



**04/21/2025**

## **Request for Proposal**

### **TITLE: 32v Mentor Teacher Credential Pilot Grant**

#### **This application packet includes:**

- Introduction
- Grant Purpose
- General Information
- Application Process
- Application Forms

#### **NATURE OF ACTION REQUESTED: Voluntary**

## **SECTION I: INTRODUCTION**

Under Section 32v of P.A. 103 of 2023, the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) received \$30,000,000.00 in state school aid fund money to implement an early childhood workforce project. MiLEAP awarded funding under this section to Gogebic-Ontonagon Intermediate School District (GOISD) to serve as the fiscal agent.

As part of the implementation of an early childhood workforce project under Section 32v funding, GOISD has partnered with MiLEAP and is seeking a partner to oversee the development of a Mentor Teacher Credential Pilot. This grant will provide funding to the development of a credential that is supported by research and best practices for a Mentor Teacher Credential Pilot. In addition, the grantee will organize a stakeholder group to formulate recommendations for the credential, with representation from individuals with expertise and experience with mentorships from across Michigan. Lastly, this grant will provide funding to award the Mentor Teacher Credential Pilot and stipend. In addition to the Mentor Teacher Credential recommendation, the grantee will also recommend a sustainability plan for the credential.

The grant is funded under state school aid funding. The grant will be awarded through a competitive application process. The amount available to fund this grant

will be up to \$1,000,000.00 to be spent by no later than **August 15, 2027**. Information for this grant opportunity including the necessary forms and instructions for completing the application, are available on-line at [www.goisd.org](http://www.goisd.org). Applications must be received at GOISD by **05/16/2025 at 12:00 PM EST** in PDF format with all pages attached in a single email to [jstenson@goisd.org](mailto:jstenson@goisd.org).

Questions regarding this grant announcement must be directed via email to [jstenson@goisd.org](mailto:jstenson@goisd.org).

## SECTION II: GRANT PURPOSE

MiLEAP is leading a comprehensive, statewide effort to implement several early childhood workforce projects to provide supports to address current challenges. As part of this initiative, GOISD is seeking a partner to implement a Mentor Teacher Credential Pilot. This grant will provide funding to:

- Support research of other states, including best practices for a Mentor Teacher Credential
- Organize a stakeholder group to formulate recommendations for the credential, with representation from individuals with expertise and experience with mentorship from across Michigan. The stakeholder group will formulate recommendations that are inclusive of the following areas:
  - Identification of competency-based standards for the mentor teacher
  - Identification of criteria to earn the credential (educational and experiential criteria required)
  - Identification of content/training program that will be completed for the mentor credential
  - Recommendation for where on the Career Pathway the mentor credential will be recognized, including identification of modifications that will need to be made in MiRegistry
  - Connection to registered apprenticeships operating across the state
  - Stipend for completion
  - Sustainability of the credential and stipend beyond this funding opportunity
- Provide (or contract for or offer scholarship) training to earn credential
- Award the Mentor Teacher Credential and stipend
- Provide requested data
- Gather feedback and summarize impacts of the Mentor Teacher Credential

The purpose of the state school aid funding appropriated under section 32v of P.A. 103 of 2023 is to implement an early childhood workforce project. The purpose of the work project is to recruit, train, and retain professionals in all early learning settings, with a priority on child care and preschool settings. The recipient of this funding must do all of the following:

- a) Assess early childhood workforce needs, with a priority placed on professionals in child care, Head Start, and the great start readiness program

settings, and support improvements in how data on the early learning and care workforce is collected, stored, and used for professional advancement.

(b) Update and promote clear career pathways for early learning and care roles, including current compensation levels.

(c) Ensure professional development, certificates, and degrees align to the career pathway and quality rating and improvement system.

(d) Develop and pilot alternative education and training programs, including, but not limited to, competency-based credentials and micro credentials for early learning and care professionals.

(e) Pilot projects that support the recruitment and retention of early learning and care professionals with a priority placed on professionals in child care and the great start readiness program settings. At least 1 pilot project must test strategies to sustainably increase wages and benefits to align with professionals with similar levels of educational requirements, specialization requirements, and job responsibilities.

