

**DODEA GRANT PROGRAM**  
**Discretionary Grant Program, Notice Inviting Applications for Fiscal Year (FY) 2011**

**Catalog of Federal Domestic Assistance (CFDA) Number:** 12.556

**Dates**

- Applications Available (by invitation from DoDEA only): On or about 21 Mar 11
- Deadline for Transmittal of Applications (by invitation from DoDEA only): 06 May 11 (4:30PM EST)
- Grant Awarded: On or about the 01-15 Jun 11 timeframe

**Technical Assistance**

See the [www.militaryk12.dodea.edu](http://www.militaryk12.dodea.edu) website to view technical assistance, including frequently asked questions. Submit questions to [Grants@hq.dodea.edu](mailto:Grants@hq.dodea.edu).

**FUNDING OPPORTUNITY DESCRIPTION**

**Purpose:** The FY11 DoDEA grant program seeks to enhance student achievement and/or ease the challenges military dependent students face due to transitions and deployments. Academic focused projects should strengthen teacher content knowledge and skills through sustained professional development and, in most cases, encourage integration of technology into the curriculum. Awards will be made to local educational agencies (LEA) on behalf of their eligible school(s). LEAs must have at least a five percent military dependent student population. Eligible schools must have at least a 15 percent military dependent student population.

**Research-Based Strategies:** DoDEA will fund projects that use research-based strategies. Please note that research-based strategies:

- Are not limited to a research-based curriculum, but may be teaching and learning strategies that often cut across all content areas and all grade levels.
- Include both “tried-and-true” and innovative programs.
  - Regarding innovative programs, DoDEA has, for example, funded a cutting-edge technology program. The LEA presented data about related programs that strongly suggested that the proposed technology would improve student achievement. The LEA also had data from a pilot class that confirmed it. Although the direct research on the impact on this technology on student achievement was scanty, DoDEA funded the program based on the related research and pilot program results.

**Student Achievement:** Regarding academic programs, LEAs must employ strategies with demonstrated effectiveness in improving student achievement. Achievement should include but not be limited to measurements of performance on state norm- and/or criterion-referenced assessments. Within this context, projects may include research-based programs that increase graduation rates, decrease dropout rates, or provide afterschool activities.

*Note:* It is understood that certain curricular areas and certain grade levels will not have state norm- or criterion-referenced tests to demonstrate need and reveal improvement. The LEA must

still present multiple data sources to demonstrate need and propose a cost-effective plan to demonstrate increased student academic achievement in those areas.

**Serving All Students:** Although funding is related to military dependent student enrollment, it is expected that the proposed programs will serve all students—military and non-military—at the target schools. The following two caveats should be noted:

- The impact on the military dependent student subgroups should be demonstrable.
- Support programs must focus solely on military dependent students.

**Award Information**

Project Period: From award date to 31 Aug 14—approximately 38 months  
 Minimum Award: \$100,000  
 Maximum Award: \$2,500,000

**Funding:** The funding formula is based on the number of military dependent student at eligible (target) school(s). For example, an LEA with 101-200 students may propose any amount between \$135,000 and \$270,000. The dollar figures below are for the entire 3-year grant period.

<b>Total Military Dependent Students at Target School(s)</b>	<b>Minimum Award</b>	<b>Maximum Award</b>
100 or fewer	\$100,000	\$135,000
101-200	\$135,000	\$270,000
201-300	\$270,000	\$405,000
301-400	\$405,000	\$540,000
401-500	\$540,000	\$675,000
501-600	\$675,000	\$810,000
601-700	\$810,000	\$945,000
701-800	\$945,000	\$1,080,000
801-900	\$1,080,000	\$1,215,000
901-1,000	\$1,215,000	\$1,350,000
1,001-1,100	\$1,350,000	\$1,485,000
1,101-1,200	\$1,485,000	\$1,620,000
1,201-1,300	\$1,620,000	\$1,755,000
1,301-1,400	\$1,755,000	\$1,890,000
1,401-1,500	\$1,890,000	\$2,025,000
1,501-1,600	\$2,025,000	\$2,160,000
1,601-1,700	\$2,160,000	\$2,295,000
Above 1,700	\$2,295,000	\$2,500,000

**Authorization:** Section 574 (d) of P.L. 109-364, as amended; Title 10 U.S.C. Section 2192(b) and Title 10 U.S.C. Section 2193a

**Eligibility**

- The LEA must have a military dependent student population of at least five percent and eligible schools must have a military dependent student population of at least 15 percent. The LEA submits one application on behalf of its eligible school(s).
- Current DoDEA grant recipients are eligible to apply for an FY11 DoDEA Grant if they have eligible schools that are not named (that is, not receiving services) from their existing DoDEA grant awards.

