



**Grow Your Own Program  
Paraprofessional Tuition Assistance  
Grant Name: 2014 IDEA – Paraprofessional Tuition Assistance  
Funding Source: Individuals with Disabilities Education Improvement Act (IDEA)  
Competitive Grant**

**Grant Planner  
Candidate**

**Introduction**

The Candidate Grant Planner is useful for helping candidates complete the Candidate Supplement part of the grant. This document should be saved in Microsoft Word format on a laptop or personal computer and forwarded to the designated local project coordinator when completed. Saving and sending the Grant Planner by this method will facilitate copying and pasting text by the district’s grant writer into the Grants Management Enterprise (GME) electronic application template.

ADE/ESS strongly recommends that you carefully review the Request for Proposals (RFP), the Candidate Grant Planner, and the Rubric before you start to plan and develop the Candidate Supplement. The Grant Planner is cross-referenced with the RFP, which has complete instructions and other important grant information that is not repeated here. The Rubric outlines content that the evaluation team looks for when scoring the grant. All of this information will be helpful to you for submitting a high scoring grant.

**ATTENTION:** Inaccurate, inconsistent, or missing information will result in a one-quarter point deduction per incident in the Candidate Supplement’s score.

**Grant Planner Submission Deadline**

Submit your completed Grant Planner to the designated local project coordinator by the date determined by the district.

**Drafting Narrative Responses**

The Grant Planner’s text boxes will expand to accommodate the text that is typed into them; however, we recommend that you limit text to about 500 words for each of the three required narratives. You may exceed this amount without penalty, but DO NOT exceed 7,500 characters including spaces. The GME in which this text will be pasted will not allow you to save text that exceeds 7,500 characters. Also, the loss of data or corruption of the electronic application may occur.

To avoid scoring penalties, conduct a character count and a spell check on the narratives prior to copying and pasting text into the GME. To conduct a spell check, select the text; click on the “Review” tab; click on “ABC ✓ Spelling & Grammar.” To count the number of characters, select the text; click on the “Review” tab; click on “Word Count.”

**Note:** The PEA Supplement and Candidate Supplement have a possible value of 50 points each (100 points total). Each Supplement must receive a minimum score of 35 points to receive a recommendation for funding by the evaluation team.

If you have any questions about the grant opportunity, including the use of the Candidate Grant Planner and other grant-related documents used in the development of the grant, please feel free to contact Celia Kujawski at 602-432-3213 or [Celia.Kujawski@azed.gov](mailto:Celia.Kujawski@azed.gov).

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**CANDIDATE SUPPLEMENT**

**Service Information [10 possible points]**

Refer to the RFP, page 14, to review instructions for completing this section.

Left click on the radio button of your choice in item 1 to indicate if the candidate is instructional or non-instructional staff.

Service Information Worksheet		Text Cell	
1	Candidate identification	Instructional ○	Non-instructional ○
2	Candidate's job title/position		
3	Total number of school years served as a paraprofessional in all PEAs		
4	Dates of service at current PEA		
5	Current job responsibilities		
6	In-house or other education-related training		
7	Demonstrated increased student achievement (Narrative) [10 possible points]		

**Life Plan Essay [40 possible points]**

Refer to the RFP, pages 14 and 15, to review instructions for completing this section.

The text cell will expand with the text that is typed into it.

Life Plan Essay Worksheet		Text Cell	
1	Life Plan Essay (Narrative)		

**Community College Information**

Refer to the RFP, pages 12 and 13, to review instructions for completing this section.

**Associate's Degree–Education**

The candidate that is pursuing a bachelor's degree but has not yet completed the associate's degree requirements must complete this section. The candidate that is pursuing a Speech-Language Pathologist Assistant (SLPA) licensure should skip this section but must complete the Associate's Degree–SLPA section below.

NOTE: Each text cell will expand with the text that is typed into it.

Associate's Degree–Education Worksheet		Text Cell	
1	Community college name		
2	Associate degree program (no acronyms, please)		
3	Credit/hour/unit degree requirement		
4	Required & general education course requirement website address		
5	Waiver to community college policy (Narrative)		

**Associate's Degree–SLPA**

The candidate that is pursuing a Speech-Language Pathologist Assistant (SLPA) licensure must complete this section.

Left click on the check box and radio buttons of your choice, left click. Type in the college if "Other" is selected for item 1.

Associate's Degree–SLPA Worksheet	
1	Click on your college option (identify the name of the college if "Other" is checked) <ul style="list-style-type: none"> <li><input type="checkbox"/> EMCC</li> <li><input type="checkbox"/> NAU</li> <li><input type="checkbox"/> Other <input style="width: 80px;" type="text"/></li> </ul>

2	If you selected NAU, click on the appropriate response	<input type="radio"/> I have an existing associate's degree or bachelor's degree <input type="radio"/> I will be enrolling in a community college to complete SLPA licensure requirements				
3	Will you enroll in an education-related or related service provider-bachelor's degree program after completing SLPA license requirements?	<table style="width: 100%;"> <tr> <td style="width: 50%;">Yes</td> <td style="width: 50%;">No</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> </tr> </table>	Yes	No	<input type="radio"/>	<input type="radio"/>
Yes	No					
<input type="radio"/>	<input type="radio"/>					

**College/University Information**

Refer to the RFP, page 13, to review instructions for completing this section.

Each text cell will expand with the text that is typed into it.

College/University Information Worksheet	Text Cell
1	College/University name
2	Bachelor's degree program name (no acronyms, please)
3	Credit/hour/unit degree requirement

**FY2014 Course Plan**

Refer to the RFP, pages 13 and 14, to review instructions for completing this section.

Hit "Tab" when the cursor is in the last cell at the end of the last row to add more rows.

College/university	Semester	Credits	Course Number	Course Name

**Candidate Survey**

Refer to the RFP Candidate Survey, page 15, to review detailed information, including the entire questions, required to complete this section.

Likert Scale that is used:

- 4 = Highly satisfied
- 3 = Satisfied
- 2 = Somewhat satisfied
- 1 = Not satisfied

N/A = Regarding the RFP, Grant Planner, or Rubric, "N/A" means that you did not use it. Regarding assistance/support provided by ADE/ESS staff, "N/A" means that you did not have direct contact via personal conversation or email with ADE/ESS staff for this grant.

Left click on your radio button choices in the table below. The Comments text cell will expand with the text that is typed into it. Please provide comments that will allow us to make targeted adjustments to the system and process. If you checked "Somewhat satisfied" or "Not satisfied" for any item, please identify the problem so that we can address it in future grants.

**CANDIDATE SURVEY WORKSHEET**

	4 = Highly satisfied	3 = Satisfied	2 = Somewhat satisfied	1 = Not satisfied	N/A
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1	Rate the RFP	<input type="radio"/>				
2	Rate the Grant Planner	<input type="radio"/>				
3	Rate the Rubric	<input type="radio"/>				
4	Rate appropriateness of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Rate the helpfulness of assistance	<input type="radio"/>				
6	Comments					

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