OVERVIEW OF FUNDING

Through funding from the 2015 Supporting Effective Educator Development (SEED) grant, NWP will award grants to up to 40 sites in 2017 to support an Advanced Institute (AI) focused on NWP’s College-Ready Writers Program. Grants are $20,000 for Advanced Institutes to be offered in spring/summer of 2017 and the 2017–18 school year. Sites that received an Advanced Institute grant in 2016 are not eligible.

- **Award amount:** $20,000
- **Number of 2016 awards:** 40
- **Period of performance:** March 1, 2017–July 31, 2018
- **Intent to apply due (required):** January 11, 2017
- **Proposal due:** January 18, 2017
- **Award notification:** February 15, 2017
- **Launch meeting (required):** March 24-25, 2017
  
in conjunction with the NWP Spring Meeting

SITE ELIGIBILITY

NWP sites that did not already receive this grant in 2016–2017 are eligible to apply, provided that the following were submitted by their respective deadline 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
- Exhibit C Financial Report for 2015–16 grants awarded, if applicable

SHOULD YOUR SITE APPLY FOR A 2017 ADVANCED INSTITUTE TO SCALE UP THE COLLEGE-READY WRITERS PROGRAM GRANT?

Sites should consider applying for this grant if they can:

- identify a strong cadre of middle and high school teacher-leaders teaching in diverse schools, with at least two-thirds with experience teaching in high-need schools (see p. 3 for details);
- demonstrate a high level of interest in teaching argument writing;
• show interest in trying out and reporting on the research-validated tools and resources of the College-Ready Writers Program; and
• participate in a national cohort of sites, including engaging in dialogues, lesson studies, and webinars in online communities.

The teacher-leaders who participate in the CRWP Advanced Institute will help their Writing Project site design and lead professional development based on CRWP for secondary teachers in area middle and high schools.

After reading the RFP and assessing your site’s capacity and interest in pursuing this funding opportunity, please complete the required Intent to Apply form in the application system (http://apps.nwp.org/) by the January 11, 2017 deadline.

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 9 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.

OVERVIEW OF THE COLLEGE-READY WRITERS PROGRAM

The central goal of the College-Ready Writers Program (CRWP) is to help students become skilled at writing arguments from nonfiction sources. The program includes scaffolded teaching and formative assessment resources created by a team of NWP teacher-leaders that support the development of students’ argument writing. CRWP’s teaching resources focus on reading and analyzing multiple perspectives on important issues, developing thoughtful and precise claims, and effectively using nonfiction texts as evidence. These resources are designed as models that teachers can adapt for and integrate into their curriculum. The program features systematic formative assessment to inform next steps in instruction, including the Using Sources Tool, which supports teachers in analyzing how students make and support claims using evidence from sources.

Please review the following CRWP background information to support you in preparing the proposal:

- NWP College-Ready Writers Program Advanced Institute Design (PDF download available within the application system)
- College-Ready Writers Program Overview
- Instructional Resources
- Formative Assessment Tools, including the Using Sources Tool
**DESIGN OF THE ADVANCED INSTITUTE**

The purpose of the Advanced Institute to Scale Up the CRWP is for participating sites’ teacher-leaders to:

- study CRWP curricular and formative assessment tools;
- plan for using CRWP curricular materials in their own classrooms in 2017–18;
- read and discuss articles and books about source-based argument writing;
- use CRWP formative assessment tools to look at student writing together at least twice during the school year; and
- plan with others at the site to offer professional development in high-need schools in 2018–19 and beyond (e.g., identifying existing strengths and needs of teachers and students, preparing to model and debrief teaching strategies in classrooms, identifying where CRWP cycles of writing fit within existing curricula, facilitating the analysis of student writing to inform instruction, coaching teachers, building relationships with teachers and administrators).

**PARTICIPANTS:** A key goal of the SEED funding is to invest in supporting teacher-leaders who work in high-need schools at the middle and high school level. **Teacher-leader is defined as a teacher-consultant (one who has participated in an invitational leadership institute), or a teacher who excels in the teaching of writing and is familiar with Writing Project professional development.** Each site should plan to recruit a minimum of 12 (more is encouraged) middle and high school teacher-leaders to participate in the Advanced Institute. Participants may include teachers who are currently teaching, working as literacy coaches, or leading professional development at the site. Two-thirds or more of the teacher-leaders should teach, work in, or have prior experience working in high-need schools. Participating teacher-leaders will teach four CRWP cycles of writing and use the Using Sources Tool to look at student work at least twice during the 2017–18 academic year.