**Definition of *Military Dependent Student*:**

The term, *military dependent student*, is defined as an elementary or secondary school student who is a dependent of a member of the Armed Forces or a civilian employee of the Department of Defense who is employed on Federal property.

**Focus**

- DoDEA requires LEAs to submit projects that focus on no more than 1-2 program areas.
- LEAs are not required to focus on each grade. For example, a project with an elementary focus could target grades 3-5, while still counting all the military dependent students at the target school(s) for funding purposes.

**Requirements**

*The following standards should be followed:*

- A page is 8.5" x 11", one side only, with 1" margins at the top, bottom, and both sides.
- Single space all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a 12-point font; titles may be larger; charts may use a 10-point font.
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) may not be accepted.

**Scoring**

<b>Narrative (15-page maximum)</b>	<b>Points</b>
Introduction	0
Needs Assessment	10
Project Goals	10
Project Plan	30
Project Evaluation	30
Management	10
Budget Narrative and Sustainability	10
<b>Total</b>	<b>100</b>

**— IMPORTANT —**  
**Grants.gov Submission Procedures**

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted.

**ATTENTION – Adobe Forms and PDF Files Required**

Applications submitted to Grants.gov will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2).

Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on [www.Grants.gov](http://www.Grants.gov) before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.

1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. EST on the deadline date.

**Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).**

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and DoDEA receive your Grants.gov submission and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. EST on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

[http://www.grants.gov/applicants/applicant\\_faqs.jsp#54](http://www.grants.gov/applicants/applicant_faqs.jsp#54). For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on email to confirm whether your application has been received timely and validated successfully.

## Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site: [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp).

Electronic submission is required. You must submit an electronic application before 4:30:00 p.m.

## Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application.

**You must provide on your application the DUNS number that was used when your organization registered with the CCR.**

Please go to [http://www.grants.gov/applicants/applicant\\_help.jsp](http://www.grants.gov/applicants/applicant_help.jsp) for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov [http://www.grants.gov/help/submit\\_application\\_faqs.jsp](http://www.grants.gov/help/submit_application_faqs.jsp).

## Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.**

## MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: [http://www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.**

## Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you **attach .pdf files** for any narrative attachments. PDF files are the only approved file type accepted. Do not upload any password protected files to your application. Any attachments uploaded that are not .pdf files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs: [http://www.grants.gov/help/download\\_software.jsp#pdf\\_conversion\\_programs](http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs)

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend you keep your file names to less than 50 characters. In addition, applicants should avoid including special characters in their file names (for example, %, \*, /, etc.) Both of these conditions (lengthy file names and/or special characters including in the file names) could result in difficulties opening and processing a submitted application.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

## APPLICATION

**Cover Page (one page):** Follow the appended model on page 13.

**Table of Contents (one page):** To ensure all applications are organized in a consistent manner, a table of contents should appear after the cover page. It should list the following sections:

- Abstracts (one page)
- Narrative (18-page maximum)
  - Introduction
  - Needs Assessment
  - Project Goals
  - Project Plan
  - Evaluation Plan
  - Management
  - Budget Narrative and Sustainability
- Appendices
  - Needs Data (optional)
  - Evaluation Matrix, per appended model on page 16
  - Bibliography
  - Resumes
  - Letter of Support
- Budget Table and Federal Forms (separate files)
  - Budget Table, per appended model on page 15
  - 424 Application for Federal Assistance
  - 424A Budget Information – Non-Construction Programs
  - SF LLL Disclosure of Lobbying Activities
  - SBA 1623 Certification Regarding Debarment, Suspension, and Other Responsibility Matters

## Submission and Application Deadline

All 2011 DoDEA Grant Program applications must be received on or before **May 6, 2011**. Applications must be submitted electronically using the **Grants.gov** Application System. Please note DoDEA grant application deadlines are 4:30:00 P.M. EST. **We suggest that you submit your application several days before the deadline.**

## Abstracts (one page)

Both a 50-word and a 200-word abstract are required. They should provide an interested audience, like the school/military community, a clear overview of the grant activities and purposes. They should both be placed on the same page.

