

DoDEA Grant Step-by-step Guide

Let us help you simplify the process of completing your grant.



Preparation and Eligibility

REVIEW ELIGIBILITY CRITERIA:

Confirm eligibility as a military-connected local educational agency. Your school **must have a 10% or greater** military-connected student population, and there **must be a JROTC unit** at a high school in your district.

REGISTER YOUR ORGANIZATION IN SAM.GOV AND GRANTS.GOV:

To be able to apply for the grant, you must be registered in [Sam.gov](https://sam.gov) and have a Unique Entity ID. Applications are submitted through grants.gov. To find the grant, go to <https://grants.gov/search-grants>, enter (1) Keyword(s): World Language; and, (2) Opportunity Number: HE125424R5000

UNDERSTAND PROGRAM FOCUS:

Familiarize with the focus on academic support and world language readiness. DoDEA seeks innovative applications that identify and implement evidence-based practices to meet the academic needs of the highly mobile military-connected students in their community and applications which **establish, improve, or expand world language** programs targeting elementary and secondary students.

GATHER REQUIRED INFORMATION:

Prepare necessary documents (organizational details, needs assessment, project plan, smart goals, budget and sustainability plan).



Application and Submission

COMPLETE APPLICATION FORM (APPENDIX A):

Fill in all required sections of the application, ensuring accuracy. Follow the Appendix A template, starting with your Cover Page, Abstract, and followed by the format provided in the template and it will be hard to miss an important requirement, including the required structure and formatting.

ATTACH SUPPORTING DOCUMENTS:

Include all mandatory attachments. Project Narrative Sections:

- Cover Page
- Abstract (250 words)
- Table of Contents
- Needs Assessment and Rationale
- Project Goals (no more than 3 goals)
- Professional Learning Plan
- Project Planning Years
- Project Implementation Years
- Key Personnel Qualifications
- Project Evaluation Plan
- Budget Narrative and Detail Budget Table
- Sustainability Plan
- Appendices

PROJECT GOALS:

As you identify goals, limit your goals to no more than 3 goals, and each goal may not have more than 3 strategies (i.e. Extracurricular Activities (after school, summer school), In-class Curriculum Instruction Support, Virtual Learning, and more.

REVIEW SUBMISSION GUIDELINES:

Double-check compliance with formatting and submission requirements. Is your project single-spaced, using Time New Roman, 12 point? Is your Project Narrative within the 30 pages allotted? Is the entire grant application 60 pages or less with appendices?

SUBMIT BEFORE DEADLINE:

Ensure timely submission before the specified deadline of 11:59 PM, March 29, 2024.