GOISD, MiLEAP, and the applicant will partner to maximize the impact of these investments and provide support to early childhood partners throughout the State of Michigan:

<b>Task</b>	<b>Applicant Will</b>	<b>GOISD Will</b>	<b>MiLEAP Will</b>
Research other states and identify best practices	Provide GOISD with a summary of research findings including best practices.	Review summary of other states' practices and research findings and provide summary to MiLEAP for review/approval.	Review research findings and provide approval for moving the project forward.
Create representative stakeholder group	Propose stakeholder group membership to GOISD.	Review stakeholder group membership proposal; provide group membership proposal to MiLEAP for review/approval.	Review and approve stakeholder group membership for moving the project forward.
Stakeholder group will formulate requested recommendations	Convene stakeholder group meetings and organize agendas; summarize stakeholder group recommendations for approval.	Review stakeholder group progress and recommendations; provide recommendations to MiLEAP for review/approval.	Review and approve stakeholder group recommendation for mentor credential.
Provide (or contract for or offer scholarship)	Identify whether they will provide training or if they will contract with partner.	Review recommendation with MiLEAP for	Review and approve stakeholder group

training to earn credential		mentor credential implementation.	recommendation for training.
Award Mentor Teacher Credential and stipend	Oversee process for awarding credential and stipend.	Review process for awarding credential and stipend; provide process to MiLEAP for review/approval.	Review and approve stakeholder group recommendation for award process for credential recommendation and stipend.
Provide requested data	Oversee data collection, evaluation, and provide summary report with requested data.	Review requested data and provide to MiLEAP for review/approval.	Review requested data to inform project outcomes.
Gather feedback and summarize impacts of the mentor credential	Create summary report, including feedback.	Review summary with MiLEAP.	Review and utilize summary report to inform ongoing workforce activities.

### **MiLEAP STRATEGIC GOALS**

This grant supports the strategic goals of the Michigan Department of Lifelong Education, Advancement, and Potential by prioritizing education from birth to postsecondary with a focus on preparing children for kindergarten.

### **TARGET POPULATION TO BE SERVED**

Target population served includes the early childhood workforce.

### **ELIGIBLE APPLICANTS TO ADMINISTER THE FUND**

Eligible applicants are public or private for-profit or nonprofit legal entities or agencies that can demonstrate the ability to carry out the primary responsibilities of this grant across the state utilizing a framework identified by GOISD.

### **STATUTE**

State school aid funding is appropriated under Section 32v of [P.A. 103 of 2023](#).

## **SECTION III: GENERAL INFORMATION**

### **GRANT RANGE AND FUNDING LIMIT**

The length of this grant award is through **August 15, 2027**. Throughout the duration of the funding award, successful projects will be required to submit

continuation applications and budgets for subsequent years. Award of funds for continuation of a multiple-year grant will depend upon considerations which include, but are not limited to, the results of an annual evaluation of the work and grantee's performance and the submission and acceptance of a continuation proposal.

**An estimated award is not an actual award and does not constitute any binding agreement on behalf of GOISD. GOISD is not responsible for any costs incurred prior to the start of an actual or final grant award period.**

The Mentor Teacher Credential Pilot grantee will submit a statement of expenditures monthly as the grant claim. Payments will be made by GOISD on a reimbursement basis for actual agreement expenditures incurred during the award period.

### **GRANT TIMELINE**

The Mentor Teacher Credential Pilot Grant will be funded by state school aid funding. These funds will be fully liquidated by **August 15, 2027**.

After the grant is awarded, the applicant shall create a scope of work that proposes a timeline for all activities of the grant. In addition, a final budget will be agreed upon by the grantee and GOISD. Final timelines shall be established in consultation with GOISD/MiLEAP and shall ensure the state meets state spending requirements.

### **ACKNOWLEDGMENT**

All publications including reports, films, brochures, and any project materials developed with funding from this program, must contain the following statement: "These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential using State of Michigan school aid funding."

### **RELEASE OF INFORMATION**

Grantee-initiated publication in or release to any media of any information pertaining to this grant, work performed under the grant, products of the work and materials based upon the products shall occur only with prior written permission of GOISD in coordination with its grant manager and MiLEAP, except that:

- Grantee-initiated publication of scholarly articles in Refereed, scholarly publications shall occur only after formal consultation with GOISD's grant manager; and
- The intent of this provision shall not be construed to prohibit the governing board of a public university, college, or other public agency from routinely announcing or allowing public announcement of the receipt of the grant.

