

27h Mentoring and Induction District Support Grant Application Template

This document is to help potential applicants draft answers for the upcoming grant application. The actual application needs to be completed in NexSys.

Background

Effective mentoring and induction programs are proven to increase retention of teachers. The purpose of this grant is to support district's mentoring and induction endeavors by providing stipends for mentors of teachers, school counselors, and administrators; training for mentors; books, materials, professional learning expenses, and other resources necessary for mentoring and onboarding; staffing costs to cover meeting time during the school day; and contracting with 1 or more established education organization to provide mentoring services to school administrators at a limit of \$3,000 per administrator. This grant coincides with two other grants outlined in MCL 388.1627h which awarded \$500,000 each to Western Michigan University to create standards, curricula, and professional learning for mentors and another \$500,000 to American Institutes for Research (AIIR) to evaluate the materials and implementation.

Important Information

- **Eligible Applicants:** Intermediate school districts (ISDs) and local education agencies (LEAs), including both traditional public schools and public school academies (PSAs).
- **Consortiums:** Eligible applicants who want to apply in consortia with other eligible applicants (e.g., to collaborate on programming, to share resources, to consolidate administrative tasks) may do so in cases where all eligible applicants are regionally proximal, forming partnerships within a contiguous geographic area to address shared challenges and common needs
- **Narrative Character Limit:** Each narrative answer has a specified character limit in NexSys (limit is noted in Helpful Tips for each section). When copying drafted answers over into NexSys, please ensure that the answer was pasted in its entirety as the NexSys text box will cut the paste off at the character limit without a notification.
- **Resources:** For more information, including how to apply for the grant, please view the [Mentoring and Induction Grants webpage](#).
- **Contact Information:** Additional questions may be directed to MDE-EdWorkforceGrants@Michigan.gov.

NOTE: *The following is a template of the grant application and is meant to be a resource. These questions are available to allow for drafting answers for the application but are not a means for applying. Only applications in NexSys will be accepted.*

Program Information

Below, please find the numbered questions from the application. Questions 1-4 (along with the budget) are required to be answered by everyone. Questions 3a-3f are only to be answered based on what is selected in question 3. In this document, each numbered question will be followed with Helpful Tips to answer the question. These tips are specific to this document and are not part of the application. Answers to the following questions will need to be submitted in NexSys but may be drafted here or on a separate document.

Question 1: Checkbox (Select all that apply)

1. Checkbox. Applicable Population(s). What population will these grant funds support (select all that apply)?
 - Teachers
 - Administrators
 - School Counselors

Helpful Tips:

- Choose all populations that will be served within your proposal.
- The answer to this question will not impact the application's score.
- Populations will also need to be identified later for each selected activity/intervention.

Question 2: Narrative (Answer each bulleted point within the narrative)

2. To establish the need for funding, identify one or more mentoring and/or induction local problem(s) of practice for your district. The description of your problem(s) of practice should answer the following:
 - What is the problem(s)?
 - To which population (teachers, administrators, and school counselors) does this specific problem(s) apply?
 - Why is it currently a problem?
 - What specific district data and evidence was used to identify this problem?

NOTE: Your problem of practice(s) could address all three populations (teachers, administrators, school counselors), you may have a separate problem of practice for each population, or you may only address one or two populations.

Helpful Tips:

- Answer is limited to 4,000 characters.
- The responses to this question will be evaluated based on how well the need is established and how the problem is demonstrated using data and evidence.
- A high-scoring answer does the following:

- Describes a problem(s) that is specific to the district or if using a general problem affecting others (Example: teacher retention), specifically defines how that problem directly affects the district.
- Highlights unique characteristics or needs of the district that may not apply to all districts, including but not limited to, size and type of school, if the district is a partnership district, or other demographic information.
- Clearly identifies the population affected (teachers, school counselors, administrators).
- Explains the problem in detail, including using specific district-level data and evidence.

Drafted Response:

Question 3: Checkbox (select all that apply)

3. Below, select all potential interventions and activities that should meet your needs and help mitigate the identified problem(s).

Select all that apply:

- Providing stipends to mentors
- Books and other materials
- Professional learning and training
- Staffing costs to cover time spent by both new and mentor teachers, school counselors, and administrators dedicated to mentoring and onboarding rather than being in the classroom or performing other job duties
- Contracting with education organizations to provide mentoring for administrators

- Other resources (Example: Affinity groups, partnering with an educational organization, virtual platform, etc.)

Helpful Tips:

- The selections apply to your entire application. Selecting an activity will trigger follow up questions specific to that activity. If applicants do not select the activity here, there will not be a place in the application to explain, justify, or budget for that activity.
- The number of activities and interventions will not impact your application's score. Scores will be impacted by answers to the questions specific to each activity/intervention.

