

# SCHOOL IMPROVEMENT GRANT APPLICATION GUIDE

*Information and Guidance on OSPI School Improvement (SI) grants  
for Local Education Agencies (LEAs) 2026–27*

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# INTRODUCTION

## Purpose

Eligible Local Education Agencies (LEAs); i.e., "School Districts," or ESDs with schools identified for a specific tiered support via the Washington School Improvement Framework (WSIF) may apply for School Improvement (SI) grants, formerly known as OSSI grants.

[Visit the OSPI website](#) to learn more about WSIF and how these designations are determined.

The School Improvement (SI) Grants Guide is designed to support districts through the grant application process and to serve as a resource repository throughout the year to assist with any questions as they arise.

It is first recommended to review the [EGMS terminology](#) to ensure you are up to date on the language used for this system and feedback around it. This will help throughout the application process, as well as afterward when you may receive feedback from our office or need to make an amendment to the grant (i.e., budget redirection and/or scope of work change).

## Eligibility and Form Package Information

Districts with one or more schools identified for Tier 3 Plus accountability and supports are eligible to apply for School Improvement LEA grants. If sufficient funding is available, some or all schools identified for Tier 3 accountability and supports may also be eligible for funding. These funds allow an entity to invest in [evidence-based interventions](#) that will directly impact student achievement and WSIF indicators.

[Evidence-based interventions](#) (EBIs) (also known as evidence-based practices (EBPs)) within the context of these funds is meant to convey any "...activities, strategies, and interventions – [that] are 'derived from or informed by objective evidence – most commonly, educational research or metrics of school, teacher, and student performance'." (Source: [U.S. Department of Education. Office of Elementary and Secondary Education \(OESE\). \(January 14, 2025\). Leveraging Evidence-Based Practices for Local School Improvement](#)).

These funds must support positive student learning and the goals of basic education under [RCW 28A.150.210](#), as well as [ESSA Sec. 1111 \(d\) \(1\)](#). Funds are not for entertainment or social activities purposes and are solely intended toward educational improvement in the areas identified under WSIF. Work must address the associated annual Comprehensive Needs Assessment (CNA) for the school entity and reflect the LEA's planning documents.

All grants are federally funded and may not cover basic operating costs or sustain operations over multiple years. Applicants and materials must meet SI programmatic requirements to receive final approval.

Visit the [School Improvement \(SI\) Grant Allocation 2026–27](#) to see if your district and its schools are eligible and for what amounts. School allocations for 2026–27 are combined into one LEA grant

application per district in Form Package 910. Grant awards must be distributed to each school in the amounts designated to them.

## Education Grants Management System (EGMS)

The [Education Grants Management System \(EGMS\)](#) is an application designed for users to apply for funding opportunities, manage grants, and award grant recipients. EGMS provides tools to administer, track, account for, and report on their grant-related activities.



Figure 1. OSPI EGMS Resources webpage

It is crucial to be familiar with the system and its [terminology](#), as well as where to find support. Use the [OSPI EGMS Resources webpage](#) to ensure that district staff are familiar with the technical language surrounding the system, as well as the location of tutorial videos and PDF walkthroughs at the bottom of the page.

To ensure you have proper access, it is important to reach out first to [the EGMS Organizational Administrator](#) for your district to establish user licensing and permissions/responsibilities. If you have any questions related to functionality or technical issues with EGMS, contact [EGMS.Support@k12.wa.us](mailto:EGMS.Support@k12.wa.us).

## School Improvement (SI) Grant Application and Review Process

For SY 2026–27, all LEA grants will be federally funded and follow the below general process for applicants. There will be more detailed walkthroughs in this document. This flowchart is a high-level overview.

**Note:** In the flow chart below the gray-colored boxes are OSPI process steps and the green-colored boxes are district/LEA process steps.

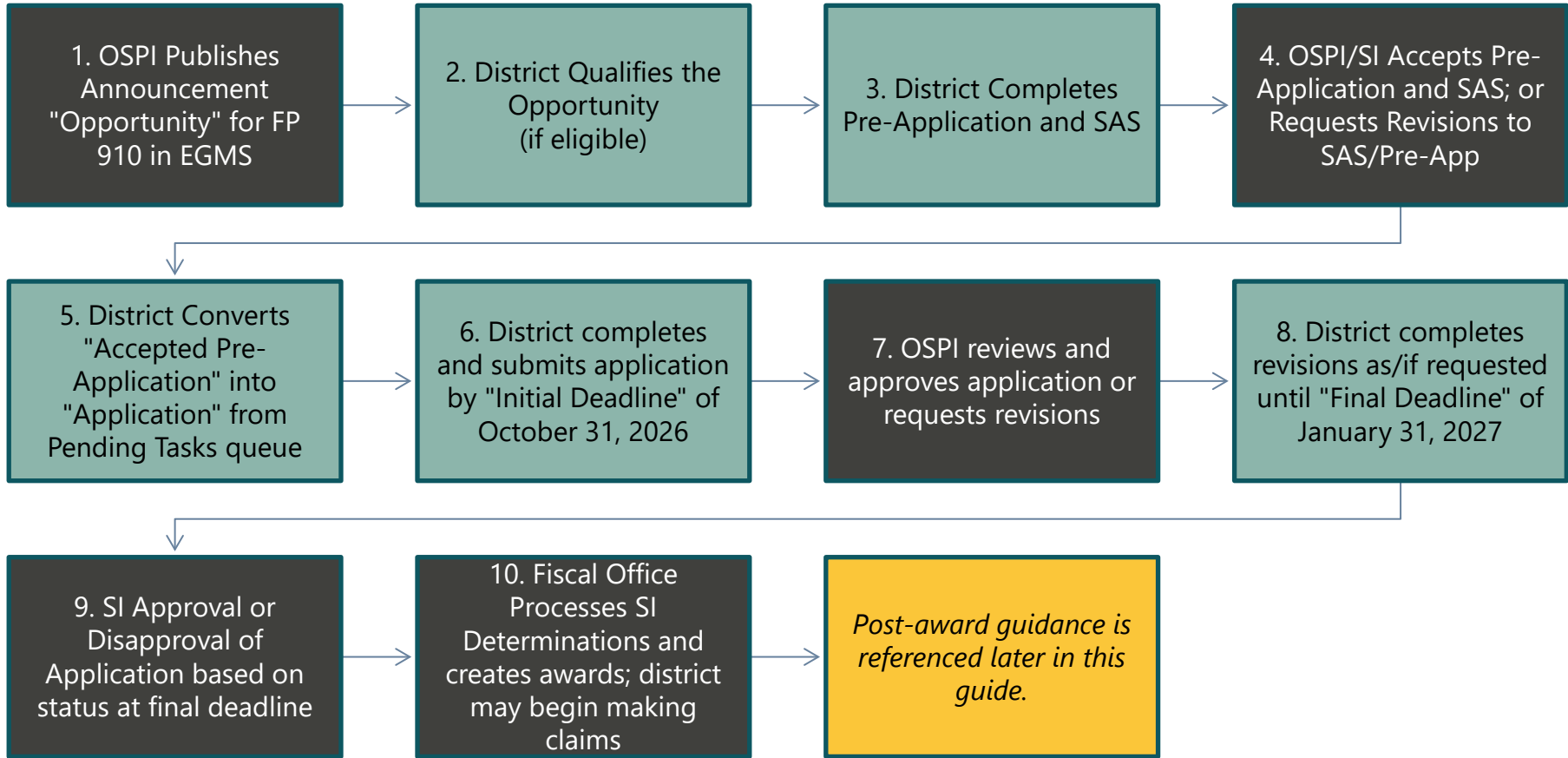


Figure 2. School Improvement (SI) Grant Application and Review Process

# Brief Explanation of Grant Application and Review Process

The steps below correspond to the flowchart, providing some further explanation on what stages the application moves through when applying for SI grants.

## 1. OSPI Publishes Announcement

- A. In this step, OSPI is preparing the announcement opportunity in EGMS. When it is ready, it will be published, notifying all eligible grantees through an EGMS automated message. *Ensure that all district/school contacts are up to date in EDS, EGMS, and any changes are emailed to [ossi@k12.wa.us](mailto:ossi@k12.wa.us) for School Improvement record keeping.*

## 2. District Navigates to the “Opportunities” Pane in EGMS to “Qualify” the Announcement

- A. The district must log-in to EGMS after receiving notification from OSPI that the announcement opportunity has been published.
- B. The district must press “qualify” on the relevant opportunity for LEA School Improvement Grant.
- C. Once qualified, the LEA may create a pre-application.

## 3. District Completes Pre-Application and Substantially Approvable Status (SAS)

- A. The applicant must complete the pre-application and SAS form in EGMS.
- B. Once it is completed, the applicant must press “complete form.”
- C. Then the applicant will “submit to grantor” from the main application interface.

## 4. OSPI Reviews Pre-Application and SAS

- A. Once submitted, the pre-application will be reviewed in the order received. It is advised to apply as soon as possible to ensure applications are approved in a timely manner.
- B. If there are any errors, revisions will be requested to adjust the relevant areas for re-submission.
- C. Pre-applications must be accepted by OSPI before the LEA can convert the pre-application to an application. Therefore, they need to be **submitted to OSPI no later than October 23** – one week prior to the application due date of October 31, 2026.
- D. The date the Pre-application and Request for SAS has been submitted to OSPI, or July 1, 2026, whichever is later, is the first date the district can submit claims for once the application is approved and converted to a grant award. However, we recommend exercising caution on obligating funds until the grant application has been approved.

## 5. District Converts Accepted Pre-Application into Application

- A. Once the grantor has accepted the pre-application, it will then be available to the applicant for conversion into an “application.” **This step is very important.** The applicant must complete the full application to be considered for these funds.

- B. The system does not notify applicants when pre-applications are accepted. They merely appear in the pending tasks queue.
- C. Ensure you are checking EGMS on a regular basis throughout the grant cycle.

## 6. District Completes and Submits Application by Initial Deadline for Review

- A. The district representative can now complete the application (see [the step-by-step walkthrough](#) in this guide).
- B. Upon completion of the application, the applicant will press the “submit to grantor” button. **This step is also very important** and often missed. Be sure to confirm this has been done, particularly near any deadlines.