### **SCOPE OF WORK**

The selected grantee will be required to submit a scope of work that includes the name and contact information of the project manager, detailed description of activities, a list of deliverables, and timeline for performance targets, SOEs, and reports.

## **PAYMENT SCHEDULE**

Payments will be made on a mutually agreeable schedule negotiated by GOISD and the applicant after a scope of work and budget is agreed upon. The grantee will claim award reimbursement on a monthly basis. The grantee will need to fill out a W9 and Direct Deposit form to be added to our payment list.

## **FINANCIAL REPORTING**

Statement of Expenditures (SOE's) are submitted on a monthly basis, no later than the date agreed upon by the grantee and GOISD. The statement for the final month of this Agreement must be filed no later than 15 business days after the close of that month to meet closing deadlines.

## **SPECIFIC PROGRAM ASSURANCES**

Should the grant be awarded, the following provisions are understood by the grant recipients:

- The grant award is approved and is not assignable to a third party without specific approval.
- Funds shall be expended in conformity with the budget. Line-item changes and other deviations from the budget as attached to this grant agreement must have approval from GOISD.
- GOISD is not liable for any costs incurred by the grantee prior to the issuance of the grant award or after the grant award ends.
- GOISD must approve budget amendments or scope of work changes prior to implementation by the grantee.
- Payments, records, and financial statements made to individual subrecipients under the provision of this grant will be made accessible and are subject to audit by the grantor in compliance with the six year record retention policy.
- Recipient shall comply with all reporting requirements and due dates.
- Recipient acknowledges the program may be selected to participate in national, regional and/or state-wide data collection efforts.
- Recipient shall comply with financial management requirements in compliance with State funding, including:
  - Keeping records of source documents (e.g., receipts, invoices, etc.)
  - Implementing processes and procedures for identifying how funds are used
  - Implementing an accounting system that identifies revenue and expenses

## **PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES**

A grant recipient under this section shall meet all performance reporting and monitoring responsibilities as agreed upon in this final grant agreement that will include an annual statement of work and budget based on available funding. The entity receiving funds to implement the program at a minimum shall report to GOISD on the status of implementation on a monthly basis.

- The grantee will carry out the terms of the grant in coordination with GOISD.

- The grantee's lead will meet with GOISD and MiLEAP, via telephone, face-to-face on site or in Lansing, for the purpose of reviewing progress and providing necessary guidance to the grantee in resolving problems which may arise.
- With the initiation of the work under the grant, the grantee will provide written program progress reports as requested by GOISD.
- The grantee will submit a final report at the end of the fiscal year for review by GOISD.
- By July 1 of each year funded, the grantee will submit an estimated **spending plan** in the format provided by GOISD.
- Within 30 business days following GOISD payment of the final expenditure, or no later than 60 business days after the ending date of the grant, whichever is earlier, the grantee will submit a final financial report in the format provided by GOISD.

### **MONITORING PLAN AND PERFORMANCE REPORTING**

Embedded in an outcome-based accountability system, GOISD has developed a monitoring plan that will ensure successful execution of the scope of work and will support our collective achievement of identified performance metrics. This results-based accountability framework will also help to ensure that grant resources are maximized and targeted toward the attainment and completion of identified goals and activities. The monitoring plan will be provided to the selected grantee as part of a grant agreement.

- GOISD's Monitoring Plan includes two main components: monitoring and reporting; and data and performance.
- GOISD will monitor grantees utilizing the three accountability elements—project plans, progress monitoring meetings, and reporting—as key mechanisms for tracking progress and the provision of on-going support.
- As GOISD is ultimately responsible for the success of each of the projects, a data-driven, performance-based infrastructure will be utilized to create accountability across projects. This component of the monitoring plan is based on the following four accountability framework elements: strategies for fostering accountability; performance metrics; reporting and tracking; and performance-based agreements.
- GOISD has an individualized monitoring plan and schedule that ensures GOISD has regular opportunities to gauge progress, provide feedback, and engage in discussion about upcoming deliverables and performance targets. Key contact personnel will be identified within both GOISD and the grantee organization to facilitate coordination of the grant. Project budgets will also be evaluated consistently with the understanding that payments will be delivered based on demonstrated progress toward delivery of agreed upon milestones and deliverables. Either GOISD or the grantee may propose amendments to the monitoring plan, but both parties must agree to the proposed changes.

