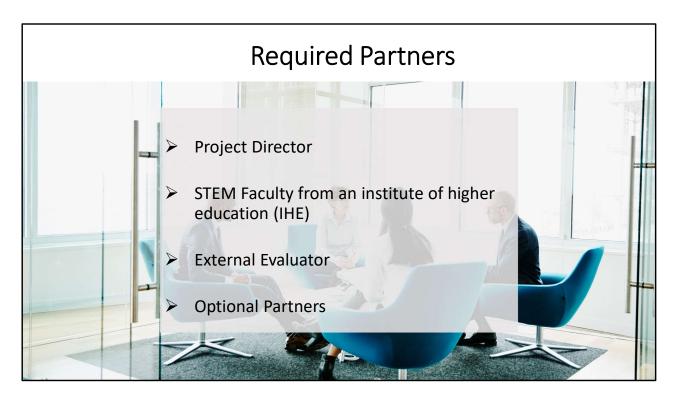
We anticipate approximately 20-25 projects to be funded.

Eligible Schools

➢ Only high need schools are eligible to apply.

➢ High need is defined as 35% of students eligible for the Free and Reduced Lunch program.

Say:

Only high need schools are eligible to apply.

High need is defined as schools with a poverty level, defined by Title I Section 114 of the NCLB Act, having at least a rate of 35% Free and Reduced lunch program student eligibility.

A grant application may include a consortium of schools; however, each participating school must meet the high need definition.

Required Partners

➢ Project Director

➢ STEM Faculty from an institute of higher education (IHE)

➢ External Evaluator

➢ Optional Partners

Presentation Notes: Bullets enter one at a time on click. Synch each bullet to your comments.

Say:
There are three required partners for this grant.

- The **Project Director** is a required partner and represents the high need applicant LEA/fiscal agent for the project. They are involved in all aspects of the project, including the writing of the grant proposal and will be the primary contact for the project. When submitting the Letter of Intent for your grant application, be sure to include the name of your Project Director and their current position within your LEA.
- A **Higher Education STEM faculty** member is a required partner. They must be from a mathematics, science, computer science, technology, and/or engineering department, appropriate to the content focus of the grant.
    - Faculty must be affiliated with an IHE, which could include community colleges, 2-year colleges, private colleges, or universities.
    - The STEM faculty member must be involved in the planning and delivery of content PD.
- The **External Evaluator** is a required partner and should be active during the planning stages through completion of the final reports.
    - This evaluator may be affiliated with the partnering IHE, but not working in the

same department as the faculty or be part of program delivery.
- The Evaluator budget may not exceed 10% of the entire project budget, must be itemized, and should only reflect activities required by the grant.
- Project directors should check the applicant LEA policies to determine whether this partner needs three written bids.

You may also include optional partners.
- **Optional partners** are not required for the grant but may be added. These include:
    - non-STEM faculty, such as IHE faculty from Colleges of Education that focus on coaching or pedagogical skills
    - faculty or instructors from other partner LEAs, focusing on coaching or pedagogical skills
    - instructors from non-profit organizations or businesses/industry that provide additional content learning or help make connections to real-world applications for the learning

Knowledge Check

Select the choice with all the REQUIRED partners:

a) Project Director, IHE Education Faculty, Internal Evaluator
b) Project Director, External Evaluator, IHE STEM Faculty
c) Project Director, IHE STEM Faculty
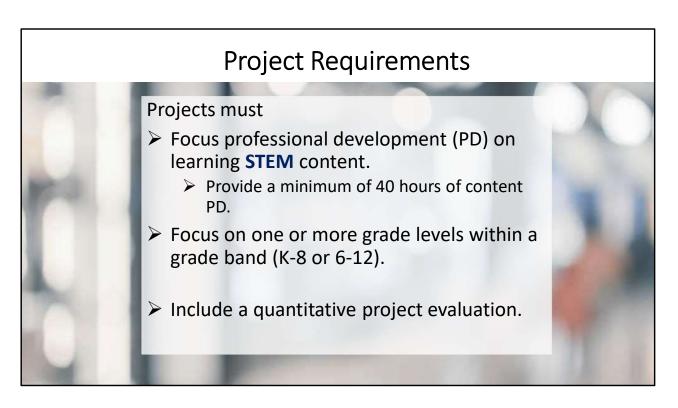d) External Evaluator, IHE STEM Faculty