## 7. OSPI Reviews Application

- A. After the application has been submitted, it will be reviewed by the SI grants manager in the order received.
- B. **Review Timeline:** The timeline for application review is typically 3–4 weeks. However, if multiple constraints arise, the processing time may be delayed. The OSPI School Improvement team will communicate as interruptions occur and adjust as business needs demand.
- C. After review, if the application meets merit, it will be approved and forwarded to the fiscal office to convert it to an award.
- D. If the application needs adjustments, revisions will be requested. Revisions are accepted until the second and final deadline (1/31/2027 @ 11:59 pm), when all application materials must be approvable. The grant may be amended after approval according to the period of availability of funds ([see Post-Award Processes in this document](#)).

## 8. District Completes any Revisions as Needed (if applicable)

- A. If the application was not approved on its first review, it may require revisions.
- B. In such a case, the application will be returned to the applicant via EGMS with information regarding any necessary changes or feedback to the application and supportive documentation.
- C. The status of an application can be checked at any time by the user, by navigating to the “applications” pane in EGMS and finding the relevant application.

## 9. OSPI Reviews Applications Based on their Status by the Final Deadline and Issues Final Determinations

- A. Any applications not yet approved (i.e., requiring revisions) will have until the **final deadline of January 31, 2027**, to ensure revisions are completed and the application is in approvable condition.
- B. The SI grant manager will issue any remaining determinations after the deadline, upon final review of applications revised and re-submitted by the final deadline. After the final deadline, OSPI will not allow for continued revisions to initial/unapproved applications. If

the application is not in an approvable condition by the final deadline, it will be unfunded, and the school will be notified.

#### **10. OSPI Fiscal Office Creates the Award**

- A. The approved application is now with the OSPI Fiscal Office who will complete the last step of creating the award.

#### **11. Post-Award Processes**

- A. From here, it is important that the applicant spend down on the awarded grant, making timely "purchase requests" (i.e., claims) against any expenditures throughout the life of the grant. Any changes to the budget will require a "budget amendment" (in EDS/iGrants, this was known as a budget revision).
- B. All budget amendments must detail the budget activity and object categories where funds are being directed **from** and **to**, the **school(s)** for whom the change is being enacted (if more than one is being funded), and **why** the change is needed. If the need is to fund something not originally approved in the application, this requires an indication of Change of Scope of Work, where in the school(s) affected must be named, and the change of scope described in detail, including costs, and the SIP goal(s) the new funding request will support.
- C. More information on "budget amendments" can be found on OSPI's [EGMS resources page](#), under the "Post-Award (Claims, Revisions, and Progress Reports)" section.

#### **12. End-of-Year Grant Report**

- A. Each LEA must submit an End-of-Year Report **due November 1, 2027**, that identifies the strategies (aka the budget activity categories) used by each school receiving 1003 funds as required per ESSA Sec.1111(h)(1). This information is posted on the OSPI Report Card annually.
- B. If the LEA only has one school funded, this information will be found on the budget form. If two or more schools are funded, it is recommended the LEA track the categorical spending by school throughout the year.
- C. These activity categories must be initially identified on the School Level Funding Request page of the application. It is the responsibility of the LEA to submit accurate end-of-year categorical expenditures that may or may not differ from those identified at the time of application. Failure to submit the report by the deadline will result in a fiscal hold until such time as the report is submitted.

# Important Grant Dates, Deadlines, and Timeline

<p><b>Late Spring/Summer 2026</b></p> <ul style="list-style-type: none"> <li>• School Improvement Grants (FP 910) Published in EGMS. Eligible districts and school principals are notified.</li> <li>• Applicant completes/submits the pre-application and request for SAS. It is advised to do this as soon as possible to ensure the longest "spending window" available.</li> <li>• Applicant converts approved pre-application to application and starts addressing its components.</li> <li>• Applicants may begin obligating funds the date they submit the Pre-app/SAS to OSPI or July 1, 2026, whichever is later.</li> <li>• No claims can be submitted for any expenditures until final approval of the application and conversion to a grant award.</li> </ul>
<p><b>October 23, 2026   Pre-Application/SAS Submission Due Date</b></p> <ul style="list-style-type: none"> <li>• Submit pre-application and request for SAS by this date. The pre-application must be approved by OSPI before the district can convert it to an application. Failure to submit by this date could result in missing the application deadline.</li> </ul>
<p><b>October 31, 2026   Initial Application Submission Due Date</b></p> <ul style="list-style-type: none"> <li>• Initial submission of the grant application is due at this time. Submission long before this date is strongly encouraged even if minor adjustments are required. If the full application is not submitted by this date, it will be unfunded and the dollars will be reallocated.</li> <li>• Applications that have met this deadline (or submitted before it) will be reviewed in the order received.</li> </ul>
<p><b>January 31, 2027   Final Deadline to Receive Approval of Initial Application</b></p> <ul style="list-style-type: none"> <li>• This is the final deadline for any revisions to the initial application. Any revisions submitted by this date will be reviewed. If the application meets merit, it will be approved. Otherwise, OSPI will reach out regarding next steps.</li> </ul>
<p><b>September 30, 2027   End of Expenditure Period</b></p> <ul style="list-style-type: none"> <li>• For approved grants, all expenditures must be "goods in hand and services rendered" by this date.</li> </ul>
<p><b>November 1, 2027   End of Year Progress Report Due Date</b></p> <ul style="list-style-type: none"> <li>• An End of Year Progress Report is due in EGMS indicating the strategies and activities (budget categories) where each school funded through this grant spent their funds. Failure to submit the report by the due date will result in a fiscal hold.</li> </ul>
<p><b>December 15, 2027   Final Claims Due Date</b></p> <ul style="list-style-type: none"> <li>• Purchase reimbursement requests (i.e., claims) may be made against any expenditure until December 15, 2027.</li> </ul>

Figure 3. 2026–27 Grant Timeline

# Notifications and Communications

To ensure you receive all relevant communications, it is extremely important that the following entities/systems are updated:

- [Education Data System \(EDS\)](#) to ensure OSPI school directory is up to date.
- [Education Grant Management System \(EGMS\)](#)
  - **Ensure the appropriate users select “LEA School Improvement (26–27)” as the program of interest.**
- Email [OSSSI@k12.wa.us](mailto:OSSSI@k12.wa.us) with any changes for district or school contact information.

## Applying for LEA School Improvement Grants (FP 910): Step-by-Step

Below are step-by-step instructions and relevant information to complete the application for FP 910 LEA School Improvement Grant. [The checklists](#) found at the end of this step-by-step guide will assist the applicant in ensuring all general requirements are met. See the [School Improvement \(SI\) Grant Application Checklist 2026–27](#) for more specifics.

**Note:** Any screenshot visuals and accompanying information are representative of our testing site. Details in the application may be slightly different in appearance, and any reference to actual school districts is merely illustrative and not representative of any applying entities.

### 1. Determine Eligibility

Determine if the LEA is eligible for a School Improvement Grant via the [2026–27 School Improvement \(SI\) Grant Allocation List](#). You will additionally receive an EGMS and email communication if/when eligible.

- a. If eligible, identify the total amount the LEA is eligible for, as well as the amounts for each eligible school.
- b. **Note:** You will need these amounts when completing the grant application, particularly when entering budgetary information and describing planned expenditures.

### 2. Ensure Required Documentation is Provided

- a. School Documentation Requirements
  - i. **School Improvement Plans (SIPs)**
    1. Each school identified for Tier 3 and 3 Plus accountability and supports must upload a SIP into the school’s Basecamp folder that complies with the basic expectations laid out in WAC 180-16-220, ESSA, Washington’s ESSA Plan and School Improvement guidance/programming. Each SIP must be uploaded to the School Improvement Basecamp folder for its

associated school and district. (Click here for [Basecamp Access](#). Click here for a [tutorial on the system](#)).

The **due date** for Basecamp uploads is **Friday, August 28, 2026**.

2. A 2026–27 School Improvement Plan for every school eligible for funding must **also** be uploaded into the EGMS application under the *Application Files* section on the *Forms and Files* tab. All proposed expenditures must align with the evidence-based interventions and activities to advance SIP goals as indicated in the SIP for each school requesting funding.
  3. The SIP must be an annual plan based on an annually updated [Comprehensive Needs Assessment \(CNA\)](#). Additional information is available under the School Improvement Plans and Comprehensive Needs Assessment sections of the [CI Resources webpage](#).
  4. Each SIP must utilize [Evidence-based interventions](#) to address root causes and resource inequities identified in the CNA.
  5. Proper completion of any of the SIP Templates developed by OPSI meets these requirements.
    - a. The [OSPI SIP Template](#) can be completed by any school.
    - b. The [Consolidated School Improvement Plan template](#) meets additional requirements for Title I, Part A Targeted Assistance and Schoolwide Programs and may be used in the context of those grants (as applicable).
    - c. Schools identified for improvement that also utilize LAP and/or Title I, Part A funds may use [Washington Integrated Student Support Protocol \(WISSP\)](#) school improvement plan template for their annual School Improvement Plan (SIP).
  6. Each SIP must be unique to the school uploading it and the student population to which its WSIF data are associated.
  7. Review the [2026–27 Step-by-Step School Improvement Planning and Implementation Guide](#) for more information to ensure all SIPs meet all federal and state requirements.
- b. Other Documentation Requirements (as applicable)
- i. **Tribal Consultation** (as required)
    1. Some districts are required to undergo [Tribal Consultation](#) before receiving final approval on any federal funds from OSPI.
    2. Requirements include the annual **Affirmation of Tribal Consultation (ATC)**. This requirement is overseen by OSPI's Office of Native Education (ONE). **OSPI School Improvement does not have a role in approval of these requirements.**
    3. Visit the [list of ESSA-impacted districts](#) required to undergo Tribal Consultation and contact the [OSPI's Office of Native Education \(ONE\)](#) for more information and assistance.

