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## How to Write a CFP Investment

### Investment vs. Line Item Expenditure

In the Consolidated Federal Program (CFP) process we at the Agency of Education refer to your requests for funding as “investments” or “investment strategies”. The terminology is deliberate. A line item budget or specific costs are not indicative of a cohesive plan. An investment reflects a long term commitment of resources in order to meet defined goals on increasing teacher capacity and improving student achievement.

Conversations about investments take place in collaboration with colleagues across disciplines. Cost items tend to be determined in a vacuum and without a clear understanding of how each discrete cost item impacts the big picture of intended consequences.

Investments are deeply rooted in the needs assessment(s) that you are required to do. To write an investment strategy you consider the questions, (a) what does the data tell us about our students’ strengths and challenges, and (b) given this information, what do our educators required (resources, professional learning) in order to make it (increasing teacher capacity and improving student academic achievement) happen?

### Template for Writing an Investment

1. **Begin** with **purpose** related to teacher capacity or student achievement.
  - Example: “To ensure fidelity to instruction aligned to CCSS....”
2. **Next** describe the **action(s)** that you will engage in to meet the purpose. Include who will provide and who will participate in the activities noted. Duration.
  - Example: “a literacy coach (surname) to provide job embedded PL (modeling, facilitation of PLC (bi-weekly) with K-8 teachers....”
3. **End** with the **associated costs** with specifics (stipends, salary, benefits, materials, etc...) If you are including a consultant in your investment please be sure to include the per diem rate.
  - Example: “Costs include salary, benefits, materials ....”

*In this example, the final investment would therefore read: “To ensure fidelity to instruction aligned to CCSS, literacy coach (Moran) to provide job embedded PL (modeling, facilitation of PLC) with K-8 teachers. Costs include salary, materials..... (and whatever else....).”*