Say:
Let's check to make sure everyone understands who counts as required partners.
In a moment, I will open a poll and you will be asked to pick an answer choice.
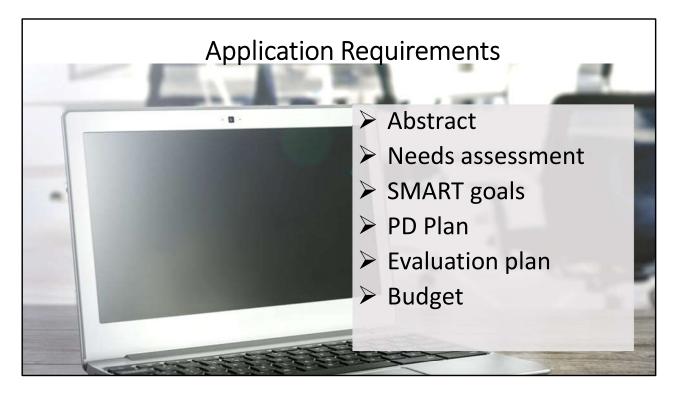
Presentation Notes:
- Give approximately 20 seconds for the participants to read the slide before opening the poll.
- The poll contains the full question but is smaller to read. Prompt participants to answer the poll if responses are slow.
- Give a prompt that you will be closing the poll in ___ seconds.
- You should have over 80% response before closing the poll.

After the poll closes, review the answers and clear up any confusion about required vs optional partners. The correct response is (B).

Project Requirements

Projects must

➤ Focus professional development (PD) on learning **STEM** content.
  ➤ Provide a minimum of 40 hours of content PD.

➤ Focus on one or more grade levels within a grade band (K-8 or 6-12).

➤ Include a quantitative project evaluation.

Presentation Notes: Bullets enter one at a time on click. Synch each bullet to your comments.

Say:
- Projects must focus on mathematics, science, computer science, engineering, and/or technology integration as the main content for the professional development
- All projects must provide a minimum of 40 hours of content PD. If the professional development also includes a focus on pedagogy, the total hours of the program need to be adjusted beyond the 40 hours of content PD.
- Each project must focus on one or more grades within the targeted grade band of grades K-8 or grades 6-12. You do not need to focus on all grades with the targeted band. For example, you can provide professional development to teachers of grades 3-6, since that is within the K-8 grade band.
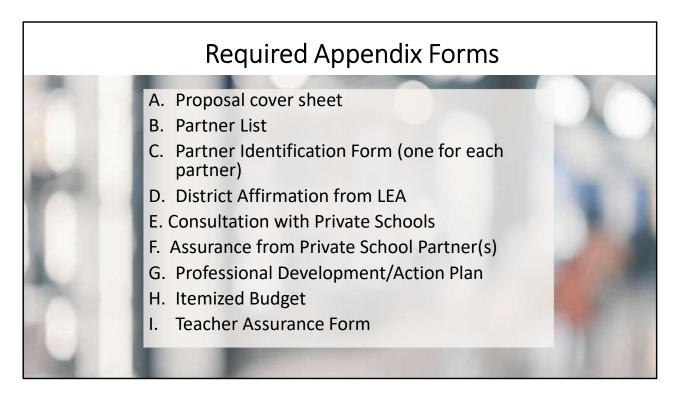- You must have a project evaluation and it needs to include quantitative measures of success.

