OFFICE OF INNOVATION AND IMPROVEMENT

WASHINGTON, D.C. 20202-5960

APPLICATION INSTRUCTIONS FOR GRANTS UNDER THE

FY 2013 SUPPORTING EFFECTIVE EDUCATOR DEVELOPMENT GRANT PROGRAM

CFDA Number: 84.367(D)

FORM APPROVED

OMB no. 1855-New (1894-0001), Expiration Date: XX/XX/20XX

DATE MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: October 16, 2012

PAPERWORK BURDEN STATEMENT

Public Burden Statement:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 40 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Title III Department of Education Appropriations Act of 2012). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1855-XXXX. Note: Please do not return the completed Supporting Effective Educator Development Grant Program application to this address. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Supporting Effective Educator Development Grant Program, Office of Innovation and Improvement, U.S. Department of Education, 400 Maryland Avenue, S.W., 4C125, Washington D.C. 20202-5960.

INTENT TO APPLY

Each potential applicant is strongly encouraged to submit a brief e-mail to the Supporting Effective Educator Develop Grant Program (SEED) program staff indicating their intent to submit an application. The e-mail need not include information regarding the content of the proposed application, only the applicant's intent to submit it. The e-mail notification should be sent to the SEED program at seed@ed.gov no later than September 7, 2012. Applicants that fail to provide this e-mail notification may still apply for funding.

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August 2012

Dear Applicant:

Thank you for your interest in the Supporting Effective Educator Development (SEED) Grant Program. The SEED program provides funding to national non-profit organizations for projects that are supported by at least moderate evidence, as defined in the Notice Inviting Applications, to recruit, select, and prepare or provide professional enhancement activities for teachers or for teachers and principals.

Eligible grant applicants for the SEED program are national non-profit organizations. For the purposes of this competition, a national non-profit organization means a non-profit organization of national scope that carries out its activities in multiple States. In addition, to be eligible for an award, the proposed project must be supported by at least moderate evidence.   For the purposes of this competition, moderate evidence means evidence from previous studies whose designs can support causal conclusions (i.e., studies with high internal validity) but have limited generalizability (i.e., moderate external validity), or studies with high external validity but moderate internal validity. Examples of moderate evidence may be found in the Notice Inviting Applications under the Definitions section.

This competition includes three absolute priorities and two competitive preference priorities. Detailed information on the absolute priorities and competitive preference priorities can be found in the Notice Inviting Applications and in this package.

This package contains the information and instructions you will need to apply for a Fiscal Year 2012 SEED grant. Please carefully review the entire package before preparing and submitting your application. Note that all applications must be submitted using Grants.gov, and you must register with Grants.gov prior to submitting your application. Information on how to register is included in the Notice Inviting Applications and in this package.

If you desire further information concerning this program or the application process, please contact Soumya Sathya at soumya.sathya@ed.gov.

Again, thank you for your interest in the SEED program and its goal to support the recruitment, selection, and preparation and professional enhancement of teachers and principals.

Sincerely,

Peggi Zelinko
Director
Teacher Quality Programs

Overview Information:

Office of Innovation and Improvement

Supporting Effective Educator Development Grant Program

CFDA Number: 84.367D

Dates:

Application Available: August 17, 2012 8/17/12 - 10/16/12

Deadline for Notice of Intent to Apply: September 7, 2012

Deadline for Transmittal of Applications: October 16, 2012

Deadline for Intergovernmental Review: March 13, 2012

The full text of the Notice Inviting Applications can be found on the Federal Register's Web site at the following links:

PDF

HTML

IMPORTANT – PLEASE READ FIRST

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 by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education 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 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 or call 1-800-518-4726.

Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security feature which requires each organization's e-Biz POC (Point of Contact) to update their Grants.gov registration. To complete this step, the e-Biz POC must have their Data Universal Numbering System (DUNS) number and Central Contractor Registry (CCR) Marketing Partner Identification Number (MPIN). We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: http://www.grants.gov/securitycommebiz/.

