

School Improvement (SI) Grant Application Checklist 2026–27

Preparing to apply

Prior to starting your grant application for FP 910 LEA School Improvement Grant 2026–27, you'll want to identify the following:

- Identify the district's [EGMS Organizational Administrator](#) or person who will have "ownership" of this application. The application owner is the only person who can submit pre-applications, applications, and budget amendments through the system.
- Check the [School Improvement Grant Allocations 2026–27](#) list and identify the school(s) in your district eligible for funding.
- Check the [School Improvement WSIF Identification 2026–27](#) list for the WSIF identified schools in your district. **Please note:** All schools identified for Tier 3 Plus and Tier 3 supports in the district must upload their 2026–27 SIPs into Basecamp for Beginning of Year Review (BOYR) by OSPI to ensure they meet federal requirements. The due date for these uploads is August 28, 2026. **All Tier 3 Plus and Tier 3 SIPs for the district must be approved by OSPI before any grant applications can be approved, regardless of whether or not the school is eligible for funding.** Grant applicants will want to communicate with district and/or building personnel, as appropriate, to ensure uploads of approvable SIPs. See [Federal Requirements for School Improvement Plans](#) at the end of this document for details.

Application Checklist

Once receiving notice that applications for FP 910 LEA School Improvement Grant are open opportunities in the Education Grants Management System (EGMS), follow the checklist below to make sure your grant application is complete and all requirements are met in order to approve your application.

- Complete the Pre-application – do this as soon as possible once the announcement is open in EGMS to ensure a maximal expenditure period and **no later than October 23, 2026.**
 - ✓ Read and sign grant assurances.
 - ✓ Read and sign the Request for Substantially Approvable Status (SAS).
 - ✓ *Submit to Grantor.*
- Convert the Accepted Pre-Application into Application

Once the grantor has accepted the Pre-Application, the district must convert it into an "application." **This step is very important.**



- Upload the School Improvement Plan for each school eligible for funding under *Application Files* on the Forms and Files Tab.
- Answer **all** application questions on the Funding Questions tab completely. This includes all School Level Funding Request questions and District Level Funding questions. Enter N/A if not applicable. Incomplete answers will be sent back for more work, delaying approval.
- Create a School Level Funding Request for each school eligible for funding. Schools must identify evidence-based intervention(s) from an ESSA/ED-approved source they will implement to advance SIP goals and cite the level of evidence (Level 1 – strong, Level 2 – moderate, or Level 3 – promising only).

Fill out the tables completely. To see examples of proper table completion, see the [School Improvement \(SI\) Grant Application Guide 2026–27](#)

Ensure that each funding request is:

- ✓ Aligned with a SIP goal – you will be asked to identify which one as viewable on the SIP uploaded with the application.
 - ✓ Specific and Detailed.
 - (ex: Not approvable: PD to support multilingual learning \$26,000)
 - (ex: Approvable: GLAD PD training contract \$9,000, travel \$4,200 for 12 staff, required training materials \$1,600, substitute costs \$3,600, certified salaries 5,200, certified benefits 2,600)
 - ✓ Unbundled – includes estimated costs for each item.
 - (ex: Not Approvable: Instructional materials \$5,200)
 - (ex: Approvable: \$1,200 for math manipulatives, \$3,600 for high interest low level books, \$400 for laminated student progress cards)
 - ✓ **Not** included on the [prohibited expenditures list](#) (check this list carefully).
 - ✓ Used to support improved student learning outcomes for the current school year.
 - ✓ Goods in hand and services rendered in entirety during the grant term (Date of Pre-app/SAS submission or July 1, 2026, whichever is later, through September 30, 2027),
 - ✓ Necessary, allowable, and reasonable.
 - (ex: pencils would be allowable and likely necessary, but \$4,000 to purchase pencils is not reasonable)
- Answer all District Level funding questions completely. Enter N/A where not applicable.
 - Complete the EGMS Budget Form, ensuring all amounts and categories accurately reflect the sum of all School Level Funding Requests minus any indirects.

- In EGMS, send the completed application to OSPI by selecting *Submit to Grantor*. **Apply as early as possible.** All initial applications must be received by the application deadline of October 31, 2026. No exceptions. All necessary revisions to originally submitted applications not yet approved must be submitted by January 31, 2027, or grant funds may no longer be available.

- Consult with district and/or school administrators to ensure that the following have been completed and uploaded into Basecamp folders and approved by OSPI. Approval of these documents is required before grant applications can be approved regardless of whether or not the school is eligible for funding.
 - ✓ 2026–27 School Improvement Plan(s) for every Tier 3 and Tier 3 plus school in the district must include these federal requirements:
 - The full date of local School Board Approval (mm/dd/yyyy).
 - The name of at least one parent or community member who provided SIP input.
 - SIP is developed based on a comprehensive needs assessment (CNA).
 - SIP includes at least one evidence-based intervention (EBI) to address root causes and resource inequities identified in the CNA aligned to an identified need.
 - SIP aligns with all WSIF indicators in the accountability system, including performance by student groups.
 - SIP includes structures and practices to monitor implementation and track progress toward school improvement goals. Progress monitoring uploads into Basecamp are required throughout the year and are communicated by the School Improvement program office.
 - ✓ Affirmation of Tribal Consultation (if applicable)
The [OSPI Office of Native Education \(ONE\)](#) must approve annual Tribal Consultation for [affected districts](#) before any Federal grant applications can be approved.

Contacts

District-Level EGMS Support

Contact [your district EGMS administrator](#) for support.

State-Level EGMS Support

Please begin by visiting OSPI's [EGMS webpage](#), attend EGMS Office Hours hosted twice weekly or reach out to EGMS.Support@k12.wa.us.

Program Support

If you have questions about continuous improvement, planning, or grants questions on a programmatic level, please contact Mary.Neal@k12.wa.us or the OSPI School Improvement team at ossi@k12.wa.us.