

Please find attached a memorandum from Diane Joslin-Gould, CSR Consultant, dated August 22, 2007, providing information about two upcoming CSR trainings scheduled for September, 2007. Also attached are the RSVPs for these trainings, the assessments provided from the 8/1/07 grant writing training, as well as maps and directions for your assistance.

FYI: Pending approval from the State, .5 SB-CEUs will be available for the 9/20/07 session only. Please check on the SB-CEU status during registration.

Feel free to pass along this information to others working on the Leadership or building teams.

If you have any questions, do not hesitate to contact Diane Joslin-Gould or Joni Lindeman at 517-373-4213.



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

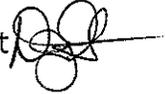


JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**MEMORANDUM**

**TO:** Comprehensive School Reform Principals, District Contacts, and Model Providers

**FROM:** Diane Joslin-Gould, Comprehensive School Reform Consultant 

**DATE:** August 22, 2007

**SUBJECT:** Upcoming Comprehensive School Reform (CSR) Trainings

The Comprehensive School Reform Planning Committee will be offering a series of grant trainings in September.

- 1) An additional "How to Write a Foundation Grant Training," with the Eastern Michigan University (EMU) grant writers, will be conducted on Friday, September 14, 2007, on the campus of Michigan State University (MSU), at the MSU Union Building in East Lansing, Michigan. This training will take place in the Gold Rooms A & B (second floor of MSU's Union Building) and will begin at 9:00 a.m.

If interested and available to attend, please complete the attached RSVP, as well as the EMU registration information form (which is a request of the EMU grant writing team), and return both by fax (517-241-0247) to the attention of Joni Lindeman no later than **August 31, 2007**. The MSU Union Building is located at the corner of Grand River Avenue and Abbott Road in East Lansing. A map and directions are attached for your convenience.

Feedback from the August 1, 2007 training is attached for your review.

We have been reminded by the MSU Union Building's sales office to get an accurate count of the number of drivers (cars) requiring a parking permit for this event, **as soon as possible**. To make things easier for you, we will be mailing the permits to each driver **in advance** of the training so that you will not have to find a place to park near the MSU Union Building, come in to register, and then have to move your car to the specified parking area. This way, you can enter the parking ramp with the parking pass already in hand.

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There is a parking ramp located east of the MSU Union Building (directly to the north of the Human Ecology Building) on Grand River Avenue. Access to the ramp will be from Grand River Avenue.

- 2) Also, this is a reminder to attend the mandatory CSR grant evaluation and budget final training scheduled for Thursday, September 20, 2007, at the Kellogg Hotel and Conference Center, East Lansing, Michigan, in the Big Ten C Conference Room, beginning at 9:00 a.m. The Kellogg Hotel and Conference Center is located at 55 South Harrison Road, East Lansing, Michigan. Please refer to the attached map and directions for assistance.

The CSR schools are encouraged to send teams of three or four representatives, including the district contact person. All school or model provider representatives who plan to attend must complete and fax the attached RSVP to Joni Lindeman (517-241-0247) no later than **September 13, 2007**. Parking passes will be distributed during the registration.

For your convenience, the following is a list of Lansing and East Lansing area hotels: Kellogg Hotel and Conference Center (800-875-5090), Clarion Hotel and Conference Center (877-533-1200), Courtyard by Marriott (866-526-2893), Hampton Inn (800-426-7866), and the University Quality Inn (517-351-1440). Expenses for lodging, mileage, and additional meals will be the responsibility of the school district or model provider.

If you have any additional questions, feel free to contact me or Joni Lindeman, in the Office of School Improvement, at 517-373-4213.

Attachments

**Comprehensive School Reform  
How to Write a Foundation Grant Training**

R.S.V.P.

\_\_\_\_\_ Yes, I plan to attend the "How to Write a Foundation Grant Training" on 9/14/07.

\_\_\_\_\_ No, I will not be attending the 9/14/07 training.

Luncheon Preference:

\_\_\_\_\_ Vegetarian      \_\_\_\_\_ Diabetic      \_\_\_\_\_ No Meal Preference

Affiliation:

\_\_\_\_\_ 2006-2007 CSR School Representative

\_\_\_\_\_ MDE/OSI Staff Working With Current CSR Schools

Please complete the requested information below.

