New Grantee Meeting

Engagement Guide

November 2023

# How to Use This Guide

## Purpose

This guide serves as a notetaking tool during the 2023 EED New Grantee Meeting.

1. During the session, take notes in the *Engagement* section.

2. Complete the *Reflection and Action* section at the end of the session.

3. Reach out to eed-ta@aemcorp.com with outstanding questions.

# Engagement

## Questions

### Introductions and Overview

1. What are you most excited about as you begin your grant work?

### Grant Management

1. Why are logic models and project plans helpful?

### Strategies and Activities

1. What are two to five big buckets of work in your grant proposal?
2. What are the absolute, competitive, and invitational priorities of your grant program?
	1. Absolute:
	2. Competitive:
	3. Invitational:
3. What is a strategy of your grant work?
4. What are the activities within that strategy?

## Notes on Content

## Notes on Breakout 1: Program-Specific Examples of Logic Models

## Notes on Breakout 2: Cross-Regional Networking

*(Contact information, similar grantees, etc.)*

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# Reflection

1. What is a question you have related to logic models or project plans?
2. With which grantee(s) do you want to connect to learn more about their work?
3. What are the next steps you will take after today’s session?

# Upcoming Events & Deadlines

* **Office Hours** – Ask questions about your logic models and project plans!
	+ Wednesday, November 15, 2023, 3 pm – 4 pm ET
	+ Monday, November 27, 2023, 2 pm – 3 pm ET
	+ Wednesday, January 10, 2024, 11 am – 12 pm ET
	+ Thursday, January 11, 2024, 1 pm – 2 pm ET
* **Deadline for submitting draft logic models and project plans** – November 29, 2023
* **Deadline for receiving feedback from the EED TA Center** – January 5, 2024
* **Deadline for finishing logic model and project plan revisions** – January 12, 2024

**Relevant Links**

* New Grantee Meeting resources - <https://eed.communities.ed.gov/#communities/pdc/documents/22189>
* EED TA Center website - <https://eed.communities.ed.gov/>
* Link for submitting logic model and project plan: <https://app.smartsheetgov.com/b/form/f0e9148378524ae3b58b57fb5bb3c45f>