Performance monitoring will result in one or more of several possible outcomes:

- The monitoring will not identify any concerns; and/or

- The monitoring will identify concerns of a minor nature resulting in requirements for the grantee to modify existing project plans or expenditure processes; and/or
- The monitoring will identify substantial concerns resulting in a monitoring report and possible GOISD response of financial penalties if satisfactory corrective action is not taken within 30 days.

## SECTION IV: APPLICATION PROCESS

### PRE-PROPOSAL WEBINAR

A pre-proposal webinar will be held **04/28/2025 from 1:00 PM until 2:00 PM EST**. The link for the webinar will be available at: [www.goisd.org](http://www.goisd.org).

The purpose of this webinar is to discuss general competitive grant information, as well as details about the Mentor Teacher Credential Pilot Grant requirements. It will also provide an opportunity to allow potential applicants to ask questions related to the application and implementation process. GOISD staff will be available to provide technical assistance as needed prior to the submission date. There is no charge for this technical assistance.

This pre-proposal webinar is for information only. GOISD retains the right to make modifications to this announcement, if it is necessary, to comply with laws or ensure a clearer understanding of its content.

Questions submitted during the webinar presentation on **04/28/2025**, as well as questions submitted following the webinar via email will be compiled with answers and available to participants here: [www.goisd.org](http://www.goisd.org). Questions submitted after **05/02/2025 at 12:00 PM EST** will be not answered. The FAQ will be published by **05/05/2025 at 12:00 PM EST** to assist with proposal completion.

### APPLICATION SUBMISSION

Completed applications must be submitted via email to [jstenson@goisd.org](mailto:jstenson@goisd.org) on or before **12:00 PM EST on 05/16/2025**. Failure to complete submission will result in a NULL (voided) application.

Only those applicants meeting all conditions outlined will be eligible for consideration.

Questions regarding electronic application submission should be directed to GOISD at [jstenson@goisd.org](mailto:jstenson@goisd.org).

Technical assistance regarding application submission will be addressed through **12:00 PM EST on 05/12/2025**. No additional assistance will be provided after the 12:00 p.m. deadline.

### REVIEW PROCESS

The administrative completeness and eligibility of applications will be verified by GOISD. Proposals will then be reviewed and scored by a panel of reviewers. Award selection will be based on merit and quality, as determined by points awarded for the review criteria section and all relevant information (see "Review Criteria"). Only those applications that meet all the identified criteria and are in compliance with submission requirements will be considered for funding.

The award will be subject to approval by the Michigan State Administrative Board, if applicable. All applicants will be notified in writing of the State Administrative Board's action.

## REVIEW CRITERIA

The following application rubric will be used as a rating instrument in the review process. **The application maximum score is 100 points.** Applicants with an application score below **80 points** will not be recommended for funding.

### Mentor Teacher Credential Pilot Grant Scoring Rubric

OVERALL POINTS AVAILABLE	POINTS REQUIRED FOR FUNDING RECOMMENDATION
100	80

CRITERIA	TOTAL POINTS AVAILABLE	TOTAL POINTS AWARDED
<b>Narrative Proposal</b>	70	
<b>Quality of Personnel</b>	10	
<b>Budget</b>	20	
<b>Overall Total Points Awarded</b>		

## Narrative Proposal

(70 POINTS)

The applicant should include in detail their ability to implement the following:

- Support research of other states and best practices for a Mentor Teacher Credential
  - Examples may include: experience researching other states practices, knowledge of criteria for best practices, experience summarizing results into organized report
- Propose stakeholder group membership to formulate recommendations for the credential, with representation from individuals with expertise and experience with mentorships from across Michigan
  - Examples may include: experience organizing stakeholder groups, knowledge of experts in Michigan for potential membership