Name: \_\_\_\_\_

Work or School Address: \_\_\_\_\_

\_\_\_\_\_

Cell or Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Model Provider: \_\_\_\_\_

Model Provider Phone Number: \_\_\_\_\_

Please return an RSVP for each attendee by fax to Joni Lindeman at 517-241-0247  
no later than August 31, 2007.



# Master the Keys to Successful Grant Writing: How to Write a Foundation Grant

Presented by:

The Michigan Department of Education and the Eastern Michigan University  
Office of Research Development (EMU/ORD)

September 14, 2007

9:00 a.m. - 4:00 p.m.

8:00 a.m. Continental Breakfast & Registration

Gold Rooms A & B of the MSU Union Building (second floor)  
Campus of Michigan State University, East Lansing, Michigan

Deadline for Registration: August 31, 2007

This training can be your key to successful grant writing. Whether this is your first introduction to grant writing or you have some experience with proposal development, this training is for you!

Throughout the day, you will:

- Develop strategies to sharpen your fundraising focus.
- Learn to articulate your funding requests more powerfully.
- Network with peers and colleagues.

At the end of the day, you will have learned:

- Essential components of a grant proposal package.
- The different types of funding opportunities.
- How to initially approach a funder.
- Where to find grant programs that can help you accomplish your goals.
- The behind-the-scenes decisions that determine proposal acceptance and denial.

For more information, please contact Diane Joslin-Gould by phone at 517-373-4213 or by email at [Joslin-GouldD@michigan.gov](mailto:Joslin-GouldD@michigan.gov).

## Eastern Michigan University Information Form

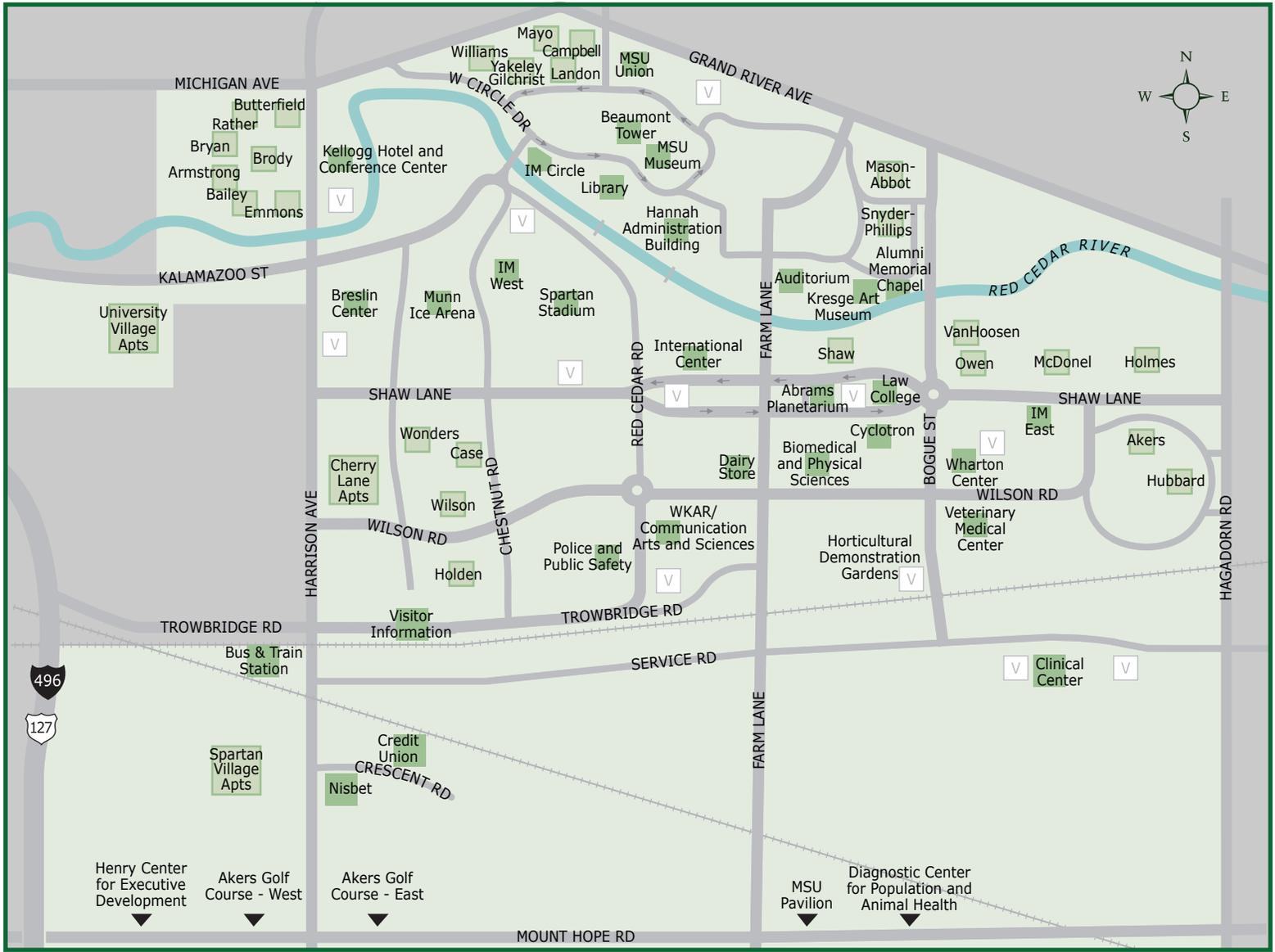
Name:
Home Address:
Home Phone:
Day Phone/Cell Phone:
Email:
School:
School Address:
Position/Grade:
CSR Partner:
Experience in grant writing:
What types of grants are you interested in pursuing?
Do you have an idea for a possible grant? If so, what is your idea?
Is anyone else from your building or district planning on attending this workshop?

