

Regional Challenge Grant: Letter of Interest Submission Instructions

This document will instruct you on how to complete the Letter of Interest (LOI) Application. Once you have completed the LOI Application, you will upload one single file to the online submission form according to the instructions provided in the application portal.

Formatting

Use 10-point font and 1-inch margins for your document.

Cover Page

Each application must include a cover page. The cover page cannot exceed one page in length.

- The cover page does not count against the total page limit.
- The cover page must include the following information:
 - The tier of grant for which you are applying.
 - Point of contact for the duration of the application process: first and last name, organization name, email, phone number.
 - Grant amount requested and intended use of funds.
 - Tier Two applicants must also indicate the length of time (duration) for the grant requested.
 - Partnership entities.
 - List all partnership entities by name.
 - For each entity, include a brief mission statement and any links to resources, websites, or information that describes their work.
 - Include potential roles and responsibilities within the partnership, including the rationale for working together.

Narrative Writing

Please answer all questions to the best of your ability. Your answers to the questions will help WSAC determine how to appropriately route your LOI for internal review. Detailed questions for each tier of applications are found on pages 9-10 of the [Request for Letters of Interest](#) and are included in this document as an appendix with annotations.

- For both Tier One and Tier Two:
 - Questions #1-3 must be addressed in your cover page.
 - Questions #4-8 must be addressed in your narrative.
 - Tier One - Partnership Formation Grant: cannot exceed five pages
 - Tier Two - Implementation Grant: cannot exceed ten pages

Online Submission

- The [online portal](#) will ask for you to input information directly into required fields, in addition to uploading your Letter of Interest. The first page of your Letter of Interest is your Cover Page. Please note that you will only be allowed to upload one document.
- Letters of Interest should be saved as a PDF or Word Document (.docx) to ensure smooth uploading.

Applications must be submitted by October 21, 2022, at 11:59 p.m.

Requirements for Tier One: Partnership Formation Grant

Cover Page, not to exceed one page:

1. Share applicants' single point of contact for WSAC, including the name, organization/entity name, email, and phone number.
2. List all partnership entities by name. For each entity, include a brief mission statement and any links to resources, websites, or information that describes their work. Include potential roles and responsibilities of entities within the partnership, including the rationale for working together.
3. What is the total amount of money you are requesting?

Narrative Writing, not to exceed five pages total:

4. Describe any prior history of the proposed partners working together, if applicable.
5. Describe who you wish to serve and why.
 - a. Clearly identify your geographic region as well as your student population(s).
 - b. Include a description of the current landscape for college going and career development in your region. Discuss measures of access and student success specific to the region, as well as access and student success by focus populations. Identify educational opportunity gaps within those measures by subpopulations.
 - c. Describe the assets and systemic barriers that may impact your region.
6. Describe your vision for the partnership in the next 12 months.
 - a. Clearly identify your main goals and what you will accomplish during the grant period. Include a description of the main activities you anticipate completing.
 - b. Describe what you hope to accomplish in terms of partnership development and growth and why you think the grant can assist in accelerating progress.
 - c. Describe how your vision is representative of the community including how connections help build the partnership over time.
 - d. Explain your approach to working together, including how you will make decisions and report your progress.
 - e. Share your commitment to an innovation-focused learning agenda and participation in a statewide learning community.
 - f. Share how you intend to use the requested funding.
7. Describe the vision for your partnership and community impact in the next 5-10 years.
 - a. Describe the growth in the partnership that you hope to achieve.
 - b. Describe the outcomes you hope to achieve for students in your region.
8. Provide a brief description of key personnel who will lead this effort now and into the future.

Requirements for Tier Two: Implementation Grant

Cover Page, not to exceed one page:

1. Share applicants' single point of contact for WSAC, including the name, organization/entity name, email, and phone number.
2. List all partnership entities by name. For each entity, include a brief mission statement and any links to resources, websites, or information that describes their work. Include the roles and responsibilities of various entities within the partnership and the rationale for working together.
3. What is the total amount of money you are requesting?

Narrative Writing, not to exceed ten pages total:

4. Describe the partnership in terms of its:
 - a. Length of time the partnership has been in place. Include prior accomplishments to date and why you think the grant can assist in accelerating progress.
 - b. Connections to the local community and how those connections will help the partnership over time.
 - c. Ability to effectively serve different populations in your geographic region.
 - d. Commitment to an innovation-focused learning agenda to shape the work and participation in a statewide learning community.
 - e. Approach to working together, including how your partnership will make decisions, use data, share responsibility, report on progress.
5. Include a description of the current landscape for college going and career development in your region. Discuss measures of access and student success specific to the region overall, as well as access and student success by high priority focus sub-populations. Identify educational opportunity gaps within those measures by subpopulations.
6. Describe the strategy you hope to implement and launch.
 - a. Describe the anticipated outcomes and goal(s) of the strategy.
 - b. Identify the geographic region, focus population, direct service provider(s).
 - c. Include a description of the direct service(s) provided, the intended results, and metrics that will indicate measures of success.
 - d. Share the rationale and research (if applicable) used to design the strategy.
 - e. Include a description of your partnership's capacity and prior experience related to using data to measure outputs and outcomes.
 - f. Share how you intend to use the requested funding. Show how the work will be aligned with existing investment(s) and how existing state investments will be leveraged including, if applicable, other revenue streams that support this work.
7. Describe the vision for both your partnership and the strategy in the next 5-10 years.
8. Provide a brief description of key personnel who will lead this effort now and into the future.