### 3. LEA Qualifies the FP 910 Announcement/Opportunity

- a. After first reviewing eligibility and documentation requirements, the first practical step for the LEA/school district upon the publication of the announcement by OSPI is to “qualify” it in EGMS.
- b. First, log in to EGMS. Then, in the main interface select the **Opportunities** tab.
  - i. Below is an image of the main interface. Notice the “Opportunities” tab from the goldenrod masthead selections.
  - ii. Click on **Opportunities**.

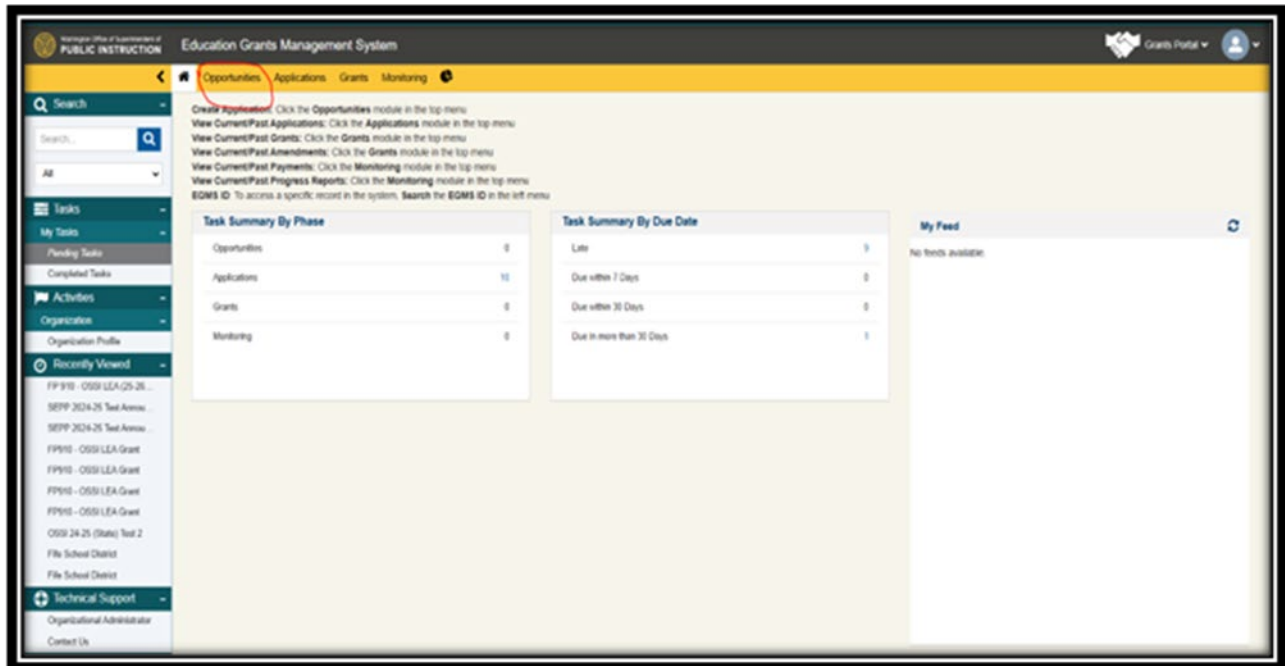


Figure 4. EGMS Opportunities Page

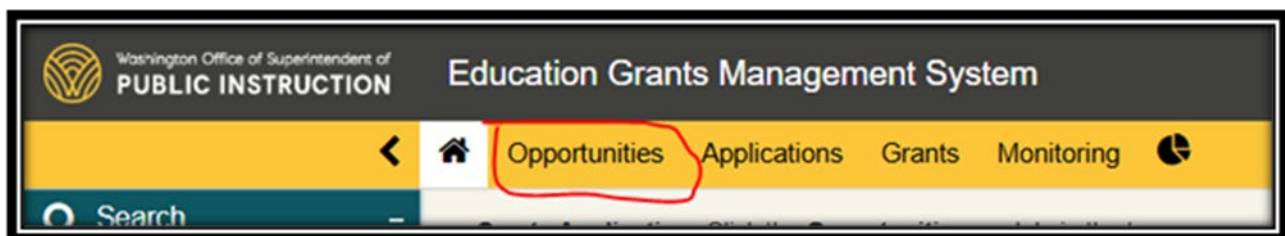


Figure 5. EGMS Opportunities

- iii. The page will reload. Give it one moment, then type “910” into the search bar. Then, press the magnifying glass, which will populate School Improvement’s FP910 as a result if eligible.
- iv. From here, click on the **green eyeball** icon under the **Actions** column of the populated table (pictured below) for the form package of interest.

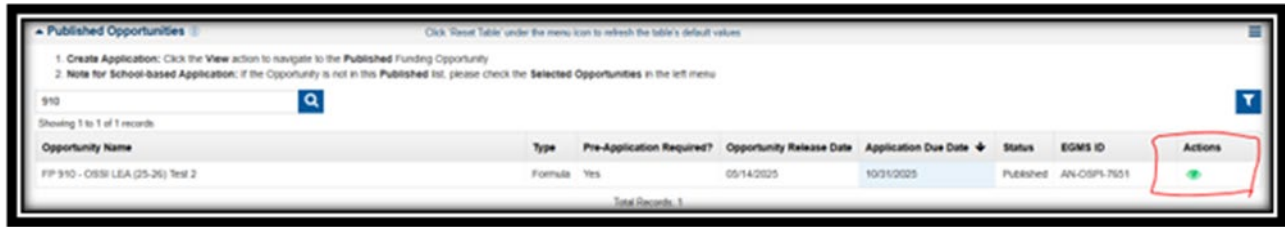


Figure 6. Published Opportunities

- v. Upon clicking the **green eyeball** icon under the **Actions** column, the page will navigate you to the **Opportunity/Announcement** for the **FP 910 School Improvement/LEA** opportunity.

## FP 910 School Improvement / LEA

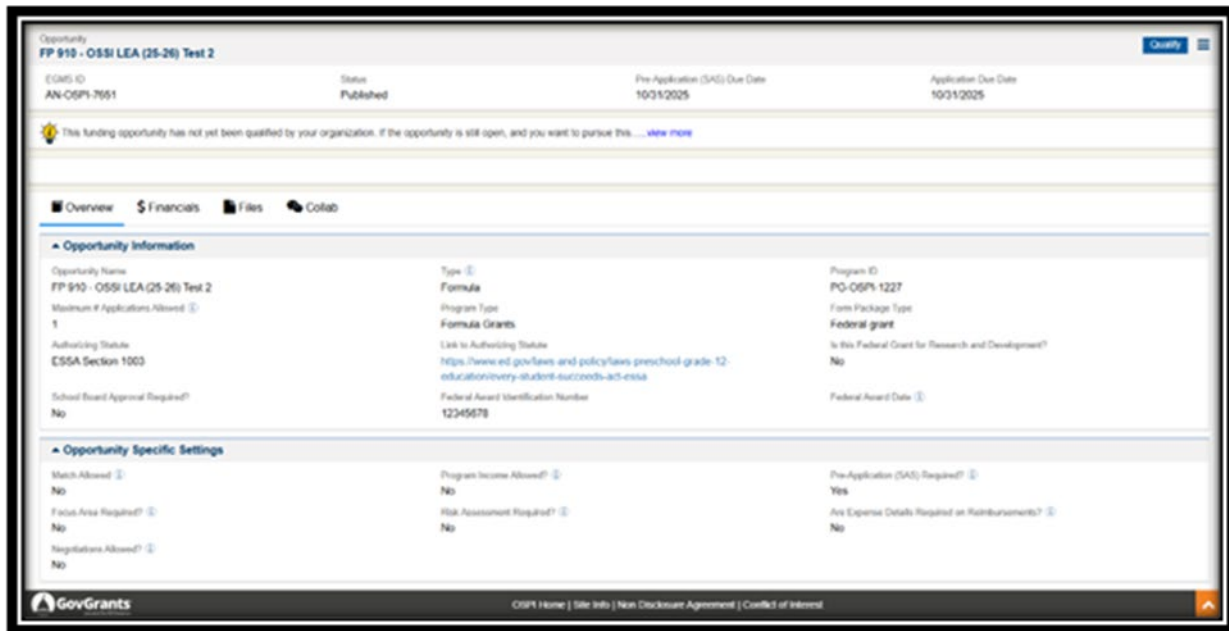


Figure 7. Opportunity Information -FP 910 School Improvement/LEA

1. **Note:** This is a good location to familiarize yourself with specific information on the grant form package overall.
2. You can always return to this page by looking under opportunities or navigating to the announcement by clicking on the "Announcement EGMS ID" on the pre-application/application itself.
3. The Announcement EGMS ID appears with an "**AN-OSPI-678**" format.
4. The **Overview** tab covers high-level/basic information.
5. **Financials** give information about the form package funding sources, number of awards, etc.
6. The **Forms and Files** tab includes important guidance documents related to the grant.
7. The **Collab** (i.e., Collaboration) tab is a space to message the **Announcement Owner**, i.e., the person who oversees the grant.

- vi. From this page, click on **Qualify**.

