OVERVIEW OF FUNDING

NWP requests proposals from eligible Writing Project sites that outline a plan for an Invitational Leadership Institute to invest in 12 or more K–university teacher-leaders who are new to the Writing Project community from diverse educational settings, including high-need schools. The $15,000 grant can be used over a sixteen-month period of performance from May 1, 2017–August 31, 2018 for programming in summer 2017, academic year 2017-18, and/or summer 2018.

Award amount: $15,000
Program year: May 1, 2017–August 31, 2018
Proposal due: February 15, 2017 at 11:59 PM Pacific
Award notification: March 15, 2017

NUMBER OF AWARDS

Funds are sufficient to support an award to each continuing NWP site that submits a fundable proposal and that did not already receive this grant in the 2016-2017 year. Proposal materials will be reviewed by NWP staff and a team of network reviewers.

SITE ELIGIBILITY

NWP sites that did not already receive this grant in 2016-2017 are eligible to apply, provided that the following items were submitted by their respective deadlines and approved by NWP.

- 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; and
- Exhibit C Financial Report for 2015-16 grants awarded, if applicable.
NEW NWP Grant Application System!

Please be sure to log in and familiarize yourself with NWP’s new Grant Application System (http://apps.nwp.org/) early on in the proposal process so that you understand all that you will be required to complete by the deadline. Review the Summary of Submission Requirements on page 6 of this RFP for an overview of the application process, taking particular note of the change to online approvals, which replaces the Signature Page.

Questions? Email sitereporting@nwp.org or call 510-643-4765.

PURPOSE AND GOAL OF FUNDING

As part of the Supporting Effective Educator Development (SEED) funding awarded to NWP by the U.S. Department of Education, funds are available to NWP sites for the purpose of investing in developing new teacher-leaders through invitational institutes. Invitational institutes engage K–16 teachers in building leadership skills and creating knowledge across the disciplines, as well as focusing on specific areas of need, such as teaching English Language Learners. These leadership skills equip teachers to lead work at their sites, in their schools and districts, and as active participants in an educational landscape of rigorous standards and technological innovation. The purpose of this grant is to offer each eligible NWP site funding for an invitational institute that will invest in 12 or more new teacher-leaders at each site.

INVITATIONAL INSTITUTES AND THE CHANGING LANDSCAPE

In recent years, Writing Project sites have responded to the changing landscape in education in a number of ways as they invite new teacher-leaders into their sites through invitational institutes. Some sites have continued to offer a three- to four-week invitational institute for 15–20 teachers each summer. Other sites have opted to offer an invitational institute every other summer. Other sites have explored a variety of adaptations to the traditional invitational institute. Sites are welcome to request funding for a traditional invitational institute or for an adaptation to the invitational institute that remains grounded in NWP principles. For more ideas, peruse the Building New Pathways Yammer group on adaptations and innovations to the summer institute. Perhaps even post your own idea.

REQUIRED REPORTING

- Reporting Requirements for Invitational Institute Grants: 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 participation, participants’ school assignments at the time of and for two school years following the invitational institute, impact on classroom practice, participation in leadership
activities, 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.

- Provide information about all participants’ professional assignments for the 2017-18, 2018-19, and 2019-20 school years.
- Each invitational institute participant will complete the Invitational Institute Participant and Follow-up Surveys administered by NWP.
- Submit a final narrative report on this grant, due by 10/1/18.
- Submit a **final budget revision** of your SEED ILI budget, due by 11/30/18.
- Submit an **Exhibit C financial report** for your SEED ILI Grant, due by 11/30/18.
- Complete Site Participation Data requirements specific to this grant, due each year on October 15.

**Annual NWP Site Reporting:** 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 submit the following:

- [Continuing Association Form](#), due each year in February.
- [Invitational Institute Participant Survey](#) for each invitational institute.
- [Site Participation Data](#), due each year in October.
- Completion of 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.

**Narrative**

To apply for this grant, prepare responses to the prompts below. Discuss your site’s plan to offer an invitational institute that invests in 12 or more **new** teacher-leaders who can lead work at your Writing Project, in local schools and districts, and as active participants in an educational landscape of rigorous standards and technological innovation. Funds may be used to support programming in the summer of 2017, the 2017-18 academic year, and/or the summer of 2018. Sites should recruit new teacher-leaders with the needs of the site and area schools in mind.

**Note:** 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; please prepare your responses with basic text formatting).

