2017–2018 NWP CRWP-SEED PROFESSIONAL DEVELOPMENT IN A HIGH-NEED MIDDLE OR HIGH SCHOOL
REQUEST FOR PROPOSALS

Proposal due: January 18, 2017
Award notification: February 15, 2017
Program year: March 1, 2017–August 31, 2018

OVERVIEW
Historically and in recent years, the National Writing Project has focused its efforts on supporting the teaching of writing in low-income and underserved schools, districts, and communities. As a part of this ongoing effort, NWP applied for and received funding from the U.S. Department of Education’s Supporting Effective Educator Development (SEED) program to provide grants to local Writing Projects to host Advanced Institutes to scale up the College-Ready Writers Program (CRWP). That grant asked local sites to select teacher-leaders to study and implement the resources of the College-Ready Writers Program in order to build capacity to facilitate professional development in high-need schools.

This 2017–18 CRWP-SEED Professional Development in a High-Need Middle or High School Grant provides sites that have successfully completed the Advanced Institute to Scale Up CRWP with funding for the logical next step: intensive, year-long CRWP professional development in a high-need school during the 2017–18 school year. This grant program continues NWP’s commitment to equity and social justice by supporting teachers and students in economically poor communities. Specifically, this work seeks to improve the teaching of source-based argument writing in a school and to engage young people in writing high-quality, source-based arguments in school.

REQUEST FOR PROPOSALS
ELIGIBILITY: Sites that were awarded a 2016–17 SEED Advanced Institute to Scale Up CRWP Grant and are on track to successfully completing their Advanced Institutes are eligible to apply, contingent upon the site’s timely submission of all prior-year required NWP reporting:

- 2017–18 Continuing Association Form (due 2/1/17)
- 2015–16 Site Participation Data (due 10/15/16)
- Final Narrative Reporting for 2015–16 grants awarded, if applicable
- Final Budget Revision for 2015–16 grants awarded, if applicable
• Exhibit C Financial Report for 2015–16 grants awarded, if applicable

**Award Amount:** $20,000 per site to serve one high-need school (middle or high school level) or one small district (see p. 3 for definition).

**Period of Performance:** March 1, 2017–August 31, 2018

**Grant Requirements**

1A. **Recruiting the Middle or High School Partner and Co-resourcing**

The proposal for this funding will be submitted in partnership with an identified high-need middle or high school interested in and committed to working intensively with the Writing Project site over the course of the 2017–2018 year.

*Intensity*
The partnership comes with the understanding that the school commits to co-planning professional development, assuring adequate time for implementing a minimum of 45 hours of professional development per teacher, and ensuring that teachers have time in their curriculum to teach four cycles of argument writing using CRWP resources.

*Teachers Served*
The intensive professional development program will be offered to 100% of ELA teachers, with at least 75% of ELA teachers completing the professional development. Additionally, sites may decide to include other interested teachers, especially in small schools. The principle guiding the decision to include teachers beyond the ELA requirement is to choose a group of teachers who maximize the impact of the professional development for the school.

*School Commitments*
Writing Project sites have found that intensive professional development efforts succeed when schools commit their own resources to carry out the work. Therefore, the partner school is asked to contribute whatever it can to the professional development effort. **NOTE:** The proposal must include a signed letter from the school principal that discusses the school's reasons for choosing to partner with the Writing Project site, why teachers in the school are interested in participating, and the resources that the school will contribute to support the program. If a school requires district-level agreement to be released from district instructional or professional development requirements, the letter should certify that the district has agreed to release the school from these requirements. Partner schools will:

1. With the Writing Project site, participate fully in planning and implementing a year-long professional development program of 45 hours per teacher for all ELA teachers, with at least 75% of ELA teachers participating in the full 45 hours. The program will use CRWP curricular, formative assessment, and professional development resources to support the growth of students' argument writing.
2. Ensure that participating teachers have time to engage in professional development as part of their school day or as appropriate for the program planned.
3. Adjust curricular demands on teachers to ensure that there is time in the classroom for routine argument writing and to teach at least four cycles of argument writing using CRWP resources.

4. Commit to contributing school resources in addition to those provided by the Writing Project site to carry out the professional development effort. These resources may include: release-time for teachers, professional development time that the school already has in place, costs of substitute teachers, assurance of space and access to the building, purchase of resources to help teachers carry out work in their classrooms, changes to curriculum programs, and additional school or district funds to cover services provided.