- Convene stakeholder group meetings to formulate recommendations that are inclusive of the following areas: Identification of competency-based standards for the mentor teacher, Identification of criteria to earn the credential (educational and experiential criteria required), Identification of content/training program that will be completed for the mentor credential, Recommendation for where on the Career Pathway the mentor credential will be recognized, including identification of modifications that will need to be made in MiRegistry, Connection to registered apprenticeships operating across the state, Stipend for completion, Sustainability of the credential and stipend beyond this funding opportunity
  - Examples may include: experience facilitating stakeholder groups with diverse representation, knowledge of reputable resources available for consultation/guidance for this credential, experience summarizing stakeholder group recommendations to submit for review/approval
- Provide (or contract for or offer scholarship) training to earn credential
  - Examples may include: experience developing and providing training for credentials, experience overseeing contracts to develop/implement training
- Award the Mentor Teacher Credential and stipend
  - Examples may include: previous experience overseeing credential awards, previous experience with providing stipends
- Provide requested data
  - Examples may include: experience tracking and monitoring data collection on previous projects, experience providing reports on requested data points and summarizing data in organized manner
- Gather feedback and summarize impacts of the Mentor Teacher Credential
  - Examples may include: background experience gathering feedback on new initiatives or pilots, experience creating summary reports to document impact of previous projects

Not Recommended for Funding (0-4 points per box)	Recommended for Funding (5-7 points per box)	Highly Recommended for Funding (8-10 points per box)
The application:	The application:	The application:
does not include process for providing summary of research findings	includes partial process with limited details for providing summary of research findings not including best practices	includes a detailed process for providing summary of research findings including best practices
does not include plan to propose stakeholder group membership	includes partial plan with limited details to propose stakeholder group membership	includes a full, detailed plan to propose stakeholder group membership
does not include plan for convening	includes partial plan without examples for	includes a full, detailed plan with examples for

stakeholder group meetings or summarizing group recommendations	convening stakeholder group meetings and summarizing group recommendations	convening stakeholder group meetings and summarizing group recommendations
does not include process for providing training	includes partial plan with limited details for providing training to earn credential	includes a detailed process for providing training (directly or through contract) to earn credential
does not include plan to oversee process for awarding credential and stipend	includes partial plan with limited details to oversee process for awarding credential and stipend	includes a full, detailed plan to oversee process for awarding credential and stipend
does not include process for providing requested data	includes partial plan with limited details for providing requested data	includes detailed process for providing requested data
does not include process for creating summary report on impact of credential	includes partial process with limited details for creating summary report on impact of credential	includes a detailed process for creating summary report on impact of credential

### Quality of Personnel

(10 POINTS)

The applicant should identify individuals who will be associated with the project and its implementation. The applicant should address the qualities and qualifications of the individuals.

Not Recommended for Funding (0-4 points)	Recommended for Funding (5-7 points)	Highly Recommended for Funding (8-10 points)
The application:	The application:	The application:
does not designate responsibilities to specific personnel	designates responsibilities to specific personnel and describes personnel qualified to develop, administer, and implement the project	designates responsibilities to specific personnel and describes personnel qualified to develop, administer, and implement the project and personnel have experience with mentor

		teacher role/credential development
--	--	-------------------------------------

## Budget

(20 POINTS)

This section provides information to demonstrate that the project has an appropriate budget for the program and is cost-effective. The applicant must complete the budget forms identifying expenditures that are allowable under the budget guidelines.

Not Recommended for Funding (0-4 points per box)	Recommended for Funding (5-7 points per box)	Highly Recommended for Funding (8-10 points per box)
The application: does not include complete budget forms	The application: includes budget forms that are incomplete (cover sheet and direct forms lacking sufficient detail for completeness)	The application: includes complete budget forms (cover sheet and direct details) <b>AND</b> relates expenses to the planned program activities and staffing
includes expenditures that do not relate to the activities <b>OR</b> that are unallowable, unnecessary, or unreasonable	includes expenditures somewhat related to the activities proposed in the plan that are mostly allowable, necessary, and reasonable	includes expenditures related directly to the activities proposed in the plan that are allowable, necessary, and reasonable

## GRANT APPLICATION REVIEWERS

GOISD will designate a panel of reviewers who are knowledgeable of the Mentor Teacher Credential and systems of support to providers, children, and families. To ensure reliable scoring, the panel will be trained prior to reviewing any proposals. Persons involved in the development of a proposal or associated with an applicant or co-applicant submitting a proposal are ineligible to serve on this peer review panel.

## REJECTION OF PROPOSALS

GOISD reserves the right to reject any and all proposals received as a result of this announcement and will do so if the application does not adhere to eligibility in whole or in part or to negotiate separately with any sources whatsoever to serve the best interests of the State. Additionally, past performance on other grants, demonstrated knowledge of state school aid funding or other relevant factors will be considered when recommendations for the grant award are made to the Michigan State Administrative Board.

