





Form Package 853 – Grantee Application Instructions

On the “Forms and Files” tab, you will find the FP 853 – BEST for ESDs – Application” under the “Forms” section. Click the [blue pencil icon](#) to begin filling out the form.

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The first tab of the application that needs completing is the “Information and Assurances” tab. **Note, if you see an orange dot next to any section, that means there is something in that tab or section that still needs to be completed to save and submit.*

Information and Assurances 

Questions 

In the “Information and Assurances” tab, please read and acknowledge the assurances put forth by the BEST program. Complete the “Acknowledgement of Program Assurances” section. **Note, assurances have been updated from last year to reflect the use of funds to **support first year educators only**. Please reach out to best@k12.wa.us if you have any questions.*

▲ Acknowledgement of Program Assurances



By entering my name, I hereby declare that organization officials have read, understand, and agree to these assurances. All information provided herein is accurate.



▲ Authorized Representative Name:

▲ Authorized Representative Title:

▲ Date:

In the second tab of the application, “Questions”, you will complete each section keeping in mind the items that are tagged “Required to Save” and “Required to Submit”.

 * Required to Save  Required to Submit

The first section asks for the contact information for the “BEST Lead Contact” – Name, Email, and Phone.

▲ BEST Lead Contact

Complete the BEST Lead Contact section with information of the person who will be responsible for leading the BEST program during the project period.

▲ BEST Lead Name:

▲ BEST Lead Email:

▲ BEST Lead Phone:

The second section encompasses four (4) questions that ask for information about the “Induction Program Components”.

1. Multiple choice question
2. Multiple choice question
3. Long text answer – 1,000-character limit
4. Long text answer – 1,000-character limit

**Note, please refer to the “Definitions for Program Components” when answering questions 1 and 2.*

▲ Definitions for Program Components

Definitions for the Program Components

- **Instructional Orientation:** A paid instructional orientation or individualized assistance before the start of the school year for first year educators
- **Mentor Assignment:** A trained and qualified mentor assigned to each first year educator
- **Underrepresented Populations:** A goal to provide first year educators from underrepresented populations with a mentor who has strong ties to underrepresented populations
- **PD for First Year Educators:** Ongoing professional development designed to meet the unique needs of each first year educator for supplemental training and skill development
- **PD for Mentors:** Initial and ongoing professional development for mentors
- **Release Time:** Release time for mentors and first year educators to work together, as well as time for first year educators to observe accomplished peers
- **School or Classroom Assignment:** To the extent possible, a school or classroom assignment that is appropriate for the first year educator
- **Nonevaluative Observations:** Nonevaluative observations with written feedback for first year educators
- **Evaluation Process Using Frameworks:** Support in understanding and participating in the state and district evaluation process and using the applicable frameworks to promote growth
- **Adherence to Standards:** Adherence to research-based **Standards for Beginning Educator Induction** developed by the OSPI
- **System Program Evaluation:** A system of program evaluation that identifies program strengths and gaps using the Standards for Beginning Educator Induction, the retention of beginning educators, and positive impact on student growth for first year educators

▲ Induction Program Components

Answer the Induction Program Components questions based on the current state of your Beginning Educator Induction program.

1. Select the consortium's program components currently in either the *Developing: Early Implementation* or the *Developing: Growing Implementation* stage. ⓘ
2. Select the consortium's program components currently in the *Refining or Sustaining and Integrating* stage. ⓘ
3. Describe a promising practice your consortium's mentees are benefiting from. What tells you it is promising? ⓘ
4. Identify and explain some action steps the team is taking to continue to grow and improve the program. Explain how you will measure impact of these action steps. ⓘ

To complete the consortium data section, you will select the “new” button in the upper right corner of the “BEST Consortium Information” section.

▲ BEST Consortium Information New

Complete the table with current consortium member data. Add additional rows as needed. * Records are sorted by Last Modified Date ascending order

District Name ⓘ	Is this district a new, continuing, or returning member? ⓘ
No Records Found	

This will allow you to add a district name and whether the district is a new, continuing, or returning member. If you need to remove a district from the table, please use the **red x button** under the “Actions” header. Once all districts in the consortium are added, hit the “save” button in the upper right corner of the “BEST Consortium Information” section. **Note, hover over the “i” bubble to learn more about the definition of a new, continuing, or returning member.*

▲ BEST Consortium Information New Save

Complete the table with current consortium member data. Add additional rows as needed. * Records are sorted by Last Modified Date ascending order

District Name ⓘ	Is this district a new, continuing, or returning member? ⓘ	Actions
<input type="text" value="Field is required"/>	<input type="text" value="Field is required"/>	
No Records Found		

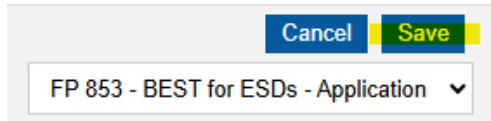
▲ BEST Consortium Information New Save

Complete the table with current consortium member data. Add additional rows as needed. * Records are sorted by Last Modified Date ascending order

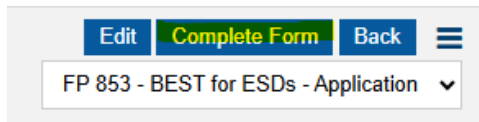
District Name	Is this district a new, continuing, or returning member?	Actions
District 3	Returning	✘
District 2	Continuing	✘
District 1	New	✘

No Records Found

Once both tabs of the application are complete, hit the “save” button in the upper right corner of the page. This will bring you to the next step.



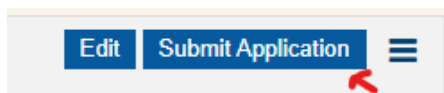
After the application is saved, you will hit the newly available “Complete Form” button in the upper right corner of the page.



Once the form is completed, you will see a new “yes” in the “Forms” section of the “Forms and Files” tab. **Note, if you need to revise your application before submitting it, please follow the steps above after hitting the blue pencil icon.*

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Now that you have completed your application and validated everything, you will select the “Submit Application” button in the upper right corner of the page. **Note, after submitting the application, you will not be able to edit it.*



Once you select the “Submit Application” button, you will see a modal window pop up. Please select “Yes” on the Confirm pop-up if you are ready to submit your application for review.

Confirm ✘

After submitting this application, you will not be able to edit it. Are you sure you want to submit Application?