



USCIS FY 2013 Citizenship and Integration Grant Program

Tips for Preparing Your Proposal

Below are several tips to help applicants prepare a high-quality proposal for the fiscal year (FY) 2013 Citizenship and Integration Grant Program funding opportunity. For a full description of the requirements, please review the [funding opportunity announcement](#) found at www.uscis.gov/grants.

In the “Community Need” section of the Project Narrative:

- ✓ Provide current statistical information specifically about the lawful permanent resident population in the community, not about the foreign-born population in general. Good primary sources of data can be obtained from the [U.S. Department of Homeland Security’s Office of Immigration Statistics](#) and the [U.S. Census Bureau’s American Community Survey](#).
- ✓ Distinguish your services from that of other providers in the area.

In the “Citizenship Instruction Program” section of the Project Narrative:

- ✓ Discuss the organization’s experience with citizenship instruction, not just experience with English as a Second Language.
- ✓ Distinguish the grant-funded services to be offered from existing services. Explain clearly how the program will be expanded and improved (e.g., new classes will be offered, new teachers hired) beyond what is currently offered, and quantify how many more lawful permanent residents will be served.
- ✓ Make sure the curriculum includes the U.S. history and government content, and vocabulary needed to pass the naturalization test and interview.
- ✓ Textbooks and materials should cover content related to adult citizenship preparation, reflect the most recent version of the naturalization test (2008), and be geared to the appropriate English proficiency level for the class.
- ✓ 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.
- ✓ The citizenship instruction program should have a paid program coordinator who is qualified to manage and oversee an education program.
- ✓ Résumés should include dates for each position listed, for schools attended and degrees received.
- ✓ The staff structure should not be solely volunteer-based.
- ✓ In instances where volunteers are the main providers of citizenship instruction, there should be a comprehensive, volunteer-training program and sufficient program oversight.

In the “Naturalization Application Services” section of the Project Narrative:

- ✓ Focus on the organization’s experience with naturalization application services, not just general immigration services.
- ✓ Keep in mind that staff members should not be providing naturalization representation or legal advice if they do not have the qualifications to do so. For more information, see the [definitions](#) for “representation,” “practice,” and “preparation.”
- ✓ The staff structure should not be solely volunteer-based.

In the “Program Administration” section of the Project Narrative:

- ✓ Congress requires that only lawful permanent residents receive services under this grant program. Programs must implement an internal process of documenting the student and client files to ensure that only lawful permanent residents receive grant-funded services.
- ✓ The outreach plan should make use of a variety of outreach strategies and should not rely solely on media advertising.

In the Project Plan:

- ✓ Remember to adjust goals for student enrollment, eligibility screenings, and filed naturalization applications 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 quarter. For example, if an organization offers fewer classes in the summer, goals for the fourth quarter should be lower than other quarters.

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.
- ✓ Ensure that the budget demonstrates a balance between costs for the citizenship instruction program and costs for the naturalization application services program.
- ✓ 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. Include a full-time equivalent percentage for each staff person.

Before submitting your application:

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