Early Literacy Success School District Grant
Application Steps
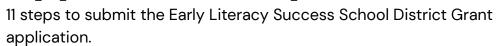
11 steps to submit the Early Literacy Success School District Grant application.

- ☐ **1**. Review Oregon's Early Literacy Framework, which serves as a mentor text for Early Literacy Success School District Grant planning and implementation.

- ☐ **2**. Review **Part 1** (pg 3–22) of the Application Guidance.

- ☐ **3**. Review **Part 2. Detailed Application Planning Instruction, 1. Program Review** (pg 24) of the Application Guidance.

- ☐ **4**. Complete the Program Review Tool. (*Applicants will copy and paste your answers from this Word document into the Application in Smartsheet*).

- ☐ **5**. Review the remaining content in **Part 2. Detailed Application Planning Instructions** (pg 25–36) as well as **Appendix A: Definitions and Helpful Terms** (pg 45–48) of the Application Guidance.

- ☐ **6**. Complete the Application Planning Template. (*Applicants will copy and paste your answers from this Word document into the Application in Smartsheet*).

- ☐ **7**. Review **Part 2. Detailed Literacy Inventory and Budget Instructions** (pg 37–45) of the Application Guidance.

- ☐ **8**. Complete the Literacy Inventory and Budget. (*Applicants will upload this Excel spreadsheet into the Application in Smartsheet*).

- ☐ **9**. Review your application against the review standards described in **Appendix B: Evaluation Criteria** (pg 50–55) of the Application Guidance.

- ☐ **10**. Present the full application to and receive approval from the school district board or the governing body of the public charter school at an open meeting with opportunity for public comment. (*Applicants will have **through February 28th, 2024** to submit these board minutes; however, the review of applications will not be complete until the board minutes are received.*)

- ☐ **11**. Submit the Application (through Smartsheet) by copy and pasting from the Program Review Tool and Application Planning Template and uploading the Literacy Inventory and Budget (**between Dec 1, 2023 – Jan 8, 2024**).