## Narrative

The project narrative may not exceed 18 pages in length.

## Introduction (0)

This section orients the reviewer to the relevant school district data or background information, including the connection to the military installation(s). It should also present a table similar to the one shown below. The Introduction used in the Request for Consideration could be used in this section.

Target Schools	Grades	# of Schools	Enrollment, SY10-11			Percentage of Military
			Military	Other	Total	
ABC Elementary	K-5	1	500	100	600	83.3%
DEF Elementary	K-5	1	500	300	800	62.5%
XYZ High School	9-12	1	300	1,700	2,000	15.0%
<b>Target Total</b>	<b>K-12</b>	<b>3</b>	<b>1,300</b>	<b>2,100</b>	<b>3,400</b>	<b>38.2%</b>
LEA Totals	K-12	40	1,800	20,200	22,000	8.2%

Target Schools	Grades	# of Schools	Enrollment, SY10-11			Percentage of Military
			Military	Other	Total	
Elementary	K-5	6	1,000	200	1,200	83.3%
Middle	6-8	2	1,000	600	1,600	62.5%
High	9-12	2	600	3,400	4,000	15.0%
<b>Target Total</b>	<b>K-12</b>	<b>10</b>	<b>2,600</b>	<b>4,200</b>	<b>6,800</b>	<b>38.2%</b>
LEA Totals	K-12	60	3,600	40,400	44,000	8.2%

## Needs Assessment (10)

The needs assessment informs the project goals, design and evaluation. It should clearly and cogently (1) state student achievement needs and/or lack of educational opportunities at target schools; (2) cite multiple sources, primarily quantitative data, to confirm the need; (3) explain why current or past efforts failed to resolve the need, if applicable; and (4) include other relevant information, e.g., the consequences of not addressing the need.

The Needs Assessment used in the Request for Consideration could be used in this section. Any needs data that was appended to the Request for Consideration may also be appended to the application.

## Project Goals (10)

This section should include the project's goals and outcomes. Well-written goals (1) relate to the program's purpose, (2) lead to the results, and (3) should be achievable through the project's interventions and strategies. They should be expressed in a broad statement such as: *Increase K-5 student achievement in mathematics*. Applications should have one goal related to each program area selected.

Outcomes should (1) be measurable and reasonable and (2) relate to baseline school, district, and state data as well as the relevant literature. A well-written outcome specifies the timeframe, measurement tool, and target population. Optimally, the measurement tool should be an above school-level assessment(s), such as norm- or criterion-referenced standardized state or national test. The baseline should be referenced. The timeframe should be sufficient for strategies to achieve the expected results. Consider the following example of an outcome:

*By June 2014, \_\_ percent of the \_\_ grade students in the target schools will score proficient or above on the state \_\_\_\_\_ assessment, an increase of \_\_ percent over the SY10-11 level.*

Interim outcomes are tied to the goal and are presented as specific measurements that assess each year of the project. Typically, each goal will have multiple interim outcomes.

*By the end of SY11-12, 43 percent of the \_\_ grade students in the target schools will score proficient or above on the state \_\_\_\_\_ assessment, an increase of \_\_ percent over the SY10-11 average.*

#### **Notes**

- More goals may be added; however, the greater number of goals, the more complex the evaluation becomes.
- With academic programs, the measuring tool is usually a state assessment. For some programs, such as PK-2 Academic and Support, other measuring tools must be selected.

#### **Project Plan (30)**

Projects should only employ strategies that have demonstrated effectiveness in improving student achievement in the core curricular areas. The research base should be summarized in this section and details, including references and links should be provided in the appended bibliography. Strategies should clearly address the issues identified in the needs assessment. If applicable, an explanation of how the project fits into the district or school's improvement plan or the LEA's strategic plan should be included. A strategy for sustained professional development/capacity building related to each program area goal should be included.