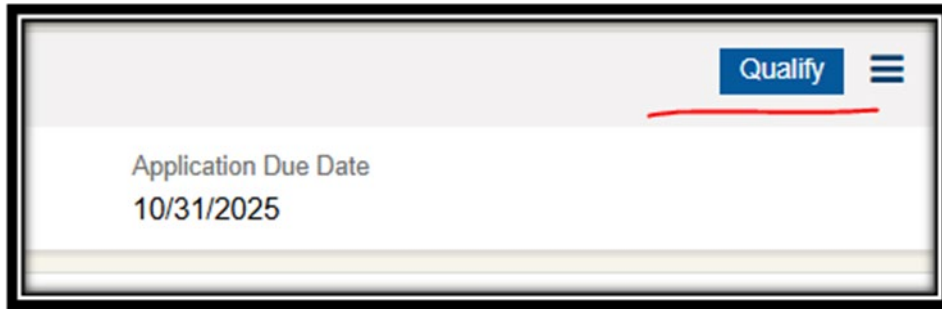


Figure 8. Qualify Button

- vii. Now the page will refresh to reflect the **Opportunity/Announcement is qualified.**

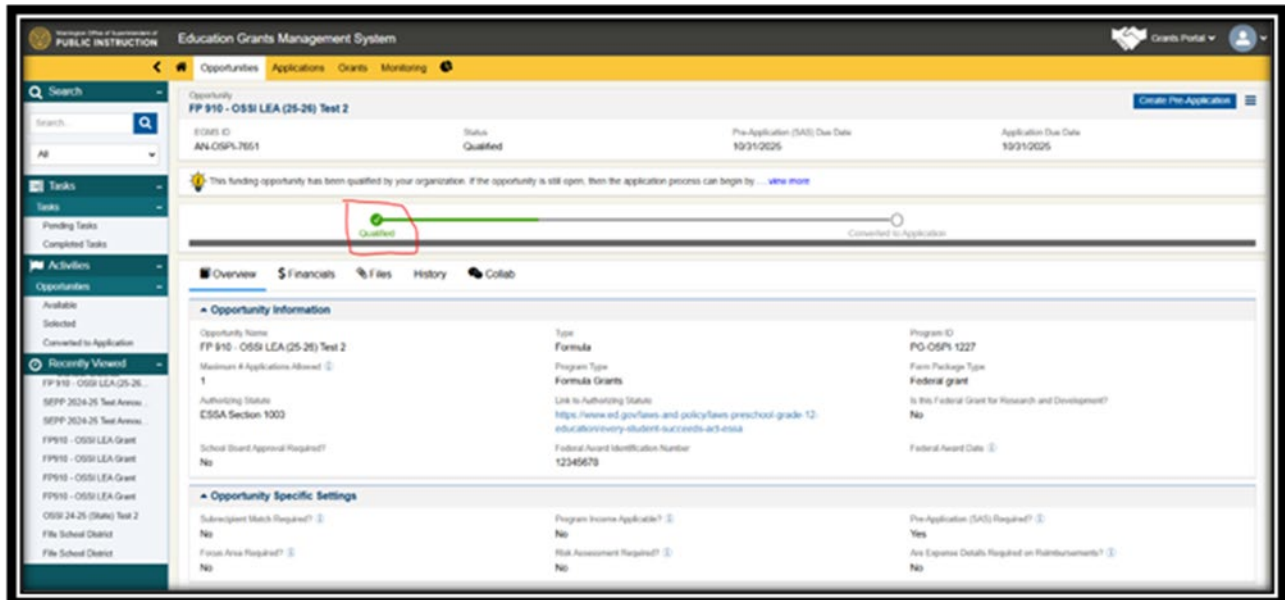


Figure 9. Qualification Approval

- c. **Excellent work.** Now, the **Announcement/Opportunity** has been qualified and is ready for the LEA to create and complete the **Pre-Application/Request for SAS**.

#### 4. LEA Creates and Submits Pre-Application

- a. Now that the **Announcement/Opportunity** has been qualified, the LEA can create a **Pre-Application** to move forward into the next phase of this process.
- b. On the same interface where the **Announcement/Opportunity** was qualified, the user may now create a **Pre-Application**.
- c. Press the button that reads "Create Pre-Application" (located in the upper right corner of the page).

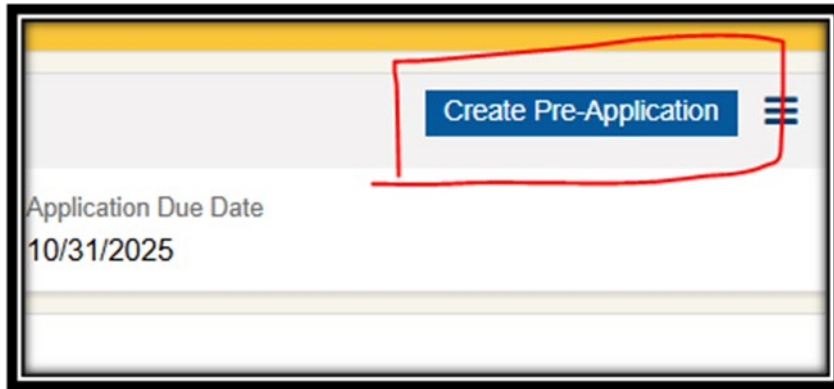


Figure 10. Create Pre-Application Button

- d. A pop-up window will appear. There is nothing to type/enter here. Give it a moment to populate and then press "Save and Continue."



Figure 11. Create Pre-Application

- e. The page will then refresh to show you the new **Pre-Application**.
  - i. **Note:** The **Pre-Application** gets its own EGMS ID (different from the Application EGMS ID or the Announcement EGMS ID). The user is advised to explore the various tabs of the Pre-Application and become familiar with each section.
- f. **Now to complete the Pre-Application.** First, navigate to the **Staff Assignments** section of the **Pre-Application**.

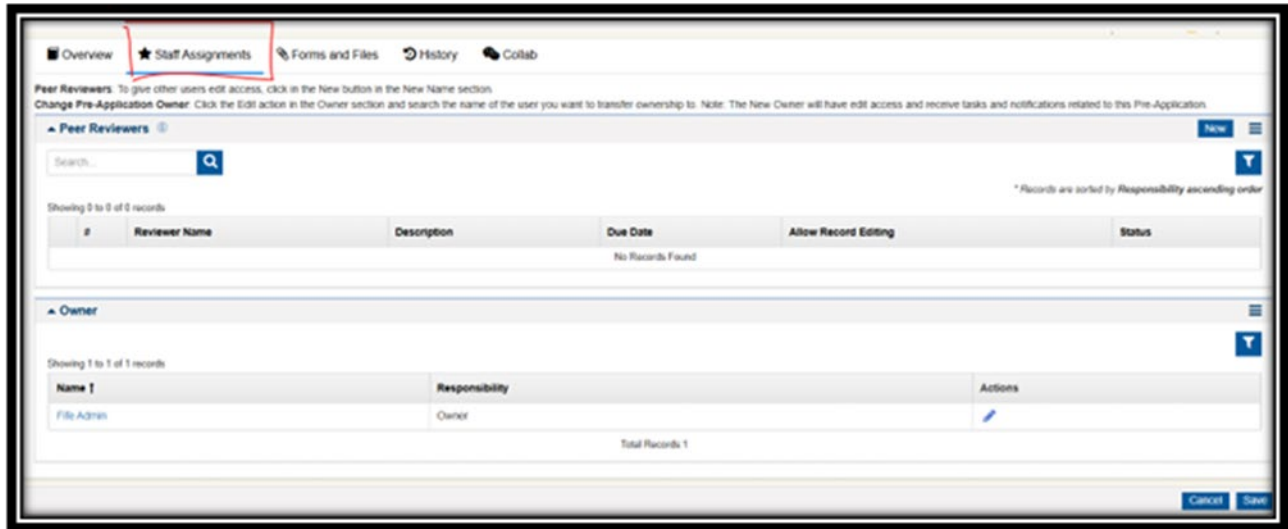


Figure 12. Staff Assignments

i. **Note** there are two sections—**Owner** and **Peer Reviewers**.

1. The **Owner** is the individual who gives the final ok on the application, submits it, enters any of the final information, and who will oversee revisions to any information moving forward. At an LEA/School District, this is typically a business/accounting manager type position; that is, the individual who manages School Improvement grants for the district. This role defaults to whoever pressed “Create Pre-Application” in the previous phase of the process.
  - a. It is an important role and can only be changed by the **Owner** themselves, the LEA EGMS Admin, or the OSPI Agency-level Administrator (available via [EGMS.Support@k12.wa.us](mailto:EGMS.Support@k12.wa.us)).
2. The **Peer Reviewer** is any individual who is included to adjust some component of the application prior to its final review. It is advised to keep this list only for those people who may need to make substantial adjustments to the application. The **Owner** can send reviews to these individual **Peer Reviewers** (which will appear in their **Pending Tasks** queue when they log into the system).

- ii. Be sure to create a **Peer Reviewer** by clicking “new” and entering the relevant information in the fields. You can enter directions for their role in the review in the “Description” area, as well as a due date for their review of the materials. It is advised to set this deadline out 1–2 weeks. Be sure to select “Yes” for **Allow Record Editing** to ensure that the peer reviewer can make changes in the materials.



Figure 13. Peer Reviewers

g. Navigate to the **Forms and Files** tab to complete the **Pre-Application Form**



Figure 14. Forms and Files

h. Click into the **Pre-Application** by selecting the **Green Eyeball** or **Edit Pencil** icon.

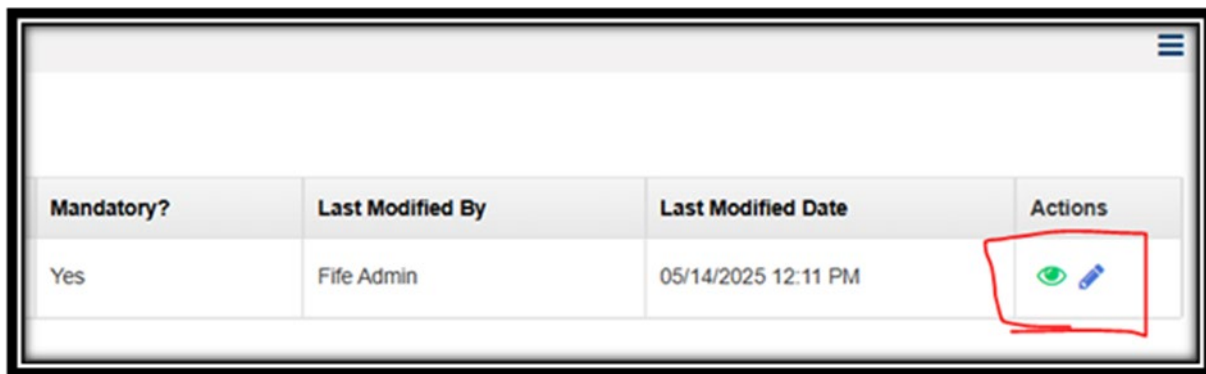


Figure 15. Select Green Eyeball to View

i. The page will refresh to show the internal contents of the **Pre-Application Form**.