## **APPEAL PROCESS**

The GOISD appeal process is available upon request to GOISD by contacting [jstenson@goisd.org](mailto:jstenson@goisd.org).

## **SECTION V: APPLICATION FORMS**

### **NOTICE OF INTENT TO APPLY (Form A)**

To assist GOISD in planning for technical assistance and review of grants, your organization must submit a Notice of Intent to Apply for this grant no later than **05/02/2025 at 12:00 PM EST**. Submission of this form does not obligate the organization to submit an application.

### **APPLICATION COVER PAGE (Form B)**

On the cover page, the organization submitting the application must be fully identified, as well as the contact person for this grant. All boxes must be appropriately completed, including signatures, addresses, telephone numbers, e-mail addresses, and the federal identification number of the applicant organization.

### **NARRATIVE PROPOSAL (Form C)**

The Narrative Proposal should be prepared by providing a straightforward, concise description of the applicant's ability to meet the requirements of the grant. Emphasis should be on completeness and clarity of content. Relevant examples should be derived from the last ten (10) years.

The Narrative Proposal is limited to not more than 20 pages. A proposal longer than 20 pages will result in extra pages removed and not reviewed. Excluded from the page limit include:

- Abstract (not required)
- Table of contents (not required)
- Other required forms (Forms A/B/D/E)

The Narrative Proposal must be formatted for 8½ x 11 paper, in Verdana font no smaller than 12 font, single spaced, and margins no smaller than one-half inch. Reductions to a smaller size are not acceptable. Any footnotes may be produced in Verdana 10-point font. All pages in the Narrative Proposal must be numbered.

### **QUALITY OF PERSONNEL (FORM D)**

The information requested in this section will be used to evaluate the ability of the individuals to carry out the work of this project and meet the responsibilities identified in the Narrative Proposal. The applicant should identify individuals who will be associated with the project and its implementation, including the qualities and qualifications of the individuals. The Quality of Personnel section is limited to not more than 5 additional pages (beyond Narrative Proposal). Submissions beyond 5 pages for this section will result in extra pages removed and not

reviewed. All pages must be numbered. Resumes/job descriptions are not required, but if included in the application, they are excluded from the page limit.

### **BUDGET SUMMARY (Form E)**

The information requested in this section is required to support the reasonableness of your proposal.

Complete the Budget Summary using the form included here: [www.goisd.org](http://www.goisd.org). Ensure the budget summary addresses all objectives of the proposal. Identify the announcement and your agency, organization, or institution on the budget summary. The awarded applicant will complete a final grant budget in a format requested by GOISD.

The budget summary should identify anticipated expenses for the project being proposed.

Use the following information to complete your budget:

Total Price Bid for Project. Provide the total request per component, as well as the total cost for all the proposed activities. Recommendation for award for the project will be based on best value.

### **Budget Categories:**

Personnel:	This category includes salaries and wages of employees of the applicant organization that will be working directly on the project. (Can show examples in a form of positions, rate, time.)
Fringe Benefits:	Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Fringe costs should also include employer contributions required by law such as payroll taxes such as FICA, unemployment, and workers compensation. Fringe does not include federal income taxes, employee portion FICA, or other such costs.
Travel:	Travel costs are expenses incurred by personnel in the performance of project activities. Itemize by person and task to make clear that the amount and nature of travel is directly linked to the accomplishment of the objectives of the project. Show travel costs and per diem separately. Provide rates and multipliers (e.g., miles, days, persons) such that reviewers can see how you arrived at the amounts proposed.

	All charges must be consistent with those normally allowed under similar circumstances for non-Federally funded activities and any established travel policies.
Equipment:	Equipment is defined as tangible personal property having a useful life of more than one year and a per-unit acquisition cost of \$10,000 or greater.
Supplies:	Supplies are defined as all tangible personal property other than those described in the definition of equipment. A computing device is a supply if the acquisition cost is less than \$10,000, regardless of the length of its useful life.
Contractual:	Include all contracts and subawards. A contract means a legal instrument for procurement of goods or services; a subaward is financial assistance provided by a pass-through entity to a subrecipient who will carry out part of the project or program under the award.
Miscellaneous/Other:	This category contains items not included in the previous categories, such as third-party in-kind contributions, tuition remission, rental costs, etc.  This category must be itemized.