The strategies, actions, and a timeline for each goal should be presented. Strategies should work as interrelated parts of a whole. Actions are specific steps to accomplish the strategies that occur at specific times and usually involve *direct services* to students, educators, or other stakeholders. Strategies must be aligned with the goals and outcomes listed above. A well-written strategy section should answer:

1. What strategies are employed
2. Why the strategies were selected
3. How the strategies help achieve the stated outcomes
4. What evidence shows the strategies to be effective
5. *If applicable*, how the strategies work together to achieve the outcomes.

The actions for each strategy should be briefly described. The section outlining actions may be framed with a chart shown in the [example](#) below. (Charts may use a 10-pt font.)

Strategies	Actions
<i>EXAMPLE</i>	
<b>Goal 1: Improve &lt;grade levels&gt; student achievement in &lt;curricular area&gt;</b>	
#1: Strategy Name	<ul style="list-style-type: none"> <li>■</li> <li>■</li> </ul>
#2: Strategy Name	<ul style="list-style-type: none"> <li>■</li> <li>■</li> <li>■</li> <li>■</li> </ul>

### Implementation Timeline

Create an implementation timeline for each goal using the model shown below. Costs may be broken by actions or by strategies (as shown by the partially completed example below). Inkind costs are not required, but should be included if they will be used for this program. When grant funds are listed, the dollar amount is required. If inkind costs are included, please cite their purpose, source, and amount for example, Inkind Professional Development (Title I), \$25,000.

<i>EXAMPLE</i> Category	Start Date	End Date	Point of Contract	Costs
Goal 1: Title				
Strategy 1, Action 1				Grant: Inkind:
Strategy 1, Action 2				
Strategy 1, Action 1				Grant: Inkind:
Strategy 1, Action 2				
Strategy 1, Action 3				
Strategy 1, Action 4				

### Evaluation Plan (30)

The evaluation component is essential because (1) the LEA needs to determine if the projects have been implemented correctly and have produced valuable results and (2) DoDEA needs to have consistent data to demonstrate that the funding has produced the desired results.

The evaluation plan needs to include (1) the fidelity of program implementation, (2) formative or process evaluation activities that provide information to guide program improvement, and (3) a summative evaluation to assess how the outcomes have addressed the academic needs. The evaluation should help shape the project from its very inception. The evaluation plan must:

1. Pose questions, in each of the three areas above that the evaluation will answer.
2. Describe the data and the data collection process (including multiple sources).
3. Describe how the data will be analyzed.
4. Identify who will conduct the evaluation.
5. Indicate what resources will be expended in the evaluation.

6. Explain how the data will be used, particularly to inform decisions involving curriculum and instruction at the classroom, school, and/or district levels.

The evaluation concept should provide a broad framework regarding the data collection sources, the available resources, and how the data will inform decisions involving curriculum and instruction at the classroom, school and/or system levels. Data collection instruments should include standardized forms (such as validated surveys and assessment protocols) wherever possible. If awarded, grantees must disaggregate data at the school level for the military student population. Reporting to DoDEA on the strategies and evaluation activities completed will be done quarterly and submitted to ETAC website, provided at time of award. The final quarter will include an annual evaluation report that will be based on the questions posed in the evaluation plan and the data collected to that point (interim or final). An evaluation design matrix, per the example shown on page 16, should be appended. DoDEA requires that **at least three percent of grant funds** will be spent on a third-party evaluator.

### **Management (10)**

Provide information on the qualifications and roles of the project leader(s), who will be in charge of the day-to-day activities, including their estimated time commitment to the project. The district's key evaluation person involved in this project and the third-party evaluator's qualifications and roles should be briefly described. Append resumes—each being 1-2 pages in length—of the aforementioned people. If the third-party evaluator has not been determined, then his or her role and qualifications should be described.

### **Budget Narrative and Sustainability (10)**

The budget narrative should give the reviewer a clear overview of where grant dollars (and in-kind funds, if any) are allocated. (The budget table must be appended. See the example on page 15.)