1B. HIGH-NEED SCHOOL ELIGIBILITY AND SELECTION

For the purposes of this grant, high-need schools are defined as schools where a) at least 50 percent of students are eligible for free or reduced-price lunch under the Richard B. Russell National School Lunch Act, or b) at least 50 percent of students are from low-income families as determined by using one of the criteria specified under section 1113(a)(5) of the Elementary and Secondary Education Act of 1965, as amended.

Eligibility for middle and high schools may also be calculated on the basis of comparable data from feeder schools. **Eligibility as a high-need school is determined on the basis of the most currently available data.** To determine whether a school is eligible, please check school data on the NCES Website (http://nces.ed.gov/ccd/schoolsearch/) or your state department of education website. **To document school eligibility, calculate the number and percentage of students eligible for free or reduced-price lunch and include the data and calculations in the proposal.**

You will be asked to provide information about how you determined high-need eligibility in the Information Form in your application (see Summary of Submission Requirements on page 9 of this RFP).

In addition to high-need school eligibility, a key to school selection is that the administrators and teachers in the school are eager to work with the Writing Project site and understand the commitment necessary to make a positive difference in their school.

2. EXPECTATIONS FOR WRITING PROJECT SITE

Writing Project sites that receive an NWP CRWP-SEED Professional Development in a High-Need Middle or High School award will deliver an intensive professional development program in the partner school during the March 1, 2017–August 31, 2018 period of performance. The professional development will support shifts and refinements in teachers’ practice that will improve students’ argument writing using CRWP resources.

More specifically, a site will:

1. Identify a high-need partner school and assess the assets, needs, and priorities of teachers and administrators related to students’ argument writing.

2. Using information gathered from this preliminary work, co-plan with the school a yearlong CRWP professional development program. The program can be offered in a variety of formats within a single school and should provide a minimum of 45 hours of professional development per teacher during summer 2017 and the 2017–18 school year. The program
will be offered to 100% of ELA teachers, with 75% or more of ELA teachers completing the professional development, plus additional teachers at the site’s discretion. Each site should identify the target group of teachers appropriate for the program being planned. The planned program will include supporting teachers in teaching at least four cycles of argument writing using CRWP resources. See this link for the definition of a cycle of writing. As you plan, keep in mind that sites in previous years in the CRWP program have found the need to jump quickly into argument writing in the fall. Make sure that your plan offers each teacher at the school at least 25 hours of professional development by December.

3. Participate in the national support program for Writing Project sites receiving Professional Development in High-Need Middle or High School grants, sharing resources in online environments, learning via webinars, and participating in online learning opportunities.

4. Facilitate formative assessment during professional development, and specifically use the Using Sources Tool at least two times during the year.

5. Document the professional development work and provide all required reports, including Professional Learning Tracking forms, an interim report, and a final report on the program. In addition, submit all required annual site reports in a timely manner (see Required Reporting below). Please note: Site directors should be in touch immediately with the NWP office (crwp@nwp.org) if plans for the program or conditions at the school change significantly during the course of the grant.

6. Ensure that one (or more) key leaders of the Advanced Institute travels to and participates in each of two national meetings (funds for travel to national meetings are included in this $20,000 grant):
   a. The High-Need School Launch, March 24–25, 2017 in conjunction with NWP’s Spring Meeting.
   b. The Mid-Year High-Need School working meeting at NWP’s Annual Meeting, November 17, 2017 in St. Louis, MO.

**REQUIRED REPORTING**

- **FOR THIS HIGH-NEED SCHOOL GRANT**

  Timely submission of each of the reporting elements listed below is essential so that NWP can fulfill its reporting obligations to the U.S. Department of Education. The SEED funding requires data about hours of participation, participants’ school assignments, impact on classroom practice, and impact on student writing. NWP will send reminders of each of these reporting requirements. **Note:** Completion of reporting by the respective deadlines is required in order to maintain eligibility to apply for future funding. Sites will be expected to:

  - By June 1, 2017, prepare and submit a short report on the needs/assets of your partner high-need school and a professional development timeline.
  
  - At the beginning of the 2017-18 school year, complete a Participant Information Form, which gathers contact information, grade level, and subject area of each participating teacher. Additionally, confirm the total number of ELA teachers in the partner school.
  
  - Submit detailed Professional Learning Tracking (PLT) forms that report the number of hours of participation at the individual level and provide detailed information,
about the content and processes used in professional development. These will be submitted September 15, 2017; January 15, 2018; June 15, 2018; and September 15, 2018.

