# REQUEST FOR PROPOSALS
# 2019-2020 REGIONAL EVENTS FOR THE NATIONAL WRITING PROJECT NETWORK OF SITES

**PROPOSAL DUE:**          Monday, February 4, 2019

**AWARD NOTIFICATION:**    Monday, February 18, 2019

**AWARD AMOUNT**:          $20,000

**PROGRAM YEAR:**          April 16, 2019–May 31, 2020

## OVERVIEW

The National Writing Project invites local writing projects to host conferences, institutes, or events for their region. These events would support the sharing of knowledge in teaching writing, writing project program design, professional development and learning, youth programming, leadership development, and additional knowledge that writing projects create. We intend these grants to seed ongoing exchanges regionally and nationally in the absence of a national NWP annual meeting.

We anticipate awarding five grants, distributed regionally. These events would be scheduled to take place in either the 2019 or 2020 calendar year.

These grants have the following requirements:

1. Host an event that supports the dissemination of knowledge throughout the NWP network of sites. The primary audience for the event would be educators associated with the National Writing Project network of sites. Publicity for the event should be targeted regionally and nationally.

2. Prepare a resource to support the continuation of the event in subsequent years and plan for a succession due 3 months after the event.

Keep in mind the broad purpose of this grant as you write your narrative. In the absence of funding for an annual meeting, we seek ways that local writing projects can support the dissemination of writing project knowledge to writing projects, remaking the network by hosting events for each other. This grant is intended to *seed* such events, not provide ongoing support, therefore, narratives should include plans to disseminate information about hosting the event to other writing projects in the region in subsequent years. We welcome collaborative proposals among sites in a region.

We welcome proposals for a variety of events:

- The event could be a conference similar to the successful [NWP Midwest Conference](). This conference showcased a wide range of topics. Their structure included a mix of plenary sessions and break-outs.

- The event could be themed, wholly or partially, to take advantage of the host site's expertise or interest and attract participants who are particularly interested in the theme. The theme could address specific groups of students, such as Native American students, English Learners, or African American students, or specific issues in the teaching of writing, such as assessment, digital writing, or revision.

- The event could also be a deep dive into writing project work, inviting a minimum of 35 participants to an extended institute or retreat on a particular topic.

## REQUEST FOR PROPOSALS

**ELIGIBILITY:** Awards are contingent upon the site's timely submission of all prior-year required NWP reporting:
- 2019–20 Continuing Association Form (due 3/1/19)
- 2017–18 Site Participation Data (due 10/15/19)
- Final Narrative Reporting for 2017–18 grants awarded
- Final Budget Revision for 2017–18 grants awarded
- Exhibit C Financial Report for 2017–18 grants awarded

**AWARD AMOUNT**: $20,000 per site

**PERIOD OF PERFORMANCE:** April 16, 2019–May 31, 2020

## NARRATIVE

To apply for a 2019-2020 SEED NWP Regional Grant, prepare responses to the following prompts. 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. PROPOSED DATES, LOCATION, AND CONTENT

   Discuss the dates, location and content of the event your site proposed to host. Describe the reasoning behind your choices and how it reflects the concerns of your region and the National Writing Project. Discuss why your site would be a successful host of this event, including expertise of your leadership and experiences hosting larger events. Include in this section the space and facilities you plan to use for the event.

2. PLANS FOR IDENTIFYING PRESENTERS, FACILITATORS, KEYNOTERS

   The purpose of the regional events is to provide occasions for NWP-affiliated educators to gather together and share knowledge. Discuss the ways that your site will identify and select expertise from your region and the network. Keynote speakers are required to be affiliated with the National Writing Project.

3. PLANS FOR PUBLICITY

Discuss your site's plans for publicizing the event to your region and to the national network.

4. SITE/REGIONAL CAPACITY

   Discuss your site's capacity to host the event. Name the people, their expertise and experience, who will support the event. How might you work with other sites in your region? If you collaborate with another site, who will take fiscal responsibility?

5. PASSING THE TORCH

   Discuss your plans for packaging of the event for another site, including the logistics, costs (Note that this is a one-time funding opportunity; subsequent site will not have $20,000 to work with), and the labor involved.

6. BUDGET NARRATIVE

   Discuss how the site will strategically invest the $20,000 award. Additionally, prepare a budget request in the budget system on the 2019–20 "SEED Regional" page for your site. (See **Budget Instructions** below.)

# REQUIRED REPORTING

## FOR THIS REGIONAL 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 and participants' school assignments. 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:

- Prepare a short final report of the event (number of educators by category, summary of evaluations, and a short reflection) a resource to support the continuation of the event in subsequent years and plan for a succession due 3 months after the event.
- Submit a final budget revision of your SEED Regional budget, due by August 31, 2020.
- Submit an Exhibit C financial report for your SEED Regional grant, due by August 31, 2020.

## 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 March.
- 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.**

# BUDGET INSTRUCTIONS

### GRANT FUNDING SOURCE

This 2019–2020 SEED NWP Regional 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 Regional" page is available in the 2019–2020 section of the budget system for your SEED NWP Regional 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

Given that these regional conferences are designed to gather together NWP participants, we request that if funds are spent on a featured or keynote speaker that the speaker is connected with and a part of the work of the National Writing Project network.

### 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 developing and hosting regional conference during the April 16, 2019– May 31, 2020 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 May 31, 2020. If any grant funds remain unspent as of May 31, 2020, they must be refunded to NWP.

# SUMMARY OF SUBMISSION REQUIREMENTS (DEADLINE FEBRUARY 4, 2019)

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. On the Grants page, click "**Apply Now**" for the 2019-2020 SEED NWP Regional 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.

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 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 key contact information, and then complete the form online when you have all of the information gathered.

2. **Proposal Narrative** –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.)

3. Prepare and submit the **2018–2019 SEED NWP Regional Grant Budget** request for $20,000 in the online budget system, and confirm in the application system that this budget has been submitted.

4. **Approvals** – once steps 1 through 3 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 support@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 February 4, 2019 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 support@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 support@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 <u>not</u> the PI of the grant (per the information provided in the Proposal Information Form), this task is required.

5. **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 4, 2019 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, email support@nwp.org.