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. [Note: Your organization will need to update its 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, the speed of your Internet connection, and the time it takes Grants.gov to process the application. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. (This DUNS number is typically the same number used when your organization registered with the CCR.) If you do

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not enter the same DUNS number on your application as the DUNS number you registered with on Grants.gov, then the system will reject your application.

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission on time 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. Washington, DC time, 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. 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 e-mail to confirm whether your application has been received on time 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.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

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 the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to 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.

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.** (See the Federal Register notice for detailed instructions.)

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. **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.** (See the Federal Register notice for detailed instructions.)

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 only*** for any attachments to your application. PDF files are the only file type that is accepted by the Department as detailed in the Federal Register application notice. Applicants must submit individual PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. 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
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 follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.

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.

PLEASE NOTE – ELECTRONIC SUBMISSION POLICY

Electronic Submission is Required – As outlined in the Federal Register notice for this grant competition, applications must be submitted electronically. You must submit your application using the electronic application system designated in the Federal Register notice. You may not e-mail an electronic copy to us. We will reject your application if you submit it in paper format unless you qualify for one of the exceptions to the electronic submission requirement described below <u>and</u> submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions.

Under mandatory submission, electronic applications must be received by 4:30:00 pm Washington, DC time on the application deadline date. **Under this new policy, Education does not allow for any last minute waiver requests from applications, which is a change from the previous policy for mandatory electronic submission. Consequently, we strongly encourage you to review the registration and submission procedures for the designated electronic application system right away. In addition, we strongly suggest that you do not wait until the deadline date to submit your application.**

<u>Exception to Electronic Submission Requirement</u>: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, by mail or hand delivery, if you are unable to submit an application through the electronic application system designated in the Federal Register notice because –

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the system;
<div align="center"><u>and</u></div>
- No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application. If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date. (Please follow the fax instructions found in the Federal Register notice for this competition. Also, your paper application must be submitted in accordance with the mail or hand delivery instructions also described in the Federal Register notice for this grant competition.)

For detailed information on the electronic submission requirement for this competition, please refer to the Federal Register notice.

INSTRUCTIONS FOR COMPLETING AN APPLICATION

Carefully read the entire application package, the Federal Register notice and the authorizing legislation.

INSTRUCTIONS FOR D-U-N-S NUMBER

All applicants must have a D-U-N-S number in order to apply for federal funds.

The DUNS number used on the application must be the same number that the applicant's organization used to register with Grants.gov. If the numbers are not the same, Grants.gov will reject the application.

NOTE: Check with your fiscal office to see if your institution has an assigned DUNS number before contacting Dun & Bradstreet.

Please provide the applicant's DUNS number. You can obtain your DUNS number at no charge by calling **1-800-333-0505** or by completing a D-U-N-S Number Request Form. The form can be obtained via the internet at the following URL:

http://www.dnb.com/US/duns_update/index.html

The DUNS number is a unique nine-digit number that does not convey any information about the recipient. A built in check digit helps assure the accuracy of the DUNS number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a DUNS number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned DUNS numbers to over 43 million companies worldwide.

For live help Monday-Friday 9am-6pm (EST) dial 1-888-814-1435.

NOTE: Electronic submission via Grants.gov must use the DUNS number your organization used when it registered in the Central Contractor Registry.

APPLICATION INSTRUCTIONS

Applicants applying for the SEED program will use the following Grants.gov narrative forms:

ED Abstract Narrative Attachment Form

Project Narrative Attachment Form

Budget Narrative Attachment Form

Other Attachments Form

The ED Abstract Narrative Attachment Form is where you will attach your one-page program abstract.

The Project Narrative Attachment Form is where the applicant will attach the narrative sections addressing the program selection criteria that will be used to evaluate applications submitted for this

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competition. This form will also include a separate narrative used to address the competitive preference priorities and the invitational priority.