**Applications should demonstrate**

- a strategic plan for recruiting and investing in 12 or more new teacher-leaders;
• plans to engage these teacher-leaders in the work of the site, including service to teachers, schools, out-of-school programs, and communities served by your site;
• infrastructure and leadership in place sufficient to implement the proposed efforts; and
• appropriate use of funds as an investment in building and sustaining leadership.

**Prompts**

1. **Recent Invitational Institutes**
   Discuss your site’s recent experiences with invitational institutes, including the following, as applicable:
   • what is working and what you have changed or considered changing;
   • successes/challenges in recruiting new teacher-leaders, including attention to access, diversity, and high-need schools;
   • how often your site offers the invitational, and how many teachers attend;
   • how your institute is funded;
   • how you have adapted the content and/or the logistics of your institute to meet the needs of teachers and schools in your area;
   • ways your site takes advantage of affordances of new technologies that provide opportunities to combine face-to-face and online program designs;
   • how you have collaborated with new school, community, or other partners to offer one or more invitational institute(s); and/or
   • other information you would like to share about the status of your site's recent invitational institute(s).

2. **Developing Leadership in Response to Local Needs and Opportunities**
   Discuss local needs and opportunities for improving the teaching of writing to which new teacher-leaders can bring leadership through your Writing Project. Include in your discussion consideration of work in high-need schools, with particular attention to issues of access and diversity.

   With the above in mind, discuss who you would want/need to invite into leadership at your Writing Project site to grow, innovate, and respond to current issues, audiences and demands in your area.

3. **Discussion of Plan for 2017-2018 Invitational Institute**
   Describe your site’s plan for an invitational institute for 12 or more new teacher-leaders and any thinking about your approach, including the following.
   a) recruiting teachers;
   b) timing and structure of the institute;
c) partnerships with schools, district or community organizations, where applicable; and
d) anticipated challenges and how your site will work to address these challenges.

4. Other Financial Resources
Discuss the other financial resources available to support your site’s work. These resources should also be reflected on the Core page of your NWP budget (see budget instructions below).

TIMELINE
Prepare a timeline that outlines the plan for offering an Invitational Leadership Institute to 12 or more new teachers to be funded by this grant. Include information about the use and timing of grant expenditures totaling $15,000 for the May 1, 2017–August 31, 2018 period of performance of the grant. Note: Prepare your timeline as a Word, Excel, or PDF document to upload into the application system.

BUDGET INSTRUCTIONS

GRANT FUNDING SOURCE
This 2017-18 Invitational Leadership Institute 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 and titled Investing in the National Writing Project’s College-Ready Writers Program: Expanding the Reach of Effective Teacher-Leaders to Support All Students.

BUDGET REQUEST AND GRANTING PROCESS
A $15,000 “SEED Invitational Institute” page is available now in the 2017-18 section of the budget system for your grant budget request. Provide sufficient line comments in the online budget so that a budget reviewer can understand without reading the entire narrative how the funds will be put to use.

FUNDING RESTRICTIONS
Normal federal funding 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 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 for this grant is limited to the ED Training Grant Rate of 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 your plan for your invitational institute that takes place during the May 
1, 2017–August 31, 2018 period of performance of this grant. Funds may not be expended 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 2017-18 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, explain your situation in the narrative question #4, add an end-note 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 Invitational Leadership Institute 
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: FEBRUARY 15, 2017)**

Log in to the NWP Grant Application System (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. You will find in the list on the page that comes up an option to **“Apply Now”** for the 
Invitational Leadership Institute Grant. Once you click the “Apply Now” button, you will be taken to 
the task list to apply for this funding and download the provided template.

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/). Please note that the online system 
does not accept special formatting; 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 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. **Timeline** – prepare your timeline in a separate document, and then upload the timeline as a Word, Excel, or PDF document into the application system.

4. Prepare and submit the **2017-2018 Invitational Institute Grant budget** request for $15,000 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 name(s) and email address(es) of the approver(s) below. The system will send an email to the person or people you designate as your approver(s) 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. If your approver(s) do not receive the email from the system, please email grantapps@nwp.org and we will email the link to approve the submission directly to your approver.

   **IMPORTANT:** Be sure to complete your proposal early enough to leave time for this approval step before the February 15, 2017 11:59 PM Pacific 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.**

   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 will appear. Provide the name and email of the PI of the grant in order to receive their sign-off. If the applicant is also the PI, this approval step is not 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 February 15, 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 new system, or for questions about the proposal guidelines contact us at sitereporting@nwp.org or 510-643-4765.