NOTE: For the following sections, only answer the questions if you selected that activity. On the NexSys application you will only see questions for the activities that were selected.

Providing Stipends to Mentors: Only answer questions 3a1, 3a2, and 3a3 if this activity was selected above.

3a1. Checkbox. Please select who will be receiving stipends. (Select all that apply)

- Mentors of new teachers (in their first three years)
- Mentors of teachers in grow your own programs
- Mentors of new administrators (in their first three years of that position)
- Mentors of new administrators in grow your own programs
- Mentors of new school counselors (in their first three years)
- Mentors of new school counselors in grow your own programs

3a2. Narrative. For each of the selected populations, detail the amount of the stipend and approximately how many people will receive it.

Helpful Tips:

- There is a 1,500 character limit.
- Stipends should be for reasonable amounts. They may be based on percentages used for other stipends in Schedule B of collective bargaining agreements although not required to be.
- Answers should include the amount of anticipated stipend for each of the populations selected and a brief rationale for the amount chosen if possible.
- Responses should include an approximate number as to how many people from each of the selected populations will be receiving stipends.
- Approximate number of people should also be reflected in the budget.

Drafted Response:

3a3. Narrative. What is the intended outcome of providing stipends, including how providing the stipends will contribute to mitigating the described problem(s) of practice?

Helpful Tips:

- There is a 2,000 character limit.
- This response will be evaluated on the alignment between the activity and the established need and the degree of impact this activity will have to mitigate the problem.
- A high-scoring answer does the following:
 - Specifies why the district is planning to provide stipends by explaining the intended outcome and showing the alignment between the practice and the established problem.
 - Details the degree of impact this practice will have on the established problem by giving specific examples.

Drafted Response:

Books and Materials: Only answer 3b if this activity was selected above.

3b. Narrative. Please detail the following:

- What books and other materials are you planning to purchase with these funds?
- How will these books and materials be used?
- What population (teachers, administrators, or school counselors) will be served?
- What is the intended outcome of using the books and materials, including how their use will contribute to mitigating the identified problem(s) of practice?

Helpful Tips

- 3,000 character limit
- This response will be evaluated on the alignment between the activity and the established need and the degree of impact this activity will have to mitigate the problem.
- A high-scoring answer does the following:
 - Provides as many specific details as currently known regarding the book or other materials you are planning to purchase.
 - Approximates how many items will be needed.
 - Explains why the specific number of items are needed.
 - Identifies the population served and provides an approximate number of that population being affected.
 - Describes why the district is planning to use the mentioned books and materials by explaining the intended outcome and showing the alignment between the practice and the established problem.
 - Details the degree of impact using these books or materials will have on the established problem by giving specific examples.

Drafted Response:

Professional Learning and Training: Only answer 3c1 and 3c2 if this activity was selected above.

3c1. Narrative. Please detail the following:

- What professional learning or training will be used?
- What population (teachers, administrators, or school counselors) will be served?
- What is the intended outcome of the professional learning or training, including how it will contribute to mitigating the identified problem(s) of practice?

Helpful Tips

- 3,000 character limit
- If using more than one professional learning or training activity, detail how each is specifically aligned and how impactful it will be to mitigating the problem.
- This response will be evaluated on the alignment between the activity and the established need and the degree of impact this activity will have to mitigate the problem.
- A high-scoring answer does the following:
 - Provides as many details as currently known regarding the anticipated professional learning or training that will be used rather than generalizing.
 - Identifies the population served and provides an approximate number of that population being affected.
 - Specifies why the district is planning to use the professional learning or training by explaining the intended outcome and showing the alignment between the practice and the established problem.
 - Details the degree of impact using the professional learning or training will have on the established problem by giving specific examples.

Drafted Response:

NOTE: Per MCL 388.1627h(4)(d), professional learning expenses under this subdivision must be in addition to professional learning requirements described under section 1526 of the revised school code, MCL 380.1526.

3c2. Checkbox. I assure that any professional learning purchased through these funds is in addition to professional learning requirements described under section 1526 of the revised school code, MCL 380.1526.

Yes No

Staffing Costs to cover time dedicated to mentoring and onboarding rather than being in the classroom or performing other job duties. Only answer question 3d if the activity was selected above.

3d. Narrative. Please detail the following:

- How will the staffing costs be used to cover release time dedicated to mentoring and onboarding rather than performing job duties?
- What population (teachers, administrators, school counselors) will be served by these staffing costs?
- What is the intended outcome of using staffing costs to cover release time dedicated to mentoring and onboarding rather than performing job duties? How will their use contribute to mitigating the identified problem(s) of practice?