- All participating teachers will complete two surveys focused on their practices of teaching source-based argument writing: the first prior to beginning their participation in the professional development (June–September 2017), and the second near the end of the 2017–18 school year.
- All participating teachers working in a classroom will submit analyses of student writing from CRWP curricular resources using the web-based Using Sources Tool at least twice during the 2017–18 school year.
- Submit a short interim narrative report on this grant, due November 17, 2017.
- Submit a final narrative report on this grant, due September 15, 2018.
- Submit a final budget revision of your SEED CRWP PD budget, due by November 30, 2018.
- Submit an Exhibit C financial report for your SEED CRWP PD grant, due by November 30, 2018.

**ANNUAL NWP SITE REPORTING**

NWP will send reminders of each of these reporting requirements in the NWP Site Bulletin. **Note:** Completion of reporting by the respective deadlines is required in order to maintain eligibility to apply for future funding. Sites will be expected to submit the following:

- [Continuing Association Form](#), due each year in February.
- [Invitational Institute Participant Survey](#) for each invitational institute, due in the last week of each institute.
- [Site Participation Data](#), due each year in October.
- Grant-specific reporting for other grants awarded to site, as applicable:
  - Interim and Final Grant-Specific Reporting, as required;
  - Exhibit C, due within 90 days of the completion of each grant; and
  - Final Budget Revision, due within 90 days of the completion of each grant.

Data collected in these reports will be used for reporting to the U.S. Department of Education and for presenting data on the effectiveness and reach of NWP network programs to other potential funders.
Narrative

To apply for a CRWP Professional Development in a High-Need School Grant, prepare responses to the following prompts. You may use the template provided in the application system to draft responses to these questions before entering your responses into the application system text boxes (note that the system does not accept special formatting; prepare your responses with basic text formatting).

These prompts originate from CRWP’s success in earlier program iterations. When appropriate, draw on your experiences with CRWP Advanced Institute so far and the CRWP resources to inform your responses. Reviewers understand that sites have completed only a portion of Advanced Institute at this time and that plans are necessarily preliminary.

1. **Writing Project Site Capacity.** Describe how the CRWP Advanced Institute supported the capacity of your site to offer CRWP professional development. What was exciting? What was challenging? What new insights or expanded thinking occurred? Identify specific teacher-leaders who are prepared to lead professional development in high-need schools and discuss their particular strengths.

2. **Partner School.** Describe the school context and teachers who will participate in the program. Why did you select this particular school to partner with? Why is the school interested in partnering with the Writing Project site to access professional development? What prior connection, if any, does the school have with the Writing Project site? How have you worked with key school administrators and teachers to build support for participating in CRWP professional development?

3. **Theory of Action/Planning.**
   a. **Preliminary Needs/Assets Assessment**
      Tell us about your initial discussions with the school concerning argument writing and use of nonfiction source materials. What are your preliminary impressions? How have they influenced your plans?
   
   b. **Teachers Served**
      Describe your plans to serve 100% of ELA teachers, and ensure that at least 75% of ELA teachers fully participate in a minimum of 45 hours of professional development, in the partner school. Describe the thinking behind your plans, if any, to serve additional content area teachers or other educators at the school.
   
   c. **Yearlong Arc of Professional Development**
      Drawing on the conversations you have had with administrators and teachers in the school to date about the writing professional development needs of the school, describe a tentative plan for a yearlong arc of professional development, including the plan to offer each teacher at the school at least 25 hours of professional development by December. How will the school and the Writing Project site support teachers doing four cycles of argument writing? Discuss any thinking you have done
to date about the ways that your site will organize and support teachers in the school as they try out CRWP curricular and formative assessment resources. We understand the tentative nature of such a plan at this early date.

d. **Formative Assessment**

Formative assessment, especially the [Using Sources Tool](#) (UST), has been instrumental in CRWP’s success in the past. Discuss the site’s plan for routine analysis of student writing to inform instruction. Include plans to introduce the UST and support at least two professional development whole-group sessions around its use, one in the fall and one in the spring. Allot at least three hours per session to allow for analysis of student writing and discussion.

4. **Funding.** Discuss how the site will strategically invest the $20,000 award and any resources provided by the school in professional development that builds teachers’ capacity to support argument writing. This should include funding for Writing Project teacher-leader(s) to lead the work at the school. Additionally, prepare a budget request in the budget system on the 2017–18 “SEED PD CRWP” page for your site. (See [Budget Instructions](#) below.)