Please complete this selected information, which is in addition to the registration information on the training RSVP. **(This data has been requested by the EMU grant writing team and will need to be submitted prior to the training.)** Also, return this form, along with the training RSVP, by fax (517-241-0247) to the attention of Joni Lindeman no later than August 31, 2007.

Please bring as many of the following items as possible:

- Laptop computers.
- School/class data (MEAP scores, numbers of students receiving free and reduced lunch).
- A copy of your CSR grant proposal.
- Problem areas or needs you would want addressed.

# MSU CAMPUS • POPULAR DESTINATIONS



**MAP LEGEND:**  Residence Halls and Apartments  Visitor Parking



## **Directions to The MSU Union**

### **From Capital City Airport**

Turn right onto Grand River Ave., go west to Waverly Rd.; turn left going south to Saginaw Highway; turn left on Saginaw and go east to Harrison Rd.; turn right on to Harrison Rd. and go to Michigan Ave.; turn left on Michigan Ave. (no left turn, must turn right and then use the turn around to go left); take Michigan Ave. to Abbott Rd.; turn right, MSU Union Bldg. on left side of road.

### **From Charlotte**

North on I-69 to I-96 (exit 98); go east on I-96 to US-127 north; take US-127 north to Trowbridge Rd. exit; take exit ramp to Harrison Rd.; turn left going north on Harrison Rd. to Michigan Ave.; turn right on Michigan Ave. and go to Abbott Rd.; turn right, MSU Union Bldg. on left side of road.

### **From Detroit**

I-96 west to US-127 north (exit 106); take US-127 north to Trowbridge Rd. exit; take exit ramp to Harrison Rd.; turn left on Harrison Rd. going north to Michigan Ave.; turn right on Michigan Ave. and go to Abbott Rd.; turn right, MSU Union Bldg. on left side of road.

### **From Eaton Rapids**

M-99 north to I-96 east; go to US-127 north (exit 106); take US-127 north to Trowbridge Rd. exit; take exit ramp to Harrison Rd.; turn left on Harrison Rd. going north to Michigan Ave.; turn right on Michigan Ave. and go to Abbott Rd.; turn right, MSU Union Bldg. on left side of road.

### **From Flint**

West on I-69 to US-127 south (exit 89); go south on US-127 to Trowbridge Rd. exit; take exit ramp to Harrison Rd.; turn left on Harrison Rd. going north to Michigan Ave.; turn right, go to Abbott Rd.; turn right, MSU Union Bldg. on left side of road.