**DURATION:** The institute will be a minimum of 30 hours, including 3 or more follow-up sessions during the 2017–18 school year.

**DESIGN:** The 30-hour Advanced Institute will begin with 15–20 hours face-to-face in the spring and summer, and continue into the academic year with regular after-school or Saturday meetings (either face-to-face or virtual) to analyze and share student work and plan for school-based professional development, including support for the development of facilitation skills. Each session will include a discussion of the implications for teacher-leaders’ own classrooms and how content and teaching approaches could be introduced in high-need school professional development.

Participating teachers will teach at least four CRWP cycles of source-based argument writing ([see definition of cycle of writing here](#)) and use the **Using Sources Tool** to look at student work at least twice during the 2017–18 academic year.

In addition, teacher-leaders will access national webinars produced by the National Writing Project...
CRWP team on a variety of topics relevant to CRWP and other supports for studying and planning CRWP professional development.

For more information, see the Sample Advanced Institute Schedule, available as a PDF within the application system.

**HIGH-NEED SCHOOL ELIGIBILITY FOR PARTICIPANTS**

For the purposes of this funding, high-need is defined as the school being Title I eligible and/or a school where a minimum of 50% of students are eligible for free or reduced-price lunch (FRPL), or another indicator used by the state or local district to meet high-need status.

For middle and high schools, eligibility may 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/](http://nces.ed.gov/ccd/schoolsearch/) or your state department of education website.

**REQUIRED NATIONAL ACTIVITIES & REPORTING**

- **National Meetings:** One (or more) key leaders of the Advanced Institute will participate in each of two national meetings (funds for travel to national meetings are included in this $20,000 grant):
  1. CRWP Advanced Institute Launch Meeting, March 24–25, 2017, Washington, DC, following the NWP Spring Meeting
     **Note:** if you are granted an award, please be prepared to respond promptly to NWP with the name and contact information for your launch meeting participant(s).
  2. CRWP Advanced Institute Mid-Year Meeting, November 2017, in St. Louis, MO, following the NWP Annual Meeting

- **Participate in webinars and online communities**

- **Reporting Requirements for CRWP Advanced Institutes:** 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, 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:
  1. After the March launch meeting, submit a revised timeline (if needed) and complete the Participation Information Form and the Facilitator Information Form, which gather contact information, experience working in high-need schools, and current employer information for each participant and facilitator. These follow-up reporting
tasks will be due by April 15, 2017, and will be available for completion after the March launch meeting.

- 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 the Advanced Institute. These will be submitted September 15, 2017; January 15, 2018; June 15, 2018; and August 15, 2018.

- Submit information about all participants’ professional assignments for the 2016–17, 2017–18, and 2018–19 school years.

- All participating teacher-leaders will complete two surveys focused on their practices of teaching source-based argument writing: the first prior to beginning their participation in the Advanced Institute (April–June 2017), and the second near the end of the 2017–18 school year.

- All participating teacher-leaders 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 final narrative report on this grant, due in September 2018.

- Submit a final budget revision of your CRWP AI budget, due by 10/31/18.

- Submit an Exhibit C financial report for your CRWP AI Grant, due by 10/31/18.

**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;
- 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 this grant, prepare responses to the following prompts that detail your site’s plan to offer and support an Advanced Institute to Scale Up the College-Ready Writers Program for a minimum of 12 (more is encouraged) experienced middle and high school teacher-leaders in spring/summer 2017 with follow-up activities for participants in the 2017–2018 school year. 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).

1. Interest in and capacity for hosting an Advanced Institute to Scale Up the College-Ready Writers Program
   With the purposes of the Advanced Institute to Scale Up CRWP in mind, discuss
   a) your site’s interest in providing this particular opportunity to experienced middle and high school teacher-leaders at your site and how this opportunity will benefit your site and its teacher-leaders;
   b) your site’s experience in the following areas:
      • working with middle and high school teachers
      • professional development on teaching argument writing
      • analyzing student work as part of continuity or professional development
      • working specifically with CRWP materials;
   c) the background and interests of the leaders at your site who will lead the Advanced Institute;
   d) your site’s capacity to recruit a minimum of 12 experienced middle and high-school teacher-leaders to participate in the Advanced Institute; and
   e) challenges/impediments to recruiting experienced middle and high-school teacher-leaders from high-need schools, having all teacher-leaders participate in a minimum of 30-hour per participant advanced institute and required activities, and/or offering this particular opportunity in general. Suggest how you will address these challenges.