**A budget narrative is justification for the costs and includes the methodology used for the calculations and how the expense relates to the project or program. A budget narrative must accompany each budget category. If necessary, applicants may attach a document of no longer than two (2) pages as a budget narrative to further explain budget items provided in the budget summary spreadsheet.**

## **Form A**

### **Notice of Intent to Apply – 32v Mentor Teacher Credential Pilot Grant**

To assist GOISD in planning for technical assistance and review of grants, please complete this form indicating your organization's intent to apply for this grant no later than **05/02/25 at 12:00 PM EST**.

Submission of this form does not obligate the organization to submit an application.

**Organization:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

**Telephone Number:** Click or tap here to enter text.

**Main Contact Person:** Click or tap here to enter text.

**Main Contact's Email:** Click or tap here to enter text.

## Form B

### Application Cover Page – 32v Mentor Teacher Credential Pilot Grant

On the cover page, the organization submitting the application must be fully identified, as well as the contact person for this grant. All boxes must be appropriately completed, including signatures, addresses, telephone numbers, e-mail addresses, and the federal employer identification number (EIN) of the applicant organization.

COMPLETION: Voluntary, (consideration for funding will not be possible if form is not filed).	GOISD 200 S. Elm St., PO Box 20 Ewen, MI 49925	Direct questions regarding these forms to (906)575-3438.
---	--	---

### 32v Mentor Teacher Credential Pilot Grant

APPLICANT ORGANIZATION	Legal Name of Applicant		Employer ID Number EIN
	Address Address	City City	Zip Code Zip Code
PAGE ONE OF THE APPLICANT'S CURRENT IRS FORM 990 IS ATTACHED WITH THIS APPLCIATION. YES <input type="checkbox"/> NO <input type="checkbox"/>			

PRIMARY CONTACT PERSON	Name of Contact Person Name of Contact	Primary Phone (123) 456-7890	Secondary Phone (123) 456-7890
	Address Address	City City	Zip Code Zip Code
	E-Mail Address Email Address		County County

SECONDARY CONTACT PERSON	Name of Contact Person Name of Contact	Primary Phone (123) 456-7890	Secondary Phone (123) 456-7890
	Address Address	City City	Zip Code Zip Code
	E-Mail Address Email Address		County County

**Iran Linked Business-Public Act 517 of 2012. By signing this form, I certify that the Company is not an Iran-Linked business as defined by Public Act 517 of 2012.**

SIGNATURE OF AUTHORIZED OFFICIAL    Type to Sign

TYPED NAME/TITLE:    Name/Title

DATE: MM/DD/YY

**SUBMITTING INSTRUCTIONS:** Completed application forms must be submitted to [jstenson@goisd.org](mailto:jstenson@goisd.org) on or before **05/16/2025 at 12:00 PM EST**.

## **Form C**

### **Narrative Proposal – 32v Mentor Teacher Credential Pilot Grant**

The Narrative Proposal should be prepared by providing a straightforward, concise description of the applicant's ability to meet the requirements of the grant. Emphasis should be on completeness and clarity of content. Relevant examples should be derived from the last ten (10) years.

The Narrative Proposal is limited to not more than 20 pages. A proposal longer than 20 pages will result in extra pages removed and not reviewed. Excluded from the page limit include:

- Abstract (not required)
- Table of contents (not required)
- Other required forms (Forms A/B/D/E)

The Narrative Proposal must be formatted for 8½ x 11 paper, in Verdana font no smaller than 12 font, single spaced, and margins no smaller than one-half inch. Reductions to a smaller size are not acceptable. Any footnotes may be produced in Verdana 10-point font. All pages in the Narrative Proposal must be numbered.

## **Form D**

### **Quality of Personnel – 32v Mentor Teacher Credential Pilot Grant**

The information requested in this section will be used to evaluate the ability of the individuals to carry out the work of this project and meet the responsibilities identified in the Narrative Proposal. The applicant should identify individuals who will be associated with the project and its implementation, including the qualities and qualifications of the individuals. The Quality of Personnel section is limited to not more than 5 additional pages (beyond Narrative Proposal). Submissions beyond 5 pages for this section will result in extra pages removed and not reviewed. All pages must be numbered. Resumes/job descriptions are not required, but if included in the application, they are excluded from the page limit.