

Virginia Department of Education
Title IV, Part B, 21st Century Community Learning Centers (CCLC) Grant

Request for Proposals (RFP) Technical Assistance Workshop
8:30 a.m. to 2 p.m.

March 1, 2017 DoubleTree by Hilton Hotel Charlottesville, Charlottesville, VA
March 2, 2017 DoubleTree by Hilton Hotel Williamsburg, Williamsburg, VA
March 6, 2017 The Hotel Roanoke & Conference Center, Roanoke, VA

AGENDA

- 8:30 a.m. Registration**
Please initial next to your name on the list at the entrance of the session room and pick up one set of handouts
- 9:00 a.m. Overview of Virginia's 21st Century Community Learning Centers Grant Program**
- 9:15 a.m. Review of 2017-2018 *Guidelines, Instructions, and Assurance Document***
- 10:30 a.m. RFP Application Instructions**
The 2017-2018 Request For Proposals Application
- Competitive Application Process and Timeline
 - Resources for Out-of-School Time Programs
 - Competitive Priority Points
 - Sections of the Excel RFP Application
 - Cover Pages and Abstract
 - Program Narrative
 - Section 1: Need for Services
 - Section 2: Program Design/Services
 - Section 3: Program Summary
 - Section 4: Program Support and Sustainability
 - Section 4: Evaluation
 - Budget Narrative/Summary Sheets
 - Collaboration and Partnership Information Sheet(s)
 - Attachment A – Statement of Partners' Participation and Support
 - Attachment B – Verification of Private School Consultation
- 11:00 a.m. Break**
- 11:15 a.m. RFP Application Instructions (Continued)**
- 12:30 p.m. Working Lunch**
Writing A High Quality Proposal: Peer Review Perspectives
- 1:45 p.m. Questions and Answers**

Have a Safe Trip Home!