### **From Grand Rapids**

East on I-96 to I-69 north; take I-69 to US-127 south; go south on US-127 to Trowbridge Rd. exit; take exit ramp to Harrison Rd.; turn left on Harrison Rd. going north to Michigan Ave.; turn right - go to Abbott Rd.; turn right, MSU Union Bldg. on left side of road.

### **From Mason**

North on US-127; take US-127 to Trowbridge Rd. exit; take exit ramp to Harrison Rd.; turn left on Harrison Rd. going north to Michigan Ave.; turn right on Michigan Ave. and go to Abbott Rd.; turn right, MSU Union Bldg. on left side of road.

### **From St. Johns**

South on US-27 to US-127 south; go to Trowbridge Rd. exit; take exit ramp to Harrison Rd.; turn left on Harrison Rd. going north to Michigan Ave.; turn right and go to Abbott Rd.; turn right, MSU Union Bldg. on left side of road.



## CSR Grant Writing Training Assessments

1. Do you believe that this type of workshop is useful and beneficial for your CSR grant project? Why/why not?
  - This was an excellent workshop. I felt pretty good coming in about my ability to write state and federal grants, but this workshop made me aware of a whole range of funding opportunities I have ignored in the past.
  - Yes. The workshop was both timely and informative. There is much more to grant writing than I initially believed.
  - This type of workshop is especially beneficial. I especially like the small groups.
  - Yes.
  - Yes. Because when the end of the funding comes, there are new funding sources as well as strategies for writing grants.
  - Absolutely. We finally got to the meat of things when it relates to the theme "sustainability."
  - Yes, keep the work that was done under the original grant ongoing.
  - Yes, for the project and for other initiatives in the future that aid school and community.
  - Yes.
  - Not my specific grant from CSR – but probably a good base for another direction to take. The small "roundtable" discussions on Standard & Poors, the budget, etc., were beneficial.
  - Yes – wish we would have done this type of day 2-3 years ago.
  - Yes, because it gave ideas and we talked about the different components.
  - The CSR grant is no longer available. This gave some ideas – could be more specific to need. So – good workshop – not related to CSR.

**2. What was the most helpful aspect of the workshop?**

- **The practical writing tips from the “Eastern Mafia – Joanne, Elaine, and Joanne #2. Also enjoyed the Project Director/Program Officer and the grant assembly and rating activities.**
- **Extra ideas that further impress sponsors/foundations. Hands-on aspects of Project Director and Program Officers interaction.**
- **Going through the steps. The Dos and Don’ts of grant writing.**
- **Raising awareness of the process of writing a grant.**
- **The application process and the funding sources.**
- **Going from table to table – budget, partnerships, evaluation, etc.**
- **Everything – all speakers and materials were excellent.**
- **Tips on writing and interacting with funders. All materials are excellent. Thanks for putting it all together.**
- **The wealth of information presented. It was very detailed.**
- **Positives and tips for grant writing; web ideas for sources; sources help spur ideas for schools desperate for help.**
- **The EMU team breakouts were helpful. Joanne was great!**
- **View from the other side.**
- **Breakout sessions were great!! Panel was very knowledgeable.**

**3. What was the least beneficial aspect of the workshop?**

- **All of the workshop was relevant.**
- **Need more time for teams to work on an actual grant.**
- **Need more time in the sessions when we went from table to table – at least 20 minutes instead of 15.**
- **Putting the grant in order.**

- Mixed up grant.
  - Putting grant (completed) in order and scoring.
  - Room got hot and cold too often.
  - The role play.
  - Group “Cumberland” evaluation – we didn’t have the outline of the grant to work from.
4. How would you change this workshop to be more useful?
- Longer breakout sessions – we didn’t get enough time to ask all our questions.
  - Provide time for teams to actually work on a grant and get feedback from the experts on the quality of the effort.
  - Follow-up workshop to work on an actual grant. To differentiate individual teacher grants and district grants.
  - Extend time in morning groups – evaluation, web sites, partners, etc.
  - CDs with internet resource links.
  - A session should focus on writing an abstract based on a potential grant - the attendee may have an idea for to get funded.
  - Would like it in early June – not August. Perhaps in December – as a lot of grants open at that point.
  - It could have been done in ½ day. I would have liked to hear about the community funders section for longer than 15 minutes.
  - Time to work on individual grant with assistance from the panel.
5. What if any follow-up would you like to see?
- I would like to receive grant reading training.
  - Opportunity to use presenters expertise in previewing possible grant ideas and/or grant proposals.

