

OSSI Grants Application Guide

Introduction

The OSSI Grants Application Guide is written as a plain language supplement to support application for OSSI funds. It is no replacement for formal statute, regulation, and rules; but is intended to help applicants produce approvable applications. It is advised to refer to the [OSSI Grants Fact Sheet 2024-25](#) before reviewing any other information on OSSI grants.

All OSSI grants are in EGMS. However, this guide is **not** a walkthrough of the [Education Grant Management System \(EGMS\)](#). Instead, this information helps give a big-picture look of what our office is looking for in terms of content in the application.

For EGMS support, email EGMS.Support@k12.wa.us.

Use of Funds

Improvement dollars are available to certain schools and other entities based on their [WSIF identification status](#).

All funds **must** utilize evidence-based practices and support the improvement plan for the applicant organization, among the improvement aims of the state and federal governments.

The plan must include all required information (RCW [28A.150.210](#)). More about improvement plans can be found on our [OSSI webpage](#).

Determine Eligibility

To determine if your eligible for OSSI funds, you will need to see if your organization appears in the [OSSI Form Packages and Eligible Grantees List 2024-25](#).

- Check for the below:
 - WSIF identification Status
 - Form Package Number
 - Funding source (federal or state)
 - Award amount

Check for Requirements

Depending on the WSIF ID status of the applying entity, requirements may vary for the grant application. This list is not exhaustive, and it serves as no replacement for statute and regulation.

Required for ALL applications:

- A **School Improvement Plan (SIP)** or similar planning document that meets the requirements of the law. It must be uploaded to the application in the supporting files



checklist under the “forms and files” tab. The plan must correlate to the information in the application responses.

- **Detailed narrative responses** to the application questions that align to the improvement plan. These are found in the “application form”, under the “Forms and Files” tab in EGMS.
- **Specific descriptions** of what the applicant would like to use the funds toward, in the School Improvement Plan (SIP) and in the EGMS application itself. *In the improvement plan, make clear what activities are to be OSSI-funded and those that are not. Any ambiguity about the use of OSSI funds will result in revision for additional details.*
- **A completed budget** that aligns to the application questions and SIP, as well as follows state and federal law on allowability, allocability, and necessity/reasonability.

Additionally Required for Tier 3 Plus Eligible Applications (Federal or State Funded)

- **Submittal of the L-CAP**, i.e., [Local Education Agency – Consolidated Accountability Plan \(L-CAP\)](#) in the supporting document checklist of the application.

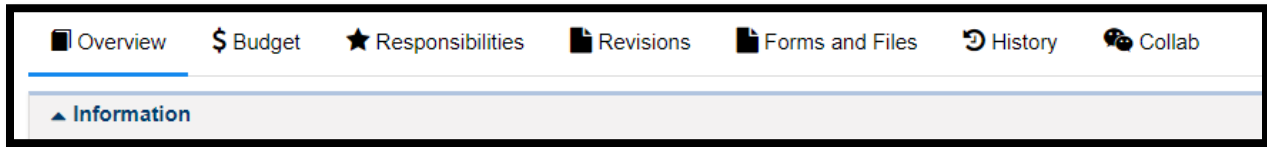
Additionally Required for Federally Funded Applications

- **Completion of the Preapplication/SAS** prior to formally applying. After completing the preapplication in EGMS, it must be converted to a “normal” application.

Additionally Required for SELECT Applications

- Completion of the [Affirmation of Tribal Consultation \(ATC\)](#) and the Certification of Completion for Board Training for the Office of native Education. This is an LEA (i.e., School District) responsibility and impacts the release of all federal funds to the entity. See the list of LEAs Required to Consult (COMING SOON). For questions about the tribal consultation process, contact Maxine.Alex@k12.wa.us. For assistance regarding the EGMS upload, contact EGMS.Support@k12.wa.us.

Overview of the OSSI Grants Application Sections in EGMS

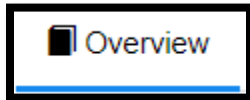


The OSSI grants application contains the below sections:

- *NOTE: Preapplication/SAS: For federally funded applicants only. This must be completed, then accepted by OSSI. After it is accepted, then it returns to your tasks queue. Then, you must convert it into an "application" and complete the application.*

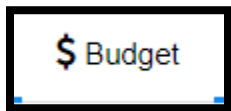
Application Section	Note
Overview	General information about the grant.
Budget	Budget matrix/table.
Responsibilities	This says who "owns" the grant at the LEA.
(Revisions)	Appears if revisions are requested by OSPI.
Forms and Files <ul style="list-style-type: none"> • Application Form • Supporting Documents Checklist 	<p>This contains the application form, which has the important questions.</p> <p>Additionally, this tab has the location for any file uploads via the "Supporting Documents Checklist".</p>
History	This records any changes to the application.
Collab	This is where emails can be sent to the grants manager or from the grants manager to the applicant via the grants system.