**PROPOSAL REVIEW PROCESS**

NWP staff and CRWP Leadership Team members will review proposals. Reviewers will evaluate proposals based on the interest and commitment of the partner school, the Writing Project site’s capacity to provide a rigorous, intensive CRWP professional development program, and the site’s strategic use of grant funds to offer the program.

Reviewers will also consider the following attributes of work in high-need schools that have proven successful in previous CRWP professional development programs:

- a clear and coherent content framework that focuses on source-based argument writing and integrates CRWP curricular resources to guide the planned professional development;
- a professional development plan that includes a process for identifying and taking into account the current strengths and areas for growth at the school for teaching argument writing, including regular use of formative assessment and at least two whole-group sessions implementing the Using Source Tool;
- a professional development plan that includes multiple modes of professional learning (e.g., whole group workshops, model lessons in classrooms, classroom coaching, co-teaching, lessons study, etc.);
- a professional development plan that includes processes for participating teachers to try out and reflect on new practices (e.g., implementation assignments, analysis of student work, sharing their learning with peers through round tables);
- a professional development plan that starts early and provides at least 25 hours of professional development to each teacher by December; and
- a commitment to the ongoing support of an instructional leader from the school and a plan for regular communication and collaboration with that leader during the award period.
**Budget Instructions**

**Grant Funding Source**
This 2017–2018 SEED-CRWP Professional Development in a High-Need Middle or High School Grant is funded by a grant awarded to the NWP by the U.S. Department of Education under the 2015 Title II Supporting Effective Educator Development (SEED) Grant program (CFDA 84.367D), under NWP’s PR/Award Number U367D150004, *Investing in the National Writing Project’s College-Ready Writers Program: Expanding the Reach of Effective Teacher-Leaders to Support All Students*.

**Budget Request**
A $20,000 “SEED PD CRWP” page is available now in the 2017–2018 section of the budget system for your SEED-CRWP Professional Development in a High-Need School Grant budget request. Provide sufficient line comments in the online budget so that a budget reviewer can understand how the funds will be put to use without reading the entire narrative.

**Budget Guidelines**
The budget should include funding for travel to national meetings of sites receiving a 2017–18 SEED-CRWP PD grant. At least one site leader is required to attend each meeting; sites may send more than one person. Budget for food, airfare, lodging, ground transportation, substitutes (if applicable) and the registration fee (for the Annual Meeting). Estimated hotel lodging costs:
- Washington Court Hotel, Washington, DC — $350 per night for either single or double occupancy
- NWP Annual Meeting Conference Hotel, St. Louis — $200 per night for either single or double occupancy

**Note:** Travel costs associated with the Thursday advocacy day at the Spring Meeting in DC may not be paid for from federal funds. One night’s lodging and all food, travel, incidental expenses incurred on Thursday must be paid for from non-federal funds.

**Note:** If your site is awarded a grant, please be prepared to promptly respond to NWP with the name and contact information for your launch participant(s).

Additionally, the budget should include support for professional development leader(s), showing sufficient capacity to provide the required 45+ hours of professional development.

**Funding Restrictions**
Normal federal restrictions apply. No more than 10% of the grant may be applied to direct administrative costs. Grant funds may not be used to purchase tech equipment (e.g. iPads, Kindles, laptops) for the school or participants. If technology is required for participants, participants may purchase their own technology from provided stipend payments, if needed. Any other technology costs included in the grant budget must be necessary and integral to the activities supported by the grant, and must be pre-approved by NWP.

Per 34 CFR EDGAR, as amended on December 19, 2014, §75.562: Indirect cost rates for educational training projects, the maximum allowable indirect cost rate is limited to 8% of Modified Total Direct Cost Base (or your negotiated rate, if lower than 8%). A modified total direct cost base consists of
total direct costs minus participant stipends and tuition/fees. Use the “Add Indirect Costs Item” link provided in the “Other” budget category on the grant budget request page to enter this amount.

Funds must be invested in professional development work at your partner school that takes place during the March 1, 2017–August 31, 2018 period of performance of this grant. Funds may not be expended at the end of the grant cycle to pay for work or travel that takes place after the end of the period of performance. All funds must be utilized for the stated purpose of this grant. The period of performance cannot be extended beyond August 31, 2018. If any grant funds remain unspent as of August 31, 2018, they must be refunded to NWP.