The Budget Narrative Attachment Form is where the applicant will attach a detailed line-item budget and any supplemental budget information.

The Other Attachments Form is where the applicant will attach proposal appendices. This is where you will include information such as resumes/curriculum vitae of key personnel, proof of non-profit status, documentation of status as a national non-profit organization, letters or support, etc. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section.

Applicants must use their own word-processing software to complete the SEED application.

Please complete the SF 424 first. Grants.gov will automatically insert the correct CFDA and program name wherever needed thereafter.

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will review only materials/files attached to the section labeled "Other Attachments Form."

INSTRUCTIONS FOR ED ABSTRACT NARRATIVE

Each applicant must submit a one page abstract. This abstract should be attached to the Grants.gov ED Abstract Narrative Attachment Form.

The abstract narrative must include the name and address of the organization and the name, phone number, and e-mail address of the contact person for this project.

The abstract narrative must not exceed one page and should use language that will be understood by a range of audiences. For all projects, include the project title (if applicable), goals, expected outcomes and contributions for research, policy, practice, etc. The abstract should address how the proposed project meets the purpose of the SEED program as stated in the Notice Inviting Applications.

Attachments must be in .PDF format.

INSTRUCTIONS FOR PROJECT NARRATIVE

Applicants will attach the Project Narrative to the Project Narrative Attachment Form. The Project Narrative must be uploaded as a PDF.

We suggest you limit the project narrative to the equivalent of no more than 50 pages, using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).

- 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) will not be accepted.

Before preparing the project narrative, applicants should review the Notice Inviting Applications for FY 2013.

The *Notice Inviting Applications* (NIA) provides applicants with instructions for preparing and submitting the application, information describing the absolute priorities and competitive preference priorities that have been established for this competition, the selection criteria that will be used to evaluate the application, and other pertinent information concerning the competition for awards.   Should an applicant choose to apply and meet eligibility requirements for one or both of the competitive priorities, the application can earn up to 108 points. In order to be considered for competitive preference priority points, the applicant must be sure to identify that the priority is addressed in the application and include the section as part of the project narrative.

It is expected that applicants will use the selection criteria to frame their project narratives.

Priorities

Please note an applicant should address the priorities in a separate section of the project narrative.

Applicants are required to designate the priority or priorities under which they are submitting their proposal.

Clear headings should be provided to indicate an applicant's response to the absolute priority under which they are submitting their proposal and to the competitive preference priorities under which they are submitting their proposal, as applicable.

Absolute Priorities

For the purpose of this application, the Department has established three absolute priorities under the Supporting Effective Educator Development Grant Program for the FY 2012 grant competition. Under 34 CFR 75.105(c)(3), we consider only applications that meet one or more of these priorities.

These absolute priorities are:

Absolute Priority 1: Teacher or principal recruitment, selection, and preparation

Under this priority, the Secretary funds projects that will create or expand practices and strategies that increase the number of highly effective teachers (as defined in this notice) or highly effective principals (as defined in this notice) by recruiting, selecting, and preparing talented individuals to work in schools with high concentrations of high-need students (as defined in this notice). Projects must include activities that focus on creating or expanding high-performing teacher preparation programs, principal preparation programs, or both. Activities may include but are not limited to expanding clinical experiences, re-designing and implementing coursework to align with State standards, providing induction and other support for program participants in their classrooms and schools, and developing strategies for tracking

the effect of program graduates on improving the achievement of their students or their schools.

In addition, an applicant needs to propose a plan demonstrating a rigorous, competitive selection process to determine which teachers or principals participate in the applicant's proposed activities.

<u>Absolute Priority 2: Professional development of teachers of English language arts with a specific focus on writing</u>

Under this priority, the Secretary funds projects designed to increase the quality of student literacy and writing by creating or reforming practices, or strategies, that improve teachers' knowledge, understanding, and teaching of English language arts, with a specific focus on teaching writing, through high-quality professional development or professional enhancement projects.