Overview



The overview section provides you general information about the grant application. It will tell you the applicant organization, i.e., the LEA or School District, the school (if applicable), as well as the award amount, announcement type, and other important details.

Budget



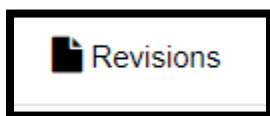
This tab is important. It is a spreadsheet matrix style field, where you will enter dollar amounts for each activity category and object column across the table. You will also enter the indirect on this page.

Responsibilities



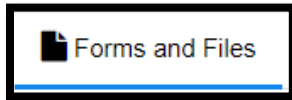
This tab lists the “owner” of the application – the one who can finally submit the application. There is no prescribed person who must be in this role as staffing can differ widely from district to district.

Revisions



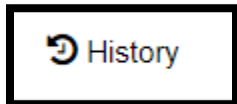
This is a tab/pane that appears if requested to make revisions or changes to an application. This pane will contain the revision request notes and the requested adjustments. When revisions are resolved, the tab/pane remains as a historical record.

Forms and Files



This is an important section of the application. It contains the “application form” itself, as well as the “Supporting Documents Checklist” section to add the required improvement plan or any other required documentation.

History



This section includes any changes made to the application, whether by the applicant or by OSPI.

Collab

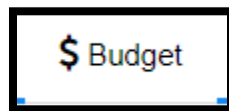


This tab includes any of the communications made through EGMS regarding the application. You can email the grants manager from this tab, and vice versa.

Important Sections

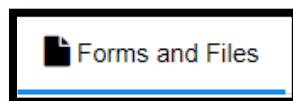
All sections of the grant application are important, of course. However, in terms of providing the most useful guidance, we will focus on two below, which cause the most amount of revision requests or disqualification.

- **Budget**



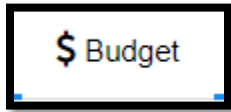
-
- This is where you will enter the dollar amounts for expenditures, allocating according to allowable categories and object codes.

- **Forms and Files**



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- This is where you will respond to the application questions, as well as upload any required documentation (e.g., School Improvement Plan (SIP), L-CAP, etc.).

Budget



In the budget tab, we need amounts allocated according to the allowable activities and object categories present in the matrix/table of this tab.

You must also enter your request for indirect funds on this page.

Editing the Indirect Amount

To edit the indirect, you will need to select "edit" from the top right section of the screen. It is a blue button, and when pressed, it will open the "requested indirect amount" field for you to enter up to the "maximum indirect allowed".

A rectangular form field with a black border and a light gray background. The text "Requested Indirect Amount" is displayed in a dark gray font at the top. Below this text, the value "\$0.00" is shown in a smaller, lighter gray font.

It is the responsibility of the district/school to determine if you would like to claim the indirect amount.

Editing the Budget Table/Matrix

To edit the individual budget cells in the matrix, you will need to select the pencil icons to the right-side of each row in the table.

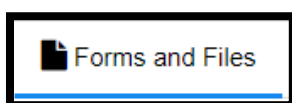
Adding Comments

There is also a section for comments below the budget table to add information for context. It is always helpful in our review, if you provide detailed information that connects the table to the application questions and SIP.

The less ambiguity, the better.

If the budget table does not match (or align) to the application questions or the information provided in the SIP, revisions will be requested for additional clarity or adjustments to the application.

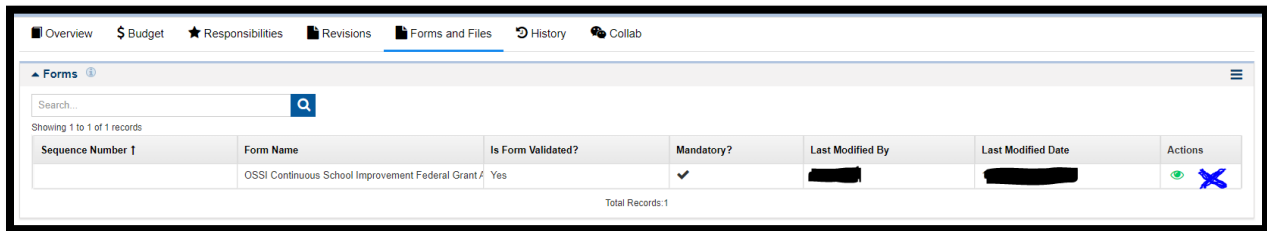
Forms and Files





This is the section of the application where you will answer the application questions in the "Application Form" and upload any required documentation to the "Supporting Documents Checklist".

The Application Form: Improvement Planning and Budget Questions

This is perhaps the most important part of the application, and the section with the most revision requests. Please, read each question thoroughly and respond to ALL components. Your responses must be specific and unambiguous.