**CORE BUDGET**

Each site must prepare a 2017–2018 Core budget page to show how the site expects to use other sources of funding to support the work of the site as a whole. This includes university and state support, as well as expenses anticipated to be paid from funds generated through contracted work in schools, workshops/conferences, and youth programs. If the site has no other sources of support other than NWP grants, add an endnote to your 2017–18 Core budget explaining your circumstances and then submit the 2017–18 Core budget.

Grants under this SEED funding do not require a match. Therefore, the Core budget is for informational purposes only, is not a commitment on the part of the university, and will not be attached to the contract issuing the SEED grant funds. Only the SEED-CRWP Professional Development in a High-Need School Grant budget will be attached to the contract. The data provided in the Core budget will be used in part to assess that there is sufficient support for the site’s infrastructure and leadership and thus, sufficient capacity of the site to use the SEED grant funds productively. The information provided in the Core budget will also be used as part of data presented to potential funders on the effectiveness and reach of NWP network programs.

**SUMMARY OF SUBMISSION REQUIREMENTS (DEADLINE JANUARY 18, 2017)**

Log in to the NWP Grant Application System ([http://apps.nwp.org](http://apps.nwp.org)), scroll to the very bottom of the Awards page and click the blue “View Grants” button to see the list of grant opportunities available to you. On the Grants page, click “Apply Now” for the SEED-CRWP Professional Development in a High-Need School Grant. Once you click the “Apply Now” button, you will be taken to the task list to apply for this funding; this is now your application page for this grant. To return to your application later, log in and scroll down to the list titled Your Grants, then click Edit next to the application.

Use the template provided in the application system to draft your application and then enter your responses into the forms in the system ([http://apps.nwp.org/](http://apps.nwp.org/)). Please note that the online system does not accept special formatting so you are encouraged to prepare your responses in basic text format. The following components are required in order to submit.

1. **Proposal Information** – use the provided template to gather the information needed to fill out this form with information about your partner school and key contact information, and then complete the form online when you have all of the information gathered.

2. **Proposal Narrative** – use the provided template to prepare your responses outside of the system and then copy and paste them into the Narrative Form text boxes within the system.
3. **School Letter** – upload a scanned copy of the signed letter of support from the partner school’s principal on school letterhead.

4. Prepare and submit the **2017–2018 SEED PD CRWP Grant budget** request for $20,000 in the online budget system, and confirm in the application system that this budget has been submitted.

5. Prepare and submit the **2017–2018 Core budget** in the online budget system to show anticipated expenses that will be covered by university, school, state, and other sources of financial support for the work of your site. This page will include no expenses from NWP grant funds. Confirm in the application system that this budget has been submitted.

6. **Approvals** – once steps 1 through 5 are complete, submit the approval task(s) by providing the names and email addresses of the following approvers. The system will send an email to the people you designate as your approvers with a link to enter the system and sign off on the submission. Please ask your designated approver(s) to look for an email from grantapps@nwp.org and ask them to sign off on the submission before the deadline. **Note:** you may return to your approval tasks and resend the email request to each of your approval contacts, if needed.

   **IMPORTANT:** Be sure to complete your proposal early enough to leave time for this approval step before the January 18, 2017 11:59 PM submission deadline. You must return to the system and submit your proposal once your approvals are received in order for your submission to move into review. If your approver does not receive the email (check junk mail) within 30 minutes of you submitting their information in the system, please email grantapps@nwp.org to request that we directly email your approver with the link to approve. (Sometimes the emails from the system get caught in spam filters. To prevent approval requests being filtered as spam, you may ask your approvers to add grantapps@nwp.org to their email address book/contact list.)

   a) **Contracting Officer Approval** – provide information for your Contracting Officer (typically a grants or sponsored projects officer at your university) who will sign off on this proposal. This is required.

   b) **Principal Investigator (PI) Approval** – if the person who applies for this grant on behalf of the Writing Project site is not the PI of the grant (per the information provided in the Proposal Information Form), this task is required.

7. **Submit** – the submit button will be available once all the prerequisites are met in this application, including receiving approval from your Contracting Officer and, if applicable, your Principal Investigator. All tasks and submission must be completed by the January 18, 2017 11:59 pm Pacific deadline in order for your proposal to be considered for review. **Note:** you may return to your approval tasks and resend the email request to each of your approval contacts, if needed.
HELP OR QUESTIONS

For assistance using the online budget system, see the comprehensive Help document within the system. For assistance preparing your budgets, your application in the system, or for questions about the proposal guidelines, contact Barbara Boyle at crwp@nwp.org or 510-643-4765.