Applicants are required to justify their partnering district's need for teacher professional development in English language arts and demonstrate alignment with State standards.

In addition, effectiveness of participants as a result of the professional development provided needs to be determined through a rigorous, transparent, and fair evaluation and in which performance is differentiated using multiple measures of effectiveness and based in significant part on student growth (as defined in this notice).

<u>Absolute Priority 3: Professional development of teachers of core academic subjects</u>

Under this proposed priority, the Secretary funds projects that will create or expand practices and strategies that increase the number of highly effective teachers (as defined in this notice), highly effective principals (as defined in this notice), or both, who work in schools with high concentrations of high-need students (as defined in this notice).

Applicants are required to focus on encouraging and supporting teachers or principals (or both) who seek a nationally recognized advanced certificate or advanced credential through high-quality professional enhancement projects designed to improve teaching and learning for teachers or principals (or both).

In addition, teacher effectiveness needs to be determined through a rigorous, transparent, and fair evaluation in which performance is differentiated using multiple measures of effectiveness and based in significant part on student growth (as defined in this notice).

Finally, an applicant needs to propose a plan demonstrating a rigorous, competitive selection process to determine which teachers or principals participate in the applicant's proposed activities.

<u>Absolute Priority 4: Advanced certification and advanced credentialing</u>

Under this priority, the Secretary funds projects that will create or expand practices and strategies that increase the number of highly effective teachers (as defined in this notice), highly

effective principals (as defined in this notice), or both, who work in schools with high concentrations of high-need students (as defined in this notice).

Applicants are required to focus on encouraging and supporting teachers or principals (or both) who seek a nationally recognized advanced certificate or advanced credential through high-quality professional enhancement projects designed to improve teaching and learning for teachers or principals (or both).

In addition, teacher or principal effectiveness needs to be determined through a rigorous, transparent, and fair evaluation in which performance is differentiated using multiple measures of effectiveness and based in significant part on student growth (as defined in this notice).

Finally, an applicant needs to propose a plan demonstrating a rigorous, competitive selection process to determine which teachers or principals participate in the applicant's proposed activities.

Competitive Preference Priorities

For the purpose of this application, the Department has established two competitive preference priorities under the Supporting Effective Educator Development Grant Program for the FY 2012 grant competition.

Applicants that address the priorities can earn additional points by doing so. The competitive priorities and available points for the FY 2012 competition are:

Competitive Preference Priority 1: Supporting programs, practices, or strategies for which there is strong evidence of effectiveness (0-5 points).

Under this priority, the Secretary funds projects that are supported by strong evidence of effectiveness (as defined in the Notice Inviting Applications).

Competitive Preference Priority 2: Improving efficiency (0-3 points).

Under this priority, the Secretary funds projects that identify strategies for providing quality services more cost-effectively at the State, regional, or local level by making better use of the available budgetary resources. Such projects may include innovative and sustainable uses of technology, modification of school schedules and teacher compensation systems, use of open educational resources (as defined in the Notice Inviting Applications), or other strategies.

Competitive Preference Priority 3: Promoting Science, Technology, Engineering, and Mathematics (STEM) Education (0-5 points).
Under this proposed priority, the Secretary funds projects that address one or both of the following priority areas:
(a)	Increasing the opportunities for high-quality preparation of, or professional development for, teachers or other educators of STEM subjects.
(b)	Increasing the number of individuals from groups traditionally underrepresented in STEM, including minorities, individuals with disabilities, and women, who are teachers

or educators of STEM subjects and have increased opportunities for high-quality preparation or professional development.

Selection Criteria

Applicants must address each selection criterion in a clearly identified section in their project narrative.

The selection criteria outlined below will be used to evaluate the quality of applications submitted for funding. The full description of the selection criteria is contained in the Notice Inviting Applications. Within each criterion, there are specific factors that will be used in evaluating that criterion. Notes are provided for each criterion and offer additional information that may be helpful in responding to the selection criteria. In addition, the applicant should note the earlier discussion regarding addressing the required program components and authorized activities when responding to the selection criteria.

