**Instructions for Submitting the Proposal and Completing the Proposal Narrative**

This section details state requirements and must be used as a resource to prepare the grant proposal.

Within each Narrative Component, are ***Criteria***. *These are the bulleted, italicized statements used by proposal reviewers to assess and score each Narrative Component.*

The standard scoring *Criteria* are based on a 100-point scale, with a minimum score of 70 points required for an proposal to be considered eligible for funding.

For a list of all items to be included in the proposal package, please see the **Proposal Review Criteria and Checklist** in the **Attachments** section.

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| **PROPOSAL NARRATIVE SECTION** |
| **Instructions for Completing the Narrative Information**  Following the instructions within each narrative component, complete the proposal using the same sequence presented in this narrative section.   1. Before inserting any text or information into the Proposal Narrative Section, forms and charts, save the pages/charts in Word on your computer.  * Use size 12-point font. * Responses should be brief, clear and concise.  1. Place all proposal items in the order specified in the **Proposal Checklist** (Refer to the last page of this RFP document). 2. Eligible agencies must download the **LINE Fund Proposal** and submit all documents via the Florida Department of Education ShareFile. Agencies will receive access to this ShareFile after submitting a Notice of Intent-to-Apply. 3. NARRATIVE SECTIONS (1-5): MAXIMUM PAGE LIMIT IS TWENTY (20) PAGES.   **Narrative Section response format:**  a) Font – Arial / Size – 12  b) Margin size - 1” – both sides and top/bottom margins  c) Double spaced (this does not include charts)  d) Complete the narrative using the same sequence presented in the **Proposal Narrative Components Section**. |

**1. Project Abstract**  **0 Points- – FIXED REQUIREMENT**

Complete the following chart for the proposed project.

The abstract must also include a brief description of the proposed project, including the goals and objectives of the project. This section must also include an overview of the services the project will conduct to accomplish the program goals and priorities, and the expected performance outcomes.

**Instructions** - Complete a short statement (about 100 words) that identifies the name of the agency, the number of students served, the names and locations of the districts and schools to be targeted, the demographics of the students to be served, a description of the services to be offered, and a description of how the project will accomplish the program objectives and expected outcomes.

|  |  |
| --- | --- |
| **Agency Name:** |  |
| **Agency Type: (Mark with X)** | School district  Florida College System institution  Independent Colleges and Universities of Florida member  Commission for Independent Education member |
| **Agency’s Active Programs (Mark with X)** | Certified Nursing Assistant (CNA)  Licensed Practical Nursing (LPN)  Associate in Science in Nursing (ASN)  Bachelor of Science in Nursing (BSN) (Pre-licensure) |
| **Amount ($) of Funds Requesting** |  |
| **Basis for Eligibility Based on Intent-to-Apply (Mark with X all that apply)** | Completion rate of 70 percent or higher for a CNA program  NCLEX passage rate of 70 percent or higher for a pre-licensure LPN, ASN, or BSN program |

**2. Needs Assessment**  **30 Points**

This section must include data results that describe the academic needs of students within the population to be served. The needs assessment will allow applicants to systematically examine performance gaps and identify, understand, and prioritize the areas of concern that need to improve.

The needs assessment must include data results on student attendance, academic performance (as measured by students’ performance on state standardized tests), high school graduation and postsecondary enrollment rates.

**Instructions** - Describe the data results on student attendance, academic performance (as measured by students’ performance on state standardized tests), high school graduation and postsecondary enrollment rates of the proposed schools and student population that the project will serve. Provide a description of how the data

discussed above compares to the state’s data in the same areas. Provide a detailed description of how the data (of proposed schools and students) reflects a need for the program and how the proposed project will address the identified areas of concern.

**3**. **Scope of Work/Project Design and Implementation**  **30 Points**

This section should provide a description on the approach, capabilities and means to be used in accomplishing the expectations, tasks and services that will be delivered as part of designing and implementing the program.

**4**. **Management Plan or Qualifications**  **20 Points**

This section must describe the organizational structure and management style established and methodology to be used to control costs, services reliability and maintain schedules.Include details regarding any prior relevant experience concerning the scope of work described in this proposal, including the provision of similar tasks and services to be provided.

**5**. **Project Budget**  **20 Points**

This section is a budget narrative section in addition to completing the DOE101S, Budget Narrative form and is meant to provide description to support the DOE101S Budget Narrative form.

**Example:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Categories** | **Outcome** | **Expended Funds** | **Quarter(s) Completed** |
| **EXAMPLE**: Increase Student Enrollment | Conduct joint outreach activities with health care partner | $10,000 | Q1 |
| Increase Student Enrollment |  |  |  |
| Increase Program Completion |  |  |  |
| Recruitment of additional faculty |  |  |  |
| Purchase of equipment |  |  |  |
| Purchase of simulation center(s) |  |  |  |
| Other |  |  |  |
| **Total Funds** |  |  |  |