

USCIS Fiscal Year (FY) 2017 Citizenship and Assimilation Grant Program Citizenship Instruction

Important Guidance for Preparing Your Proposal

Use the following information to help you prepare a high-quality proposal for the fiscal year 2017 *Citizenship and Assimilation Grant Program: Citizenship Instruction* funding opportunity. For a full description of the requirements, please review the [notice of funding opportunity](#).

In the Experience and Community Need section of the project narrative:

- ✓ Differentiate the lawful permanent resident population you serve from other immigrant populations.
- ✓ Distinguish your proposed citizenship instruction services from that of other providers in the area.
- ✓ Discuss your organization's experience providing English as a Second Language (ESL) and citizenship instruction, if applicable.

In the Program Expansion and Enhancement section of the project narrative:

- ✓ Explain how your organization will establish the grant-funded program in a short time frame using your organization's existing administrative infrastructure and programmatic capacity. Discuss staff who will manage the start-up process. Provide examples of previous grant funded programs that you quickly and successfully established, if you have such experience.
- ✓ Describe how your organization will use existing capacity to implement the proposed citizenship instruction program. Be sure to include a discussion of the use of existing resources, how you will acquire additional resources (such as staff) as needed, and the proposed timeline for doing so.

In the "Program Administration" section of the project narrative:

- ✓ Congress requires that only lawful permanent residents receive services under this grant program. Describe the internal process you will use to ensure that only lawful permanent residents receive grant-funded services.
- ✓ Describe the intended outreach plan that uses a variety of outreach strategies and does not rely solely on media advertising.

In the Curriculum section of the project narrative:

- ✓ Make sure the curriculum includes the U.S. history, government, and English content required to pass the naturalization interview and test. Each grant-funded class must integrate instruction in U.S. history and government; ESL instruction in reading, writing, and speaking; as well as instruction on the naturalization process and eligibility interview.
- ✓ Proposed textbooks and materials should cover content related to adult citizenship preparation, reflect the most recent version of the naturalization test, and be at the appropriate English proficiency level for the class.
- ✓ Discuss the assessment process and your organization's experience administering nationally normed standardized tests. Please also discuss non-standardized assessments (such as quizzes, unit tests, etc.) that will be used to monitor student learning during the course for each class level.
- ✓ Successful citizenship instruction programs offer more than one class level to meet the different instructional needs of students. If you are offering a multi-level class, be sure to explain how the different levels will be managed within the class, including how

volunteers will be used (volunteers must be managed by a paid lead teacher or a paid education program coordinator).

In the Personnel section of the project narrative:

- ✓ The proposed program must include at least one paid teacher position.
- ✓ Résumés should include dates for each position listed, schools attended, and degrees received. Résumés should also evidence that any teacher paid through this grant has:
 - At least one year of experience teaching ESL to adults in a classroom setting for a program that has a structured curriculum, and
 - A degree in TESOL or
 - A TESOL certification from a state licensing agency.
- ✓ The staff structure should not be *solely* volunteer-based.
- ✓ Use charts to provide information about program staff.

In the program goal chart:

- ✓ Adapt your goals for student enrollment and applications filed to allow for start-up time in the first quarter of the performance period.
- ✓ The proposed goals for each quarter should be realistic and appropriate for the activities described in the project narrative. For example, if you offer fewer classes in the summer, your goals for Quarter 4 should be lower than other quarters. Proposed goals should accurately reflect the intended program timeline.

In the budget:

- ✓ Include reasonable costs that support and reflect the activities described in the project narrative. The budget should be consistent with the project narrative.
- ✓ Include salaries for a sufficient number of staff members to operate the program. At least some portion of the salaries for key personnel should be charged to the grant. Be sure to include at one paid teacher in the budget. Include a full-time equivalent percentage for each staff person.

Before submitting the application:

- ✓ Ensure that you include all requested items in the application.
- ✓ Carefully proofread the application for spelling or grammatical errors, formatting problems, or any markings from the “track changes” tool.