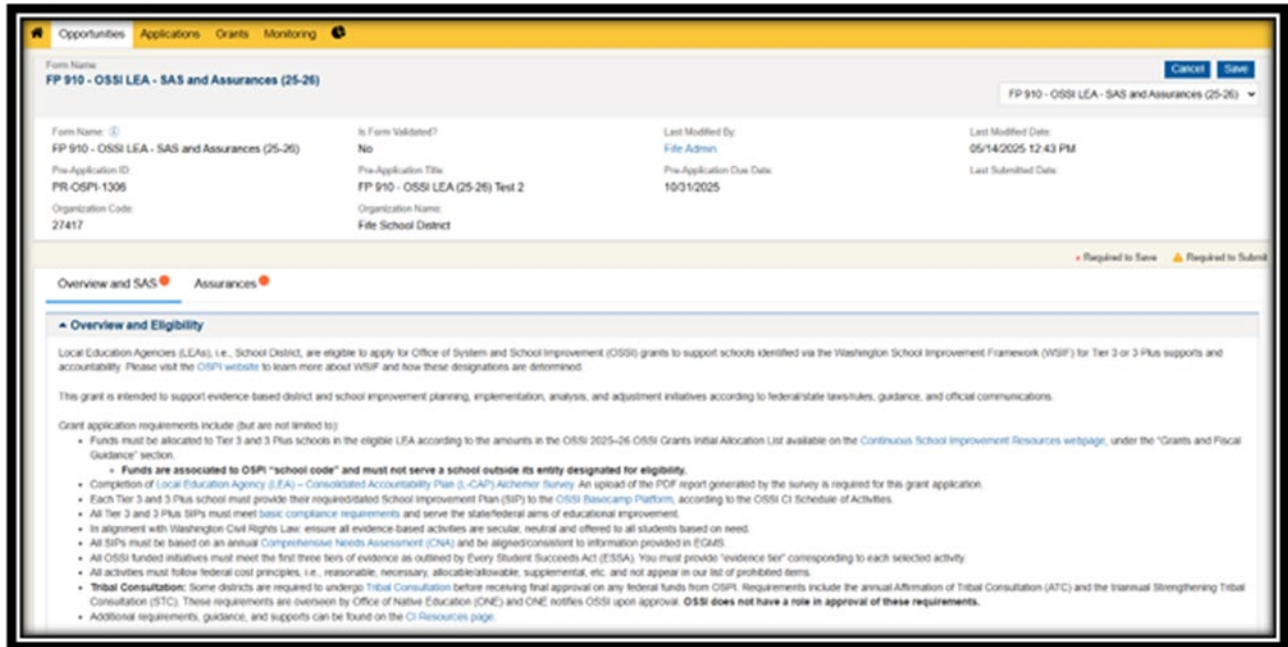


Figure 16. Overview and Eligibility

- i. Review the **Overview and SAS** tab and select "Yes/No" for "SAS status."
- ii. Then, enter contact information as requested.



Figure 17. Grant Contacts

- iii. Next, review the **Assurances** tab and sign/date according to the prompts as requested.

Figure 18. Acknowledgement of Program Assurances

- iv. Next, press "save" (a blue button in the top-right side of the screen). This may appear as the words "Complete Form."

Figure 19. Click "Save"

- v. Then, the user may select "Submit to Grantor." Only do so when certain that the Pre-Application is accurate and ready for approval.

Figure 20. Submit to Grantor

- vi. Now, the **Pre-Application** has been completed and submitted to the grantor. When approved, a new pending task will appear in your pending tasks queue upon logging in. It is advised to check the pending tasks page regularly during the application process and life of the grant.

Figure 21. Completed Pre-Application Confirmation Page

## 5. LEA Pre-Application is Converted to Application

- a. After the Pre-Application is accepted by OSPI, the LEA user will click on the new task created.

EGMS ID	Type	Status	Subject	Created By	Due Date	Actions
AP-OSPI-4273	Review and Complete Application	Not Started	Review and Complete Application SY24-25 (TEST) FP910 [2] for File Elementary School	File Admin	05/16/2024	
AP-OSPI-4273	Complete Application	Not Started	Complete and Submit Application SY24-25 (TEST) FP910 [2] for File Elementary School	File Admin	10/31/2024	
PR-OSPI-1306	Create Application	In Progress	Create Application for FP 910 - OSSI LEA (25-26) Test 2	Test27 OSPI\testAcc...	10/31/2025	

Figure 22. New Task Listed

- b. After clicking into the new task, click on "Create Application."

Pre-Application  
FP 910 - OSSI LEA (25-26) Test 2

EGMS ID: PR-OSPI-1306      Status: Accepted      Pre-Application Due Date: 10/31/2025

1. Complete Pre-Application: Complete all Mandatory forms in the Forms and Files tab. [view more](#)

Figure 23. "Create Application"

- c. Like the Pre-Application, a non-actionable pop-up will appear. Just press "Save and Continue" and it will create the **Application**.

Create Application

Save and Continue

\* Required to Save      ⚠ Required to Submit

If you create the application, you will be responsible for providing other users edit access and submitting the application

**Application Information**

Application Title  
FP 910 - OSSI LEA (25-26) Test 2

Save and Continue

Figure 24. Save and Continue

- d. The page refreshes to show the **Application**.



Figure 25. Application Overview

## 6. LEA Completes Application

### a. Assign Staff

- i. First, the LEA will assign the appropriate staff by navigating to the **Staff Assignments** tab of the main application interface.
- ii. Identify a "Fiscal Contact," as well as ensure the appropriate **peer reviewers** are assigned, as well as the correct **owner**.

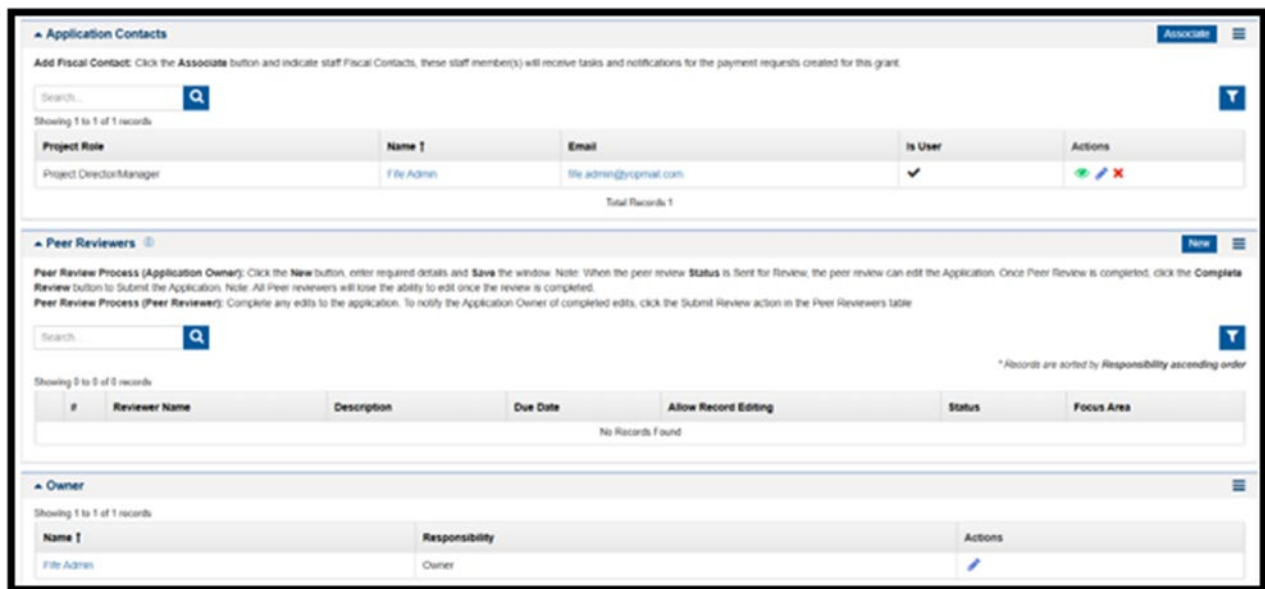


Figure 26. Fiscal Contact and Peer Reviewers

- iii. Instructions appear on the page to assist in making those changes.

### b. Application Form

- i. To navigate to the application form. Find the "Forms and Files" tab in the main application interface and click on the edit pencil or "green eyeball" icon to

access the **application form**. Once it is loaded, you will notice two tabs. The first tab is informational and explains the parameters of the grant and application. The second tab relates to **Funding Questions**. This includes School Level Funding Requests and LEA Funding Questions.

### 1. School Level Funding Request

- a. This appears in the application form for the LEA/district to add information about each school eligible for funds via this grant.
- b. The fields must be completed according to the instructions and school’s total allocation amount (this must match the school’s amount in the [School Improvement \(SI\) Grant Allocations 2026–27 List](#)).
- c. Directions:
  - i. For each school eligible for funding, you must create a new entry by selecting “new.”

The screenshot shows a web interface with two tabs: 'Overview and Requirements' and 'Funding Questions'. The 'Funding Questions' tab is active. Below the tabs, there is a section titled 'Instructions' with a downward arrow. The text under 'Instructions' reads: 'The information entered below should align to other application materials and provide enough context to determine federal cost principles and alignment with the parameters of this program. Answer all questions thoroughly. Incomplete, unclear, and unspecified responses will be sent back for more work delaying approval.' Below this is another section titled 'School Level Funding Requests - REQUIRED FOR EACH SCHOOL ELIGIBLE FOR FUNDING' with a downward arrow. The text under this section reads: 'For each eligible school, select **New** to enter information for that entity. Repeat this process for all schools eligible for School Improvement funds. It is recommended to type responses into a document on your computer before submitting information so that it is not inadvertently lost.' At the bottom of the screenshot is a table with two columns: 'School Name' and 'Funding Request'.

Figure 27. School Level Funding Requests

- ii. By clicking “new,” an EGMS “Modal” window appears. This is an EGMS feature which allows the applicant to enter information for each school.