The maximum score that an applicant can earn for the selection criteria is 100 points. The maximum score for each criterion is indicated in parentheses following that criterion.

Significance   **(25)**

Quality of the Project Design and Services   **(30)**

Quality of the Management Plan and Personnel   **(20)**

Sustainability   **(25)**

We refer you to the NIA for a full description of each selection criterion and its subfactors.   Applicants are strongly encouraged to carefully read each criterion and its subfactors when preparing their applications. These are the only criteria that will be used to review and score applications.

INSTRUCTIONS FOR BUDGET NARRATIVE

Before preparing the budget narrative, applicants should review the Federal Register notice and the authorizing legislation for specific guidance and requirements. Note that applications will be evaluated according to the specific selection criteria specified in the Federal Register notice. Attachments must be in .PDF format.

The budget should include only costs that are allowable, reasonable, and necessary for carrying out the objectives of the grant project. Rules about allowability of costs are contained both in EDGAR and in the cost principles in applicable Office of Management and Budget (OMB) Circulars: A-21 for institutions of higher education; A-87 for state and local governments and A-122 for non-profit organizations. For the content of these circulars, see http://www.whitehouse.gov/omb/circulars/index.html

Provide an itemized budget breakdown narrative, by project year, for each budget category listed in Section A of the ED 524 form. Provide the rate and base on which fringe benefits are calculated. Please check all figures and combined totals in the budget narrative, and compare the amounts with those reflected on the ED 524.

Provide other budget explanations or comments deemed necessary.

INSTRUCTIONS FOR OTHER ATTACHMENTS (APPENDICES)

Applicants will attach any appendices they may have to the Grants.gov Other Attachments Form. Please provide a special Table of Contents for the appendices. Attachments must be in .PDF format. The Grants.gov system will allow applicants to attach as many as ten separate appendices in this section; however, applicants are encouraged to limit the number of appendix entries to a reasonable number for a reviewer to read.

Resumes/Curriculum Vitae

Provide resumes/curriculum vitae for the project director as well as any key personnel identified in the application.

Documentation of status as a national non-profit organization

Provide a statement that details the applicant's or organization's experience indicating that it is of national scope, and is supported by staff or affiliates in multiple states.

Proof of Non-Profit Status

According to EDGAR 75.51(b), an applicant may show that it is a nonprofit organization by any of the following means:

a) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under section 501(c)(3) of the Internal Revenue Code;
b) A statement from a State taxing body or the State attorney general certifying that:
   a. The organization is a nonprofit organization operating within the State; and
   b. No part of its net earnings may lawfully benefit any private shareholder or individual;
c) A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
d) Any item described previously if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

Letters of Support

Provide letters of support for the project.

Additional Information

Title III of Division F of the Consolidated Appropriations Act, 2012, states that "up to 1.5 percent of the funds for subpart 1 of part A of title II of the ESEA shall be reserved by the Secretary for competitive awards for teacher or principal training or professional enhancement activities to national not-for-profit organizations."

REQUIRED FORMS & INSTRUCTIONS

Applicants must submit along with their project narrative the required standard forms, assurances, and certifications. Below is a list of the standard forms, assurances, and certifications that are required.

- SF 424 Application Form for Federal Assistance
- ED Supplemental Form for SF 424
- ED 524 Form (Budget Summary Form)
- SF-LLL Disclosure of Lobbying Activities
- General Education Provisions Act (GEPA) Requirements - Section 427
- Survey on Ensuring Equal Opportunity for Applicants
- SF 424B Form - Assurances, Non-Construction Programs
- Grants.gov Certification Regarding Lobbying (formerly ED 80-0013)*

The following pages provide a copy of the required forms as well as the instructions for completing the required forms. A copy of the required forms is also found at: http://www2.ed.gov/fund/grant/apply/appforms/appforms.html and in the Grants.gov submission package.