Helpful Tips

- 3,000 character limit
- This response will be evaluated on the alignment between the activity and the established need, and the degree of impact this activity will have on mitigating the problem.
- Any numbers used to describe the amount of staffing costs needed should also be reflected in the budget.
- A high-scoring answer does the following:
 - Articulates how the funds will be used and how often they will be used for staffing costs to cover time dedicated to mentoring and onboarding rather than being in the classroom or performing other job duties by giving specific details as opposed to general.
 - Example: Funds will be used to pay for 8 substitute teachers for a full day on 6 occasions to cover two ½ day meeting times between 8 mentor teachers and 8 new teachers.
 - Identifies the population served and provides an approximate number of that population being affected.

- Specifies why the district is planning to use funds for staffing costs by explaining the intended outcome and showing the alignment between the practice and the established problem.
- Details the degree of impact that using the funds for staffing costs to cover release time will have on the established problem by giving specific examples.

Drafted Response:

Contracting with education organizations to provide mentoring for administrators: Only answer 3e if this activity was selected above.

3e. Narrative. Please detail the following:

- What education organization do you plan to partner with to provide mentoring for administrators?
- How many administrators will be receiving the mentoring?
- What are the intended outcomes of your partnership, including how this partnership will help mitigate the problem of practice?

Helpful Tips

- 3,000 character limit
- This response will be evaluated on the alignment between the activity and the established need, and the degree of impact this activity will have on mitigating the problem.
- A high-scoring answer does the following:
 - Names the education organization that you are planning to partner with.
 - Lists out the approximate number of new administrators receiving the mentoring.
 - Specifies why the district is planning to partner with an education organization to provide administrator mentoring by explaining the

intended outcome and showing the alignment between the practice and the established problem.

- Details the degree of impact that partnering with an education organization to provide administrator mentoring will have on the established problem by giving specific examples.

Drafted Response:

Other resources: Only answer 3f if this activity was selected above.

3f. Narrative. Please detail the following for **each** additional resource:

- What is the additional resource you plan to utilize for mentoring and induction purposes? (Examples include affinity groups, partnering with an outside organization to deliver mentoring to new teachers or school counselors, using a virtual platform, etc.).
- What population (teachers, administrators, school counselors) will this resource serve?
- What is the intended outcome of this resource, including how it helps to mitigate the problem of practice?

Helpful Tips

- 3,000 character limit
- This response will be evaluated on the alignment between the activity and the established need, and the degree of impact this activity will have on mitigating the problem.
- A high-scoring answer does the following:
 - Directly addresses each additional resource being proposed.
 - For each resource, clearly describes the resource being used, including:
 - Specifying why the district is planning to use funds for this other resource by explaining the intended outcome and showing the alignment between the practice and the established problem.

- Detailing the degree of impact that using the funds for this other resource will have on the established problem by giving specific examples.
- Identifying the population served and providing an approximate number of that population being affected.

Drafted Response:

Question 4: Checkbox (Assurance)

4. As part of a related grant, new mentoring and induction standards, as well as curricula and professional learning will be available. Please complete the following assurance below.

- I assure that all interventions, activities, and other mentoring and induction practices used with these grant funds will be aligned to the new mentoring and induction standards and MDE strategies and priorities.
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Budget: Separate template

Within the NexSys application, you will be asked to complete a budget by individually adding items based on function codes and then specifically describe each item, including specific numbers as necessary. The function codes used for this grant are below:

- 135 – Occupational Training
- 212 – Supporting Services: Guidance
- 221 – Improvement of Instruction
- 241 – Office of Principal
- 281 – Planning, Research, Development, and Evaluation
- 283 – Staff/Personnel Services
- 289 – Other Central Services
- 411 – Payments to Other Public Schools within Michigan
- 421 – Payments to Other Public Schools outside Michigan
- 441 – Payment to other Government Entities
- 445 – Payments to Not for Profit Entities (Sub-grantee Relationships)

The amount for each function code will need to be placed in the appropriate Object code column:

- 1000 – Salaries
- 2000 – Benefits
- 3000, 4000 – Purchased Services
- 5000 – Supplies and Materials
- 7000, 8000 – Other Expenditures

Note: If using the Salaries or Benefits Object codes, you will need to specify either a number of hours or FTEs.

Helpful Hints:

- A high-scoring budget does the following:
 - Provides a thorough description of each entry, including:
 - Explanation of what item is.
 - Clear delineation of what activity (from question three) the item is aligned to.
 - Exact (or approximate if needed) numbers to justify the amount.
 - Example Description: Partnering with educational organization (name organization) to provide mentoring services for 7 new administrators at a cost of \$3,000 each for a total of \$21,000.
 - Uses reasonable total amounts that are justified within the description
 - Includes expenses only related to the approved activities below:
 - Providing stipends to mentors