**▲ School Level Information**

Instructions:

- Answer all questions and tables completely. Incomplete responses will be returned for more information and delay approval of the application.
- Prior to completing, check the list of allowable and prohibited expenditures and ensure no prohibited expenses are included in your funding requests.

1. School Name:

2. School Code:

3. Total School Allocation (includes indirect amount and must match the school's total allocation listed [here](#)):

---

**▲ Examples**

For examples of how to properly complete the following tables, visit pages 26–27 of the [School Improvement \(SI\) Grant Application Guide 2026–27](#).

---

**▲ Use of Funds** ⓘ

1. Complete every section in the table below for each of the Evidence-based Interventions (EBIs) utilized at the school, including its evidence-tier a

Figure 28. EGMS Modal Window School Building Information

- iii. Answer all questions and provide information requested in each cell of each table. Incomplete submissions will be sent back for more work, delaying approval. The modal window will ask for school information, as well as specific expenditures, evidence-based practices, and the activities for which the school is requesting funds.

Examples of how to complete tables begin on page 23.

**▲ Use of Funds** ⓘ

1. Complete every section in the table below for each of the Evidence-based Interventions (EBIs) utilized at the school, including its evidence-tier according to ESSA, i.e., "Strong," "Moderate," or "Promising" to be funded and the SIP goal(s) it supports.

Select **New** to add a new row for each additional EBI utilized at the school.

Evidence-Based Intervention	Level of Evidence from ESSA/USDOE-Approved Citation	SIP Goal Supported ⓘ	If other, copy goal here
-----------------------------	---	----------------------	--------------------------

Figure 29. EGMS Modal Window: Use of Funds: Evidence-Based Interventions

**▲ Specific Funding Request**

2. Complete every section in the table below for each purchase request.

- Under Purchase Details, specify supplemental curriculum, PD, supplies, instructional materials, technology, etc. We cannot approve unspecified funding requests.
- List any staffing requests in the table below and provide specifics for each in the Supplemental Staffing Request table.

Select **New** to add a new row for each additional purchase request.

Specific Funding Request	Purchase Details	Estimated Cost	SIP Goal Supported	If other, copy goal here	Allowable Activity
--------------------------	------------------	----------------	--------------------	--------------------------	--------------------

Figure 30. EGMS Modal Window: Use of Funds Specific Funding Request

### ▲ Supplemental Staffing Request

3. What allowable supplemental staffing, if any, is planned to support the implementation of evidence-based intervention(s) (EBIs)? Note: 1003 funds cannot be used to pay for any portion of salaries or stipends for administrators or supplant any staff positions funded through basic education.

Complete every section in the table for each request if applicable. Enter N/A if not applicable.

Select **New** to add a new row for each additional purchase request.

Job Title/Role ⓘ	Job Duties/Purpose	Amount Requested	SIP Goal Supported	If other, copy goal here	Staff Type	% FTE paid by School Improvement/% paid by other funding (specify)	# of Certificated and/or Classified staff stipends ⓘ
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Figure 31. EGMS Modal Window: Supplemental Staffing Request

### ▲ Additional Questions

4. Are all resources/staffing/services requested supplemental to basic operating costs?

5. Do all planned expenditures meet all federal cost principles (i.e., necessary, reasonable, allocable/allowable, etc.)?

6. Use the space below to elaborate on any aspect of your funding request. (Optional)

Figure 32. EGMS Modal Window: Additional Questions

- iv. As each “modal” is completed, schools are added, and the page will be refreshed.
- v. Each entry will populate the table and the “Total LEA Funding Request” will begin to reflect each school’s sub-total to show the grand total. Remember that each school sub-total must match the amount in the [School Improvement Grant Allocation 2026–27 List](#). **Do not** subtract indirects from the designated school allocation entered here – you may do so when completing the budget form.
- vi. The information is retained and visible by clicking on the “green eyeball” icon for each entry. Users can also adjust the entry by clicking the “edit pencil” if needed, prior to submission to grantor.



Figure 33: School Level Funding Request

Below are examples of how to properly complete the School Level Funding Request Tables. Drop down menus are available for some columns. An additional optional text box is available if further clarification or explanation is desired.

\*Note: If goals are not numbered on the uploaded SIP, copy and paste the goal into the “If other” column.

**Example: Use of Funds - Evidence-Based Interventions (Required)**

Evidence-Based Intervention	Level of Evidence from ESSA/ED-Approved Citation	SIP Goal Supported	If other, copy goal here
High quality structured after school tutoring program	1 Strong	#1	N/A
GLAD Training	2 Moderate	#3	N/A
Small group ML paraeducator instruction	3 Promising	#3	N/A

**Example: Specific Funding Requests (Required)** – List any staffing requests in Table 2 and provide more detail in Table 3.

Specific Funding Request	Purchase Details	Estimated Total Cost	SIP Goal Supported	If other, copy goal here	Allowable Activity Category
Instructional Materials	Math manipulatives \$1800	\$1800	#1	N/A	22–Learning Resources
Library Books	High Interest/Low Level/Culturally Relevant Readers	\$5700	Other	Improve ELA GL proficiency outcomes for SPED and ML learners from 42%/58% to 65%/85% by June, 2027 as measured by iReady	22–Learning Resources

Specific Funding Request	Purchase Details	Estimated Total Cost	SIP Goal Supported	If other, copy goal here	Allowable Activity Category
Supplemental laptop computers for check out	15 laptops @ \$550 each 15 hot spots @\$200 each	\$11,250	#1	N/A	32-Instructional Technology
PLC participation	See Table 3	\$31,000	#1	N/A	27-Teaching
GLAD training for 9 certificated and 3 classified staff	Registration: \$10,740 Materials: \$670 Travel: \$4240 Subs: \$2700	\$18,350	#3	N/A	31-Instructional Professional Development
ML Paraeducator	See Table 3	\$26,000	#3	N/A	27-Teaching

**Example: Supplemental Staffing** (Optional - only if applicable) – Note: these funds cannot be used for any portion of administrator salaries.

Job title/ role	Job duties/ purpose	Amount requested	SIP goal supported	If other, copy goal here	Staff type	% FTE paid by SI/% paid by other funding (specify), if applicable	# of certificated and/ or classified staff stipends
Terrific Tutors, LLC	Provide high quality structured, after school tutoring	\$18,500	#1	N/A	Contracted	100% SI grant	N/A
ML Paraeducator	Work with small groups of students to support language acquisition	\$26,000	#3	N/A	Direct Hire	1.0 FTE 50% SI grant/ 50% TBIP	N/A
PLC participation	Additional time above contract hours to attend and participate in grade-level PLCs and data review	\$31,000	#1	N/A	Existing Staff Stipends	N/A	11 certified staff
Substitutes	9 @ \$150/day x 2 days to cover for GLAD training	\$2700	#3	N/A	Direct Hire	100% SI grant	N/A

- d. After all schools are added, then move on to the LEA funding questions.

## 2. LEA Funding Questions

- a. Under the **School Level Funding Requests**, there are three LEA-level questions that must be answered in entirety to meet federal requirements for funding under this grant. Incomplete responses will be sent back for more work, delaying application approval.

**▲ LEA Funding Questions - REQUIRED**

1. Describe the process by which the LEA supports their schools identified by WSIF for Tier 3 and Tier 3 Plus supports with the following as required by ESSA 1003(e):
  - Developing annual School Improvement Plans informed by an updated Comprehensive Needs Assessment (CNA) and identified resource inequities.
  - The selection and implementation of evidence-based interventions to support the plans.
  - Progress monitoring of interventions - detail how often and who at the district level is involved in progress monitoring of SIPs for Tier 3 and Tier 3 Plus schools
  
2. Describe how the LEA aligns other Federal, State and local resources to carry out the activities supported with 1003 funds. Name at least one funding source outside of this 1003 grant that supports improvement efforts for your grant-eligible school(s).
  
3. Has the district modified practices and policies to provide operational flexibility to enable effective implementation of school improvement plans submitted for this application? If so, please describe. If not, please enter N/A.

Figure 34. LEA Funding Questions -Required

- b. If the LEA will be contracting/purchasing/procuring with any entity, they must complete all required information requested in that section and complete all table fields as required by ESSA.

**▲ Contracts, Purchasing, Procurement: Oversight and Monitoring**

Are you planning to enter into any contracts, procurement or purchased services for this grant application?

If yes, answer all questions below as required by ESSA. Incomplete answers will be returned for more work.

1. Describe the rigorous review process the LEA will use to recruit, screen, select, and evaluate any external partners with whom the LEA will partner in carrying out activities supported with school improvement funds.
2. Describe how the LEA and school will address federal/state procurement and purchasing laws/rules and guidelines. Indicate if there are district or school policies/processes for contracts/purchases/procurement monitoring and oversight. You may link to any corresponding district/school policies in your response.

Press 'Save' at the top or bottom of the page before continuing on to the next section.

---

**▲ Contracts, Purchasing, Procurement: Oversight and Monitoring (cont.)**

3. Complete the following table. Select **New** to add additional rows as necessary.

Entity Name	Type of Contract/Procurement/Services Purchased	School Name(s) Served by this Entity	Estimated Cost

Figure 35: Contracts, Purchasing, Procurement: Oversight and Management

- c. Provide a substantive and thorough response, indicating what school(s) the information pertains to. You may include links to your district’s purchasing and procurement policies in your responses. Once information is entered, you may “complete form” or return to it later by clicking “save” and returning “back” to the main application interface.

### 3. SIP Upload(s)

- a. In the main application interface in the “Forms and Files” tab, upload the 2026–27 SIP for each school eligible for funding to the *Application Files* section on the *Forms and Files* tab.