DoDEA grants are designed to sustain improved student achievement and provide administrators data-driven evidence to justify the future use of district funds for sustained implementation. Based on the premise that the program will be successful, this section should explain the LEA's plan to continue the project at the target schools beyond the funding period.

### **Budget**

**The budget must be expressed in two ways—as shown in the appended table (page 15) AND in the required Federal form (SF424A).**

**Grant Year Definitions:** For budgeting purposes, the grant years will be as follows:

- Year 1: From award date to 31 Aug 12
- Year 2: 01 Sep 12 to 31 Aug 13
- Year 3: 01 Sep 13 to 31 Aug 14

### **Budget Information**

DoDEA expects at least 20 percent of grant funds to be allocated in each fiscal year.

For all program areas, except Support Program, up to 25 percent of Federal funds may be allocated to fulltime equivalent (FTE) positions. In any given fiscal year, the FTE cap may be exceeded.

- The term, *full-time equivalent* (FTE), usually refers to fully benefitted positions. For grant purposes, the funding category, *Personnel*, includes FTE and non-FTE positions /costs. Examples of non-FTE personnel costs include stipends for teachers, wages to afterschool tutors, and costs for substitute teachers.
- DoDEA will not disqualify an LEA’s application if it has gone over the FTE percent limit in good faith. If an LEA’s proposal is recommended for award but deemed to be above the FTE cap, DoDEA will work with the LEA to realign the proposed budget so that it meets the 25 percent limit prior to any award being made.
- For Support programs, the applicant may propose a FTE rate that exceeds the 25-percent FTE cap.
- Definition of Equipment: “Equipment means tangible, nonexpendable, personal property having a useful life of more than one year and **an acquisition cost of \$5,000 or more per unit**. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.” (Emphasis added.) See DoD 3210.6-Rs 33.3 for additional information.
- In FY 2011 only, all grantees must budget for the project director and chief evaluator to attend a two-day conference. This line item, called “Grant Conference”, is the only one that does not require calculations. Each LEA should budget **\$3,000** for this activity, which is expected to occur in the October-November 2011 timeframe. Any funds not expended for the Grant Conference may be realigned in the grant for other grant usage. *Note*: An LEA located outside the continental United States should budget additional funds.

### Funding Restriction

- **No grant funds may be allocated to administrative or indirect costs.** Indirect costs are those incurred for a common or joint purpose benefiting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Further see OMB Circular A-87 –Attachment B.

### Fringe Benefits for Grant-Funded FTE Positions

- Although fringe benefits for grant-funded FTE positions are an allowable cost, no grants funds may be allocated for administrative or indirect costs. Fringe Benefits are defined as costs in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker’s compensation insurance (except as indicated in OMB Circular A-87 (Attachment B, No. 22), and other similar benefits for employees expected to work solely on this grant.

### Appendices

- Needs Assessment Data (Optional). The appendix from the Request for Consideration may be placed in this section.
- Evaluation Matrix: Append the completed form. See example on page 16.
- Bibliography: Append bibliographic information to support the research basis of the proposed program(s).

- Resumes: Append a minimum of one and a maximum of three 1-2 page resumes of key project leaders, including the person with the day-to-day responsibility for implementing grant strategies and actions.. In addition, append a 1-2 page resume for the third-party evaluator.
- Letter of Support: Append a 1-2 page letter of support from the LEA’s superintendent that clearly commits the district to support the project as described in the narrative and, if applicable, supports the district’s inkind commitments to the project.

**Budget Table and Federal Forms**

- Budget: Append the budget per the table shown on page 10. Extra lines may be added as needed.
- Federal Forms: Provide the five required Federal forms, listed on page 7.

**DoDEA Grant Application Contact Information**

POC: DoDEA Grants  
 Address: DoDEA  
 4040 North Fairfax Drive, 9<sup>th</sup> Floor  
 Arlington, VA 22203  
 Telephone: 703-588-3345  
 Email Address: [Grants@hq.dodea.edu](mailto:Grants@hq.dodea.edu)  
 Web: <http://militaryk12partners.dodea.edu/>

**Frequently Asked Questions (FAQs)**

The 2011 DoDEA grant website will provide a list of Frequently Asked Questions (FAQs) and their answers.

