



ESSER I SEA Reserve Grant Application Guidance

Applications for ESSER I SEA reserve grants from the Wyoming Department of Education must be submitted using the template provided. Each section is to be no more than one page with a font of not less than 12 points.

Applications must include the following:

Cover Page

- Constitutes the top page of the project
- Includes a contact person and a superintendent/agency head
- Includes the name and of the person authorizing the application.

Abstract

- Provides a specific project description
- Conveys scope and essence of project in a clear, concise manner
- Target population which will be served in project is identified
- Objectives are identified

Statement of Need

- Addresses how the project is responding to needs created by the pandemic
- Indicates a compelling project

Project Goals

- Goals are clear, concise and concrete
- Goals are reasonable and appropriate
- Goals concretely respond to needs created by the Covid-19 Pandemic.

Measurable Objectives

- Objectives must relate to project goals
- Objectives must be measurable

Activities

Activities must be instrumental in meeting objectives

Activities show how the project is aligned with the intent of the grant by addressing one or more of the following areas:

- Learning loss
- Summer and Extended Learning Opportunities
- Math and literacy initiatives
- Administrator and staff development and improvement programs
- Acquisition of educational technological equipment
- SEL opportunities and programs
- Technical preparation programs
- Evaluation programs and/or
- Address the unique needs of low-income children, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including outreach and service delivery;
- Implement systems to improve LEA preparedness and response efforts.

Timelines

Timelines must be realistic to achieve goals within grant period

Timelines should be written for objectives and specific activities to achieve goal(s)

Evaluation

Evaluations must be included for each objective

Evaluations must be comprehensive

Evaluations must indicate expected results

Evaluations must show how assessment data will be used

Budget Narrative/Summary

Budget summary supports goals, objectives and activities

Budget summary indicates purpose and destination of travel

Budget summary identifies equipment, if appropriate

Budget summary provides explanation for each budget line item

Budget Accounting Structure

Budget accounting structure is distributed categorically in appropriate expenditure/accounting codes

Budget accounting structure must equal overall budget totals

Budget accounting structure is allowable by law

Budget accounting structure - or if no budget is submitted, the grant application will not be considered

Applicant:

Must comply with font, space and length requirements stated above

Should not submit unspecified attachments

Should spell check

Should grammar check

Should use consistent verb tense and active voice

Must submit ONE copy of the application

Must send completed application to danielle.netzer@wyo.gov