DISTRICT AND SCHOOL ASSISTANCE GRANT NARRATIVE TEMPLATE

Section A. The Collaboration Process and Proposed Activities, Strategies, Initiatives

1. Describe the collaboration process you engaged in with your DSAC team to develop your grant proposal.

2. List numerically the activities, strategies and initiatives that you propose to support with your District and School Assistance Grant.

Section B. Grant Narrative Detail

Please provide a separate narrative for each activity, initiative or strategy listed in Section A. 2. above. See the DSAC Grant Rubric in the instructions for further guidance on each topic.

Topic 1. A brief description of the activity, strategy, or initiative.
Describe how the activity targets and will lead to transformation in the core instructional practices that are used in every classroom and instructional setting in order to accelerate improvements in teaching, learning, and student achievement.

Topic 2. Your rationale for selecting this activity, strategy, or initiative.
Explain to us why you chose this particular piece of work to support, including information about the evidence and process you used to select it and how it connects to and supports existing school and district improvement plans designed to support your Level 3 and 4 schools.

Topic 3. Anticipated changes.
Provide clear, specific examples of the changes you expect to see in educators and/or the products/tools you expect to see developed as a direct result of this activity, strategy, or initiative.
**Topic 4. Monitoring implementation and assessing change.**

Describe your plans to assess whether any products or learning from the activity, strategy, or initiative are of high quality and/or are being implemented with fidelity, and are leading to the anticipated changes you articulated in Topic 3 above.

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**Section C. Professional Development Assurances Statement**

Submission of the application form confirms your district’s commitment to meeting the Massachusetts Standards of Professional Development in the planning and implementation of all proposed professional development. It also reflects your district’s agreement to the Professional Development Assurances Statement, which appears in italics below.

All professional development initiatives funded by this grant program will be implemented in accordance with the Massachusetts Standards for Professional Development. In addition to the planning practices described in this application, the district affirms that any professional development conducted with the use of grant funds will:

- Be assessed to ensure it is meeting the targeted goals and objectives. Pre and post assessments will be used to determine attainment of goals. Progress toward goals will also be monitored through formative and/or summative assessments. (MA PD Standard 4)
- Promote collaboration among educators to encourage sharing of ideas and working together to achieve the identified goals and objectives. (MA PD Standard 5)
- Model good pedagogical practice and apply knowledge of adult learning theory to engage educators. (MA PD Standard 7)
- Be taught or facilitated by a professional who is knowledgeable about the identified objectives. (MA PD Standard 9)
- Connect to and build upon each session, in order to provide a coherent and useful learning experience for educators. (MA PD Standard 10)

The district also affirms that sufficient resources are available to ensure that the identified goals and objectives of this professional development are met. (MA PD Standard 8)

**Section D: District Contacts**

If your district proposes to offer Professional Development courses, please identify the person in your district who will work with the DSAC Professional Development Coordinator regarding logistics of in-district and regionally-scheduled courses.

**Professional Development Liaison(s):**

Name:         Title:  
e-mail:        Telephone number:
If someone else in your district will be handling registration in special education courses from the Massachusetts Focus Academy, please provide that person’s contact information below:

Name: 
Title: 
e-mail: 
Telephone number: 