*Appendix: Cover Sheet*

**2011 Department of Defense Education Activity (DoDEA)  
Grant Program – Application**

**LEA Name**

**Project Title**

LEA Street Address

City, State, Zip

Tel: --- --- ----

Web: www.-----

Point of Contact

Name:

Title:

Tel: --- --- ----

Email: -----@-----

Alternative Point of Contract:

Name:

Title:

Tel: --- --- ----

Email: -----@-----

Total Funds Requested:

Military Installations Served: Name(s):

Grant Grade Levels/Program Area(s):

*See the enrollment chart example below:*

Target School Groups	Grades	# of Schools	Enrollment, SY10-11			Percentage of Military
			Military	Other	Total	
Target elementary schools	K-5	7	1,000	1,400	2,400	41.7%
Target middle schools	6-8	3	500	1,500	2,000	25.0%
<b>Target School Total</b>	<b>K-8</b>	<b>10</b>	<b>1,500</b>	<b>2,900</b>	<b>4,400</b>	<b>34.1%</b>
LEA Totals	K-12	40	1,800	20,200	22,000	8.2%

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Name and Title (Superintendent or Authorized Representative) Date

### **Cover Page Notes and Instructions**

- **Military Installations Served:** Please spell out the name of the military installation(s) being served through the proposed grant program.
- **Grant Grade Levels/Program Areas:** Specify the target grades and program area, for example, K-5 STEM Education and High School Support.
- **Chart:** Target school and LEA enrollment data may be grouped as shown in the example above or the examples on page 4.
- **Signature:** With the signature, include the printed name and title of the official—normally the superintendent or chief financial officer—authorized to commit the LEA to a grant with or without the Board of Education’s approval. If Board of Education approval is required, please state so.

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)  
APPLICATION GUIDANCE / APPLICATION

<b><i>Project Title Budget, FY11-14</i></b>				
<b>Expenditures</b>	<b>Calculation</b>	<b>Requested</b>	<b>Percent of Federal Total</b>	<b>Inkind*</b>
Example: Graphing Calculators	60 ABC #007 graphing calculators @ \$100.00 – shipping included. Inkind: XYZ software integration program: Annual license @\$1,000	6,000.00	2.8%	1,000.00
▪				
▪				
<b>01 Jun 11-31 Aug 12 Total</b>				
▪				
▪				
▪				
<b>1 Sep 12 – 31 Aug 13 Total</b>				
▪				
▪				
▪				
<b>1 Sep 13-31 Aug 14 Total</b>				
<b>Budget Summary by Category</b>				
▪				
▪				
▪				
▪				
<b>FY2011-14 Total</b>				
* Listing inkind support is optional; however, inkind funding can strengthen the case for sustainability.				

## EVALUATION DESIGN MATRIX

Goal 1: Include the goal title and statement. *Complete the charts below for each goal:*

<b>Fidelity of Implementation</b>			
<i>Evaluation Question(s)</i>	<i>Data Collection Activities</i>	<i>Data Collection Instruments</i>	<i>Data Collection Schedule</i>

<b>Process/Formative</b>			
<i>Evaluation Question(s)</i>	<i>Data Collection Activities</i>	<i>Data Collection Instruments</i>	<i>Data Collection Schedule</i>

<b>Summative: List interim or yearly project outcomes for this goal</b>			
<i>Evaluation Question(s)</i>	<i>Data Collection Activities</i>	<i>Data Collection Instruments</i>	<i>Data Collection Schedule</i>

# **SUBMISSION CHECKLIST**

## **APPLICATION**

1. Cover sheet
2. Abstracts
3. Narrative (up to 18 pages)
4. Appendices
  - a. Needs Data (optional)
  - b. Evaluation Matrix
  - c. Bibliography
  - d. Resumes
  - e. Letter of Support
  - f. Budget Table

## **FEDERAL FORMS**

- 424 Application for Federal Assistance
- 424A Budget Information – Non-Construction Programs
- SF LLL Disclosure of Lobbying Activities
- SBA 1623 Certification Regarding Debarment, Suspension, and Other Responsibility Matters