2. Design for the Advanced Institute to Scale Up the College-Ready Writers Program
   The Advanced Institute begins with a face-to-face launch workshop in the spring/summer of 2017 and continues into the 2017–2018 academic year with regular face-to-face or virtual meetings to support teachers in implementing argument writing in their classrooms and looking together at student work. Plan for a minimum of 30 hours for the Advanced Institute. (See sample CRWP Advanced Institute attached in the application system.)

Discuss your site’s preliminary plan for the structure of the Advanced Institute, including the initial face-to-face spring/summer launch workshop and academic year follow-up. (See
the Timeline section below for guidance on creating a separate timeline to accompany your plan.)

3. Data Collection and Reporting

This project requires timely and detailed reporting to NWP as described in the Required National Activities section on pages 4-5 of this RFP.

a) Who at the site will be responsible for meeting the reporting requirements in a timely manner? If needed, this can be more than one person.

b) If needed, how will you facilitate access to technology so that participating teacher-leaders can complete the surveys and submit their analyses of student writing through the Using Sources Tool?

4. Funding

Discuss how your site will invest the $20,000 award to support the Advanced Institute. Funding can be used for stipends, substitutes, materials, salary and benefits, and must include travel for at least one person to attend the two national meetings.

**TIMELINE**

Prepare a month-by-month timeline outlining the Advanced Institute beginning in March 2017 and continuing through July 2018. Include target dates for teacher-leaders to teach four CRWP cycles of writing in their classrooms and use the Using Sources Tool twice to analyze student writing during the 2017–18 academic year. **Note:** Prepare your timeline as a Word, Excel, or PDF document to upload into the application system.

Sites selected for the grant will have an opportunity to revise this preliminary timeline after the March 2017 Launch Meeting when you have a clearer understanding of CRWP and how you want to design the Advanced Institute opportunity for teacher-leaders at your site.

**BUDGET INSTRUCTIONS**

**Grant Funding Source**

This 2017 NWP Advanced Institute to Scale Up the College-Ready Writers Program 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 and Granting Process**

A $20,000 “SEED CRWP AI” page is available now in the 2017–2018 section of the budget system for your 2017 NWP Advanced Institute to Scale Up the College-Ready Writers Program 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.

**Travel Budget Guidelines**
The budget should include funding for travel to national meetings of sites receiving a 2017 CRWP Advanced Institute grant. At least one site leader is required to attend each meeting; sites may send more than one person. Be sure to 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

**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 2017 NWP Advanced Institute to Scale Up the College-Ready Writers Program work that takes place during the March 1, 2017–July 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 July 31, 2018. If any grant funds remain unspent as of July 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 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 requested 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. You will find in the list on the page that comes up an option to “Apply Now” for the CRWP Advanced 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 and sample AI schedule.

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. **Intent to Apply Form** – **required, and due by January 11, 2017** in order for the rest of the application to become available to you.

2. **Proposal Information** – use the provided template to gather the information needed to fill out this form with key contact information, and information currently available about your state writing assessment, and then complete the form online when you have all of the information gathered.

3. **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. (**Note:** the online system does not accept special formatting so you are encouraged to prepare your responses in basic text format.)

4. **Timeline** – prepare your month-by-month timeline in a separate document, and then upload the timeline as a Word, Excel, or PDF document into the application system.

5. Prepare and submit the **2017-2018 SEED CRWP AI Grant budget** request for $20,000 in the [online budget system](http://apps.nwp.org/), and confirm in the application system that this budget has been submitted.

6. Prepare and submit the **2017-2018 Core budget** in the [online budget system](http://apps.nwp.org/) 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.

7. **Approvals** – once steps 1 through 6 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. 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(s).

**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.**

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 Intent to Apply 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.

8. **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 new system, or for questions about the proposal guidelines contact us at crwp@nwp.org or 510-643-4765.