Application Requirements

➢ Abstract
➢ Needs assessment
➢ SMART goals
➢ PD Plan
➢ Evaluation plan
➢ Budget

Presentation Notes: Bullets enter one at a time on click. Synch each bullet to your comments.

Say:
There are six main components of the application RFP.

1. **Abstract**: This should briefly describe the focus area of the project and summarize the expected results.
2. **Needs assessment**: You must provide clear evidence of the need for teacher professional development in the targeted grade levels and selected STEM content area. Test scores, teacher transcript analysis, or other quantitative measures should be included.
3. **SMART goals**: Your project goals must be linked to the teacher professional development needs identified in your needs assessment.
4. **PD Plan**: Include a clear and detailed description of the plan to deliver 40 hours of content professional development; clearly identify all project partners and their responsibilities.
5. **Evaluation plan**: Provide a description of the evaluation plan, including measures, statistical analysis, and the CV of your project's external evaluator.

6. **Budget**: Provide an itemized budget that supports all project activities and costs.

Now that you have an overview of what is required in the application, we are going to open the RFP document and look through each section. If you have questions, please ask as we look through the document.
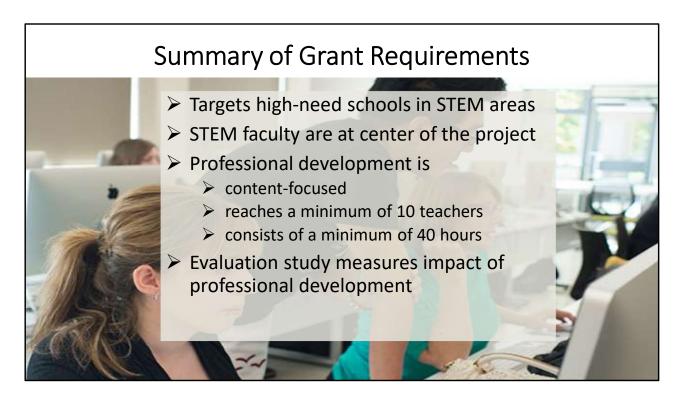
Presentation Notes: Open the MSP mini grant application and share screen. Enlarge to 130% to make it easier for participants to read. Scroll through each section, pointing out key information or deadlines.

Required Appendix Forms

A. Proposal cover sheet
B. Partner List
C. Partner Identification Form (one for each partner)
D. District Affirmation from LEA
E. Consultation with Private Schools
F. Assurance from Private School Partner(s)
G. Professional Development/Action Plan
H. Itemized Budget
I. Teacher Assurance Form

Say:
Now that we have looked at the main application RFP, we are going to focus on the appendices of the application. There are nine different appendix forms that will need to be completed and submitted along with your application. Applications that are missing any of these appendix documents will not be scored or funded.

If you have questions about these appendix documents, please ask as we look through the document.

Presentation Notes: Open the MSP Appendix and share screen. Enlarge to 130% to make it easier for participants to read. Scroll through each appendix document, pointing out key information, deadlines, or requirements for signatures.

Summary of Grant Requirements

➢ Targets high-need schools in STEM areas
➢ STEM faculty are at center of the project
➢ Professional development is
  ➢ content-focused
  ➢ reaches a minimum of 10 teachers
  ➢ consists of a minimum of 40 hours
➢ Evaluation study measures impact of professional development

Presentation Notes: Bullets enter one at a time on click. Synch each bullet to your comments.

Say:
In summary, before beginning the application process, make sure your proposed project targets the professional learning of teachers in high need schools and in one or more STEM area.

STEM faculty from institutes of higher education must be at the center of the project and provide the content training.
Your project must provide a minimum of 40 hours of STEM content-focused professional development and the cohort contains a minimum of 10 teachers.
Your project must also have an evaluation plan to measure the impact of the professional development.

What additional questions do you have?
Please type them in the chat box or indicate that you would like to be unmuted to ask your question.