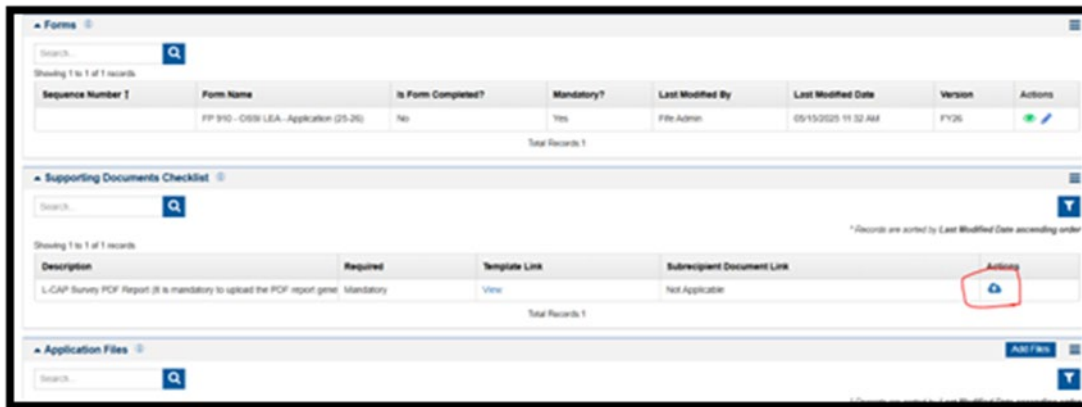


Figure 36. SIP Upload

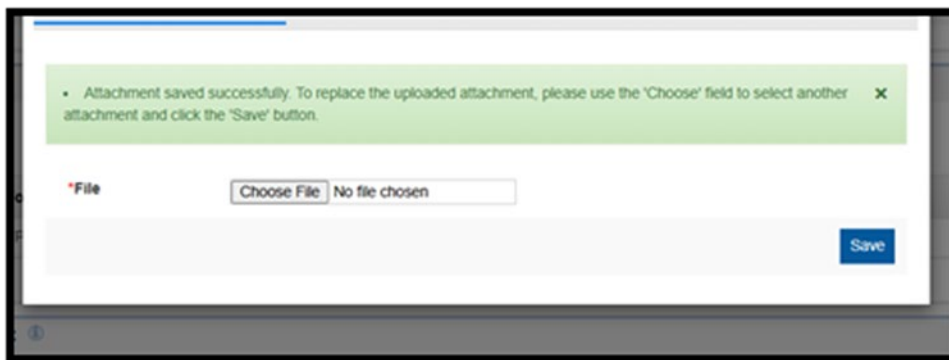


Figure 37. Save Uploaded File to Application

- b. You can double-check this upload was successful by pressing “view” on the “Subrecipient Document Link” section of the table after the upload.

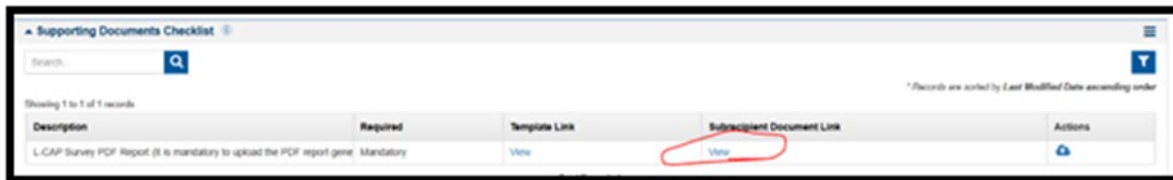


Figure 38. View Subrecipient Document Link

### c. Budget Table

- i. Enter information into the budget table via the "Budget" tab in EGMS.

**Budget Information**

Allocation Amount	Indirect Rate	Maximum Indirect Allowed	Requested Indirect Amount	Budgeted Indirect Expenditures	Budgeted Direct Expenditures	Allowed Budgeted Direct Expenditures	Total Budgeted Expenditures	Unbudgeted Amount	Actions
\$50,000.00	7.00%	\$3,271.00	\$3,271.00	\$3,271.00	\$0.00	\$46,729.00	\$3,271.00	\$46,729.00	

**Budget Details**

1. Click the "Download in Excel" button to download the Excel template that you should use to enter the budget. After entering the budget in Excel, save the Excel on your computer. Next, click the "Upload Excel" button to upload the budget in the Budget Details section.

Search:

Showing 1 to 13 of 13 records

Category Name	Debit Transfer (\$)	Credit Transfer (\$)	Salaries Certificated (2)	Salaries Classified (2)	Benefits & Payroll Taxes (4)	Supplies Instr. Resources, & Non-Capitalized (5)	Purchased Services (7)	Travel (8)	Capital Outlay (9)	Award Total	EGMS ID	Actions
Focus Area : FP 910 - OSS/ LEA (20-26) Test 2												
15 Human Resources (FSD Only)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	AC-26151	
21 Supervision-Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	AC-26152	
22 Learning Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	AC-26153	
24 Guidance and Counseling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	AC-26154	
25 Pupil Management and Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	AC-26155	
26 Health-Related Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	AC-26156	
27 Teaching	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	AC-26157	

Figure 39. Budget Details

1. **Note:** The indirect expenditure is calculated by the system and must be edited in the row above the budget table.

Allocation Amount	Indirect Rate	Maximum Indirect Allowed	Requested Indirect Amount	Budgeted Indirect Expenditures	Budgeted Direct Expenditures	Allowed Budgeted Direct Expenditures	Total Budgeted Expenditures	Unbudgeted Amount	Actions
\$50,000.00	7.00%	\$3,271.00	\$3,271.00	\$3,271.00	\$0.00	\$46,729.00	\$3,271.00	\$46,729.00	

Figure 40. Edit Indirect Expenditures

- i. Direct expenditures must be entered in the budget table beneath that reads "Budget Details."
  2. The user may click on each pencil to make edits, or they can download the excel template, enter the information, and upload. Always be sure that the numbers in the table are accurate before submitting and are aligned with the School Level Funding Requests.
- ii. There is a comments box beneath the budget table. Use this to provide additional explanations on the amounts in the various activities/object cells in the budget table. Please date each entry.



Figure 41. Budget Narrative Box

## 7. Application Submitted and Revisions to Initial Application (If Applicable)

- a. After the **Application form** is "Completed," the **Budget** entered and the **SIPs** uploaded, then the application is ready to submit.
- b. Click on "Submit Application" from the main application interface.

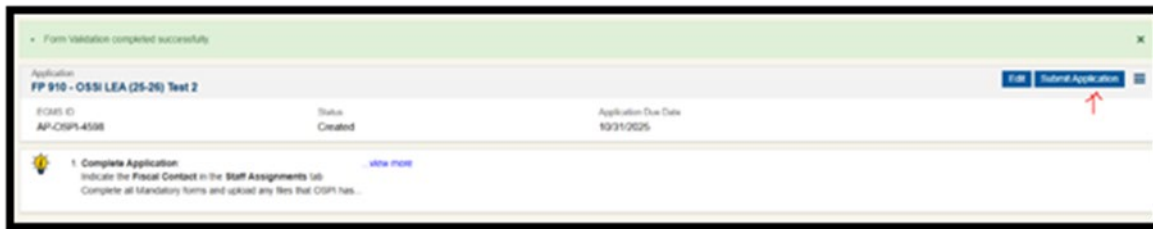


Figure 42. "Submit Application"

- i. Congratulations! The application is submitted.

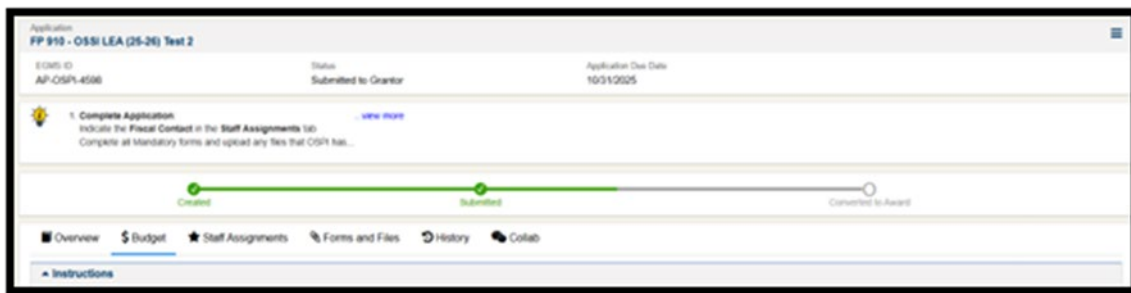


Figure 43. Submission Confirmation

## 8. Determinations (Approval/Disapproval)

- a. Now, the application will be processed in the order received and according to the business needs of OSPI.
- b. You will receive feedback within at least 8 weeks of initial submission.
- c. If revisions are required, the School Improvement grants manager will send the application back with relevant details on corrections/adjustments to be made to reach approval. The applicant will have until the January 31, 2027, deadline to ensure an approvable application.

## 9. Post-Award Processes for Approved Grants

- a. Claims
  - i. After receiving a School Improvement Grant award, ensure that spending is claimed on a timely basis by the 15th of each month.
  - ii. Refer to OSPI's EGMS Post-Awards guidance for more information via the [EGMS resources page](#) for guidance on submitting claims, amendments/revisions, and other aspects of grants management after receiving an award.

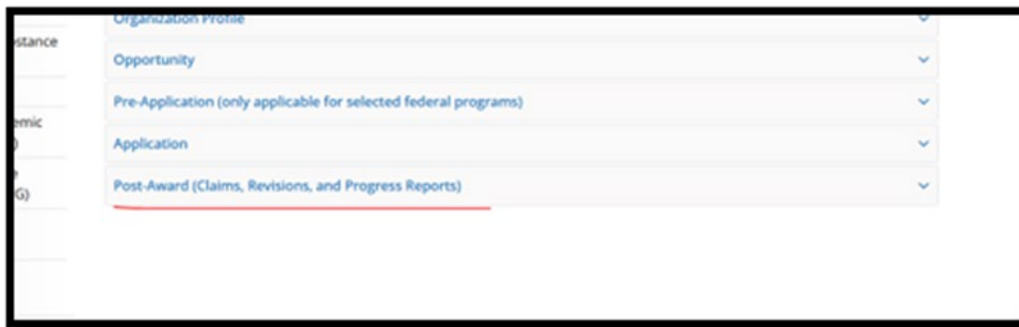


Figure 44. EGMS Post-Awards Guidance

- b. Budget Amendments
  - i. If the budget needs to be adjusted, a budget amendment (i.e., "revision" in older EDS/iGrants language) will need to be submitted for the grant award.
  - ii. The amendment is a "Budget Redirection" (and may include "Scope of Work" change, if the redirection is to fund something other than originally approved).
  - iii. The amendment must include a concise note that addresses:
    - the budget activity and object categories where funds are being directed **from** and **to**
    - the **school(s)** for whom the change is being enacted (if more than one is being funded), and
    - **why** the change is needed
    - If the need is to fund something not originally approved in the application, this requires an indication of Change of Scope of Work, where in the school(s) affected must be named, and the change of scope described in

detail, including costs, and the SIP goal(s) the new funding request will support.