Sequence Number ↑	Form Name	Is Form Validated?	Mandatory?	Last Modified By	Last Modified Date	Actions
	OSSI Continuous School Improvement Federal Grant	Yes	✓	[REDACTED]	[REDACTED]	 

To edit the application, to enter it and answer the questions, you must click on the edit pencil next to the "green eyeball" icon (symbolized by the blue "x" in the picture above).

Improvement Planning Questions

There are five questions in the "Improvement Planning Questions" section of the application form. If you use an OSSI/OSPI template, you will only need to respond to #4 and #5.

If you did **not** use an OSSI/OSPI template, you will need to respond to all five questions.

These questions are less prescriptive but help overall in our analysis of your application. If this section does not align to the funding requests, the SIP (or other improvement plan), or the budget table, we may request revisions for additional clarity/information, etc.

Budget Questions

This section is important.

In this section, you must respond to every budget question. If you do not plan to use funds for a particular section, indicate a response of "\$0.00" or "N/A" to prevent any ambiguity.

You must:

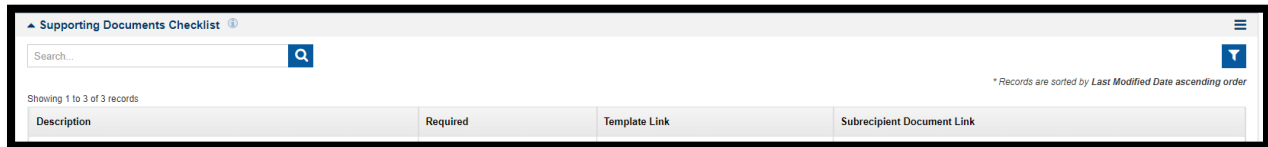
- Indicate the specific goal(s), WSIF indicators addressed by the expenditure,
- You must be specific about the expenditure: "Professional development" is not specific enough.
 - As an example, "Professional development in Content Area from Amazing Provider to support Goal #3 of our SIP, which seeks to improve METRIC, etc. etc...." provides more of the necessary detail.

- We can never fund an unspecified expenditure. “TBD” or “to be selected later” will not suffice.
- The level of evidence that supports its use. One easy way is to provide citation of the evidence that supports the practice, strategy, or intervention.
 - Please, check-out the [OSSI Approved Evidence-based Practices](#) resource, as well as the [Unlocking Federal and State Program Funds to Support Student Success document](#) before responding to these budget questions, to ensure your planned activities meet the standards of evidence as established by ESEA 8101(21)(A). If not, we will request revisions.

Save, Then Validate

Once you have completed the improvement planning questions and budget questions, be sure to save the page by pressing the blue button in the top right corner of the webpage browser window. The page will refresh, and a new blue button will appear with the word “validate”. You must also press this button to validate the “application form” before the entire application can be submitted.

Supporting Documents Checklist



This section is back in the “Forms and Files” tab of the application. It is where you will upload any required documents, such as the SIP, L-CAP, any other information. The only exception is the ATC – Affirmation of Tribal Consultation – which is uploaded to the district’s organization general assurances. You can always [contact ONE](#) for help with this upload and support in meeting this requirement.

You can also find important information linked for ease of download, such as the SIP template, and our guidance documents.

Suggestions for Successful Applications

- Submitting early-on and ahead of the deadlines.
- Responding to revision requests.
 - Emailing the grant manager for clarity if receiving the same revision request twice.
- Ensure the application serves the SIP (or similar planning document)
- Ensure all practices, strategies, and [interventions are rooted in evidence](#).

- Activities and expenditures are [allowable, allocable, and necessary/reasonable](#).
- **Avoid incentives of any kind.** Anything that might be perceived as gift, award, reward is not an allowable use of these funds. The only exception is \$1,000 toward PBIS – and this must be written into your plan and apply to a specific goal incorporating PBIS. No exceptions.
- Be clear what your asks are for. Drill down and get specific. We cannot fund general categories without explanation of their benefit to the SIP (or similar planning document).
- Again: be clear what OSSI is funding and **is not** funding. The less ambiguity the better.
- Keep in mind that these funds are for improvement, particularly toward the goals of basic education (RCW [28A.150.210](#)), specifically in areas driving identification.
- Avoid any activities/expenditures that give the perception of entertainment, amusement, diversion, social activities, and any associated costs (CFR § 200.438).
 - Particularly when funding SEL or PBIS related activities, be careful to select only evidence-based activities that will work toward your SIP (or similar improvement plan). Review the [Unlocking State and Federal Funds](#), [OSSI Definitions of Allowable Activities](#), and the [OSSI Grants Prohibited Expenditures List](#) to ensure all expenditures are allowable.
- Avoid transportation, unless for staffing to attend a professional development relevant to the SIP (or similar plan) and its goals. No student travel will be allowed with these funds. **"50-Pupil Transportation"** is **not** an allowable category for use of improvement funds.