

# *Community-Based Organizations (CBO) Grant to Support Student Learning – Grantee Process*

## Eligible Organizations

Eligible organizations for grant funding include:

- Community Based Organizations (CBOs) which are a Washington Secretary of State registered Nonprofit Corporation and/or Charitable Organization including:
  - Smaller, local CBOs who serve specific local needs and populations
  - Larger statewide CBOs providing direct services to students or regional network supports

## Application Process

### 1. Letter of Intent Survey

Interested CBOs must submit Letter of Intent Survey by September 25, 2020.

Survey requirements include:

- a. A letter of interest that outlines the below information:
  - How will you use the grant funds to support student learning?
    - Outline activities, and how these activities address the unique needs of students in student groups identified in the [Washington School Improvement Framework](#) that have historically been the furthest from educational justice:
      - a. Students of color
      - b. Students experiencing poverty
      - c. Students experiencing homelessness
      - d. Students with disabilities
      - e. Students who are highly mobile
      - f. Students in the foster care system
- b. Demographics of student and/or family population served by grant
- c. Description of the partnership between the CBO and school district(s)
- d. Grant amount requested
  - \$50,000-\$100,000
  - \$100,001- \$250,000
  - \$250,001-\$500,000



2. Applications will be submitted through the iGrants system.

To facilitate and expedite the process of receiving the grant award, CBO's are encouraged to begin the process of signing up for an EDS profile, requesting a statewide vendor number (SWV) and a Data Universal Numbering System (DUNS).

In order to submit the application and receive funds is awarded CBOs will need:

3. To sign up for an [EDS profile](#)
  - a. CBOs will need to notify OSPI Customer support to set this up. Call customer support and send an email with "urgent - time sensitive request" in the subject line at:
    - OSPI Customer Support – 360-725-4983
    - [CustomerSupport@k12.wa.us](mailto:CustomerSupport@k12.wa.us)
4. A statewide vendor number (SWV)
  - a. Visit the [Office of Financial Management](#) online to obtain or update a SWV
5. A [Data Universal Numbering System](#) (DUNS) number registered with the System for Award Management (SAM) to receive federal funds

Once the iGrant application is open:

6. CBOs will complete the full application, including budget narrative
7. After the application deadline, OSPI will review and score applications and notify grantees
8. CBOs receiving grants will work with OSPI to complete and approve the budget matrix for the awarded amount
9. To receive funds, CBOs will submit 1000E form to OSPI

## Timeline

- Submit Letter of Intent Survey: September 16-25, 2020
- OSPI opens competitive iGrant application: September 21, 2020
- iGrant application closes October 7, 2020 at 5:00 p.m.
- Applications reviewed: October 7-9, 2020
- Grant award amounts announced: October 12, 2020

For more information or questions, please contact: The Center for the Improvement of Student Learning (CISL) at [CISL@k12.wa.us](mailto:CISL@k12.wa.us)



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