## 10. End-of-Year Grant Report

- a. Each LEA must submit an End-of-Year Report **due November 1, 2027**, that identifies the strategies (aka the budget activity categories) used by each school receiving 1003 funds as required per ESSA Sec.1111(h)(1). This information is posted on the OSPI Report Card annually.
- b. If the LEA only has one school funded, this information will be found on the budget form. If two or more schools are funded, it is recommended the LEA track the categorical spending by school throughout the year.
- c. These activity categories must be initially identified on the School Level Funding Request page of the application. It is the responsibility of the LEA to submit accurate end-of-year categorical expenditures that may or may not differ from those identified at the time of application. Failure to submit the report by the deadline will result in a fiscal hold until such time as the report is submitted.
- d. For ESDs acting as School Districts:**
  - i. ESD budget activity categories are different from District-level activity categories for accounting purposes. It is recommended the ESD track the strategies (aka district level categorical spending) by school throughout the year.

2026–27 Strategies (aka allowable activity budget categories) for End-of-Year Reporting:

<b>Federal Funds Allowable Activities and Budget Categories for LEAs</b>
15–Public Relations
22–Learning Resources
24–Guidance and Counseling
25–Pupil Management and Safety
26–Health/Related Services
27–Teaching
31–Instructional Professional Development
32–Instructional Technology
33–Curriculum

# PRE-APPLICATION AND APPLICATION COMPLETION CHECKLIST

The checklists below ensure the applicant has addressed all areas of the pre-application and application before submitting all initial application materials by the first deadline of October 31.

*It is advised to submit the pre-application as early as possible to ensure the applicant has the longest spending window possible.*

## Pre-Application Checklist

### Form Package Opportunity/Announcement Qualified

- Upon publication of the form package announcement, the LEA has “qualified” the announcement.

### Pre-Application/SAS Form Submitted

- LEA has completed the pre-application/SAS form in the “forms and files” tab, validated that information, and submitted it no later than **October 23, 2026**.

**Note:** Now, the School Improvement Grants manager will review the pre-application and either accept it or request revisions (rare with a pre-application).

### Convert Pre-Application to Application

- LEA has navigated to the **pending tasks** queue to convert the accepted pre-application into an application.

## Application Checklist

This general checklist is to be completed upon converting the **Pre-Application** into an **Application**. See the [School Improvement \(SI\) Grant Application Checklist 2026–27](#) for more specifics.

### Documentation Completed/Uploaded

- Current year SIP(s) for each school eligible for funding uploaded to EGMS *Application Files* section on the *Forms and Files* tab
- Current Annual School Improvement Plans (SIPs) that comply with state/federal law for all Tier 3 and 3 Plus schools in the district
  - SIPs uploaded to school folders on [Basecamp Platform](#)

SIPs for all Tier 3 and Tier 3 Plus schools approved by OSPI through Beginning of Year Review (BOYR). Reviews will be uploaded in school folders on Basecamp when completed. OSPI approval for all Tier 3 and Tier 3 Plus SIPs is required prior to approving any School Improvement Grants.

(If Applicable) Completion of Affirmation of Tribal Consultation (ATC) and Strengthening Tribal Consultation (STC)

**Note:** More information on Tribal Consultation, as well as the list of ESSA Tribal Consultation required districts, is available from [the Office of Native Education \(ONE\)](#). School Improvement does not directly oversee this requirement, but it must be completed and the Affirmation of Tribal Consultation approved by ONE before any federal funds may be released.

## **Budget Tab Completed**

Budget Tab in EGMS Completed

Direct expenditure amounts entered (in actual budget table)

Indirect expenditure amount entered (in row above budget table in EGMS)

Budget form fully aligns with context provided in School Level Funding Requests

## **Application Form Completed**

Application Form has been completed (in the "Forms and Files" tab of the main EGMS application)

**Overview and Requirements Tab** reviewed

**Funding Questions Tab** completed

School Level Funding Requests completed

Each school sub-total matches the [2026–27 School Improvement Grant Allocation List](#)

Each school indicates specific Evidence-based interventions (EBIs), their evidence tiers, as well as what specific SIP goals are addressed by the EBI(s)

None of the funding requests are prohibited as listed on the [School Improvement Allowable and Prohibited Expenditures](#) document uploaded on the Forms and Files tab

All questions are answered. Fields in Tables 1 and 2 are completed in entirety, and Table 3, if applicable. Type N/A if not applicable.

**Total LEA Funding Request** matches the amount in the 2026–27 School Improvement Grant Allocation List

All LEA funding questions are thoroughly answered in entirety

## Spending Window (i.e., Period of Availability)

The table below explains the period of availability for these funds and the claims deadline.

### Federally Funded Grants

Due Date	Spending Window Description
July 1, 2026, or date of SAS submission (whichever date is later in the calendar)	Beginning of spending window (federally funded grants). <i>To maximize the spending window, it is advised to pre-apply/apply as soon as the announcement is published.</i>
September 30, 2027	End of expenditure window – all purchases must be “goods in hand, services rendered” by this date
December 15, 2027	Last day to claim against federally funded grants <b>(there is no carryover for these funds)</b>

Figure 45. Federally Funded Grants Spending Window Deadlines

## SI Grants Allowable and Prohibited Activities

The activity codes in this section appear as rows in the budget table for the School Improvement form package. These are the activity codes that all expenditures must be budgeted toward. For each activity code that funds are being spent, the applicant will allocate across the various object codes in this section (which appear as columns in the EGMS budget table). For definitions of these activities and the various accounting/administrative language, use the most current [OSPI Accounting Manual](#).

For definitions of these activities as relates to allowable and prohibited uses of School Improvement 1003 funds, refer to the [School Improvement \(SI\) Grant – Allowable and Prohibited Expenditures](#) document on the *Supporting Documents* section of the *Forms and Files* tab.

## Federal Funds: School Improvement Allowable Activities

These are the categories SI funds may be allocated toward. Each activity has its own row within the budget table in the **budget** tab of EGMS.

<b>District Allowable Activities Categories</b>
15–Public Relations
22–Learning Resources
24–Guidance and Counseling
25–Pupil Management and Safety
26–Health/Related Services
27–Teaching
31–Instructional Professional Development
32–Instructional Technology
33–Curriculum

Figure 46. Budget Activity Categories - Districts

<b>ESD Budget Categories</b>
21–Staff Development (ESD only)
27–Direct Instruction (ESD only)
60–Facilities (ESD only)
83–Debt Service (ESD only)
89–Depreciation (ESD only)
98–General Support (ESD only)
99–Transfers (ESD only)

Figure 47. Budget Activity Categories - ESDs

Below is an image of the object codes as column headings in EGMS for your reference where specific expenditures can be entered.

Category Name	Debit Transfer (0)	Credit Transfer (1)	Salaries Certificated (2)	Salaries Classified (3)	Benefits & Payroll Taxes (4)	Supplies Instr. Resources, & Non-Capitalized (5)	Purchased Services (7)	Travel (8)	Capital Outlay (9)	Award Total
---------------	--------------------	---------------------	---------------------------	-------------------------	------------------------------	--	------------------------	------------	--------------------	-------------

Figure 48. Budget Categories Object Codes

## Image of Budget Table

Below is an image of the budget table with rows (activities) and columns (objects). The “Budget Details” table can be found in the “Budget Tab” [\\$ Budget](#) of the EGMS system in the specific application.

**Budget Details** [Download in Excel](#)

1. Click the 'Download in Excel' button to download the Excel template that you should use to enter the budget. After entering the budget in Excel, save the Excel on your computer. Next, click the 'Upload Excel' button to upload the budget in the Budget Details section.

Search...

\* Records are sorted by Focus Area ascending order, Category Name ascending

Showing 1 to 13 of 13 records

Category Name	Debit Transfer (0)	Credit Transfer (1)	Salaries Certificated (2)	Salaries Classified (3)	Benefits & Payroll Taxes (4)	Supplies Instr. Resources, & Non-Capitalized (5)	Purchased Services (7)	Travel (8)	Capital Outlay (9)	Award Total
22 Learning Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24 Guidance and Counseling	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25 Pupil Management and Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26 Health/Related Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27 Teaching	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
31 Instructional Professional Dev	\$0.00	\$0.00	\$15,235.00	\$0.00	\$10,790.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,025.00
32 Instructional Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33 Curriculum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
63 Operation of Building	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Figure 49. Budget Table

## OSPI Grants Support

### District/LEA

Before contacting OSPI, contact [your district EGMS administrator](#) for support.

### OSPI/SEA

#### Technical Assistance with EGMS

Begin by visiting OSPI's [EGMS webpage](#). Resources posted there include direct and specific guidance with all aspects of the grant application process.

If you have questions or issues within EGMS, reach out to: [EGMS.Support@k12.wa.us](mailto:EGMS.Support@k12.wa.us) or attend [EGMS Office Hours](#).

#### Claims Support

For assistance with claims related questions, contact Sary Li, [Sary.Li@k12.wa.us](mailto:Sary.Li@k12.wa.us).

## *Program Support*

If you have questions about continuous improvement planning or implementation, or grant questions on a programmatic level, contact [Mary.Neal@k12.wa.us](mailto:Mary.Neal@k12.wa.us) or the OSPI School Improvement Team, [ossi@k12.wa.us](mailto:ossi@k12.wa.us).

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*Download this material in PDF at [Continuous School Improvement Resources](#). This material is available in alternative format upon request. Contact the Front Desk at 360-725-6000.*