- **A follow-up workshop to discuss the status of where schools are in securing resource funds.**
- **Establish a relationship with the presenters on grant writing.**
- **Development of more individual teacher grants.**
- **That once we pinpoint our need, we review our narrative or other aspects we have concerns about. More specific resources for education. Excellent workshop!**
- **Perhaps just access to the speakers in the future at the time when grants are pursued (emails, etc.).**
- **Follow-up later than September (October or November).**



**Comprehensive School Reform  
Mandatory CSR Grant Evaluation and Final Training**

**R.S.V.P.**

\_\_\_\_\_ Yes, I plan to attend the CSR Grant Evaluation and Final Training on 9/20/07.

\_\_\_\_\_ No, I will not be attending the 9/20/07 training.

Luncheon Preference:

\_\_\_\_\_ Vegetarian      \_\_\_\_\_ Diabetic      \_\_\_\_\_ No Meal Preference

Affiliation:

\_\_\_\_\_ 2006-2007 CSR School Representative

\_\_\_\_\_ MDE/OSI Staff Working With Current CSR Schools

Please complete the requested information below.

Name: \_\_\_\_\_

Work or School Address: \_\_\_\_\_

Cell or Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Model Provider: \_\_\_\_\_

Model Provider Phone Number: \_\_\_\_\_

Please return an RSVP for each attendee by fax to Joni Lindeman at 517-241-0247  
no later than September 13, 2007.

Driving Directions To:  
**Kellogg Hotel & Conference Center at Michigan State University**  
East Lansing, Michigan 48824-1022  
517/432-4000 or 1-800-875-5090  
Fax: 517/353-1872

**FROM ANN ARBOR** - I-23 North to I-96 West, to US-127 (exit 106) North (3.1 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

**FROM CAPITAL CITY AIRPORT** - Turn right onto Grand River Avenue West (.4 miles) to Waverly Road; turn left South (3.4 miles) to I-496; turn left East (5 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

**FROM CHARLOTTE** - North on I-69 to I-496 East; East (5 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

**FROM CHICAGO** - I-94 East to I-69 North, to I-496 East; East (5 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

**FROM DETROIT** - I-96 West to US-127 (exit 106) North (3.1 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

**FROM EATON RAPIDS** - M-99 to I-96 East (5.2 miles) to US-127 (exit 106) North (3.1 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (4 traffic lights up).

**FROM FLINT** - West on I-69 to US-127 (exit 89) South (5.5 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

**FROM GRAND RAPIDS** - East on I-96 to I-496 (exit 95) East (9.7 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

**FROM KALAMAZOO** - I-94 East to I-69 North, to I-496 East; East (5 miles) to Trowbridge Road (exit 9) East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).

**FROM ST. JOHNS** - South on US-27 to US-127 South (8.5 miles) to Trowbridge Road exit East (.5 miles) to Harrison Road; turn left North approximately 1 mile on the right (four traffic lights up).



Kellogg Hotel & Conference Center  
at Michigan State University

**FROM GRAND RAPIDS**  
I-96 to I-496 (exit 95)  
East [9.7] on I-496  
to Trowbridge Rd. exit.

**FROM ST. JOHNS**  
South [8.5] on US-127 to Trowbridge Rd. exit.  
East [1.5] on Trowbridge to Harrison Rd.

**FROM FLINT**  
I-69 to US-127 (exit 89)  
South [5.5] on US-127  
to Trowbridge Rd. exit.

**FROM DETROIT**  
I-96 to US-127 (exit 106)  
North [3.1] on US-127 to  
Trowbridge Rd. exit.

**FROM CHARLOTTE**  
I-69 to I-96 (exit 98)  
East [9.0] on I-96 to US-127  
North [3.4] on US-127 to  
Trowbridge Rd. exit.

**FROM EATON RAPIDS**  
M-99 to I-96  
East [5.2] on I-96 to US-127  
North [3.4] on US-127  
to Trowbridge Rd. exit.

**FROM MASON AND JACKSON**  
US-127 to Trowbridge Rd. exit.

