

MONTANA PERKINS
SECONDARY RURAL SCHOOLS GRANT

2020–2021 Request for Proposals



GRANT APPLICATION OPEN PERIOD:
JULY 1, 2020–JANUARY 15, 2021

Notice of Nondiscrimination

It is the policy of the Office Public Instruction that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of Public Instruction MOA Coordinator at jan.beagles@mt.gov.



Montana Perkins Secondary Rural Schools Grant

Purpose: To create career awareness, recruit, and retain students within a CTE Secondary Program of Study that leads to a high skill, high wage, or in demand occupations.

Awards: Grants of **up to \$2,000** each will be available to secondary Perkins eligible: school districts who receive less than \$5,000 in Perkins funding and are considered remote rural schools as defined by NCES. Schools will have had to complete the Perkins Comprehensive Local Needs Assessment (CLNA) and E-Grant application as well.

Important Dates:

- Application open period: July 1, 2020 January 15, 2021
- Grant winners notified: Ongoing
- Grant funds available: July 1, 2020 - June 30, 2021
- Final Data Report deadline: April 30, 2021
- Final Fiscal Closeout Report Due: July 30, 2021

Use of Funds: Funds **MAY** be used to (list is not inclusive):

- establish innovative delivery methods for courses
- expanding work-based learning options
- provide online credentialing or
- to improve online resources for students to address the local workforce needs.

Funds **CANNOT** be used to:

- Pay for college tuition or fees
- Pay for promotional materials such as T-shirts, cups or keychains

Commitment of Participation, Reporting and Evaluation: Full participation includes providing necessary reports, data collections and final expenditure report at year end.

Application Materials and Instructions: Complete applications must include the following:

- Proposal Narrative (See attached "Use of Funds" for instructions on what to address and "2020-21 Scoring Guide" for the criteria and scoring process that will be used to evaluate proposals)
- Proposed OPI Budget Form (Attached)
- Cash Request PDF (Attached)

Application Submission Process: To be considered for funding, an **electronic version of the complete application, including a scanned copy of the signed Cash Request PDF, must be submitted.**

Grants will be considered starting July 1, 2020 and approved on a rolling basis. An application must score 75 to receive approval.

Funds will be disbursed throughout the year on a first-come, first served basis for eligible projects until all available funds have been spent. Electronic copies of applications should be sent to: Shannon.Boswell@mt.gov

Questions: For questions about the submission process, please contact CTAE Director Shannon Boswell at Shannon.Boswell@mt.gov

Use of Funds Narrative

Address proposal and budget narrative in no more than 4 pages. The Proposed Budget Worksheet that follows is an additional page that must be included with the application.

- 1) How does this project encourage career awareness, recruit, and retain students within a CTE Secondary Program of Study that leads to a high skill, high wage, or in demand occupations? How does this align with the CLNA?
 - Student Performance
 - Size, Scope and Quality of CTE Programs
 - Labor Market Alignment
 - Implementation of CTE Programs of Study
 - Recruitment, Retention and Training of CTE Educators
 - Providing Equity and Access for all students in CTE programs
 - Performance Measures
- 2) What are the Secondary project goals and intended outcomes?
 - Describe goals and outcomes in detail and how these relate to the project's activities.
 - How many students does the project intend to reach?
- 3) How do you intend to evaluate your progress or success in meeting the project's stated goals and outcomes?
 - Describe the evaluation plan and activities
- 4) Complete the proposed Budget Sheet and provide no more than a one-page Budget Narrative of explanation of the budget—with the focus on the expenditure of these Perkins funds.



Elise Arntzen, Superintendent
Office of Public Instruction
PO Box 202501
Helena, MT 59620-2501

Budget Form 2020

Prime applicant: _____ Grant Period Start _____ To Grant Period End _____

LEA Number _____

Budget Items	Proposed Budget	Approved Budget 1	Approved Budget 2	Approved Budget 3
1. Salaries				
2. Fringe Benefits				
3. Operating Expenses				
3. Operating Expenses				
4. Other				
5. Other				
6. TOTAL BUDGET				
7. OPI Use Only: Approved by/Date				
Project No. <input type="text"/>				

Scoring

Each proposal must contain the following information which will be weighted as shown.

Points	Category
25	Use of Funds A. Proposal identifies how the funds will be used as related to the CLNA, highlighting at least of the following: <ul style="list-style-type: none">• Student Performance• Size, Scope and Quality of CTE Programs• Labor Market Alignment• Implementation of CTE Programs of Study• Recruitment, Retention and Training of CTE Educators• Providing Equity and Access for all students in CTE programs• Performance Measures
25	Goals & Outcomes A. Secondary goals and outcomes are clear and match project activities B. Targeted student population is sufficient to meet project goals/outcomes C. Current project builds on previously funded activities (if applicable)
15	Project Evaluations A. Evaluation plan and activities are described
25	Budget A. Budget narrative matches budget items B. Budget narrative details proposed expenditures and their purpose C. Proposed budget is reasonable D. Budget items are allowable pursuant to Perkins guidelines
10	Additional Elements & Criteria A. School has completed the CLNA and Perkins E-Grant Application B. Proposal Partners Secondary/Postsecondary C. Narrative meets page requirements and is well written D. Spelling and Grammar is accurate
100	Total Maximum Points
*Proposals must reach 75 points to be funded.	

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2020-2021 CHECKLIST

Required

- ☐ Proposal Use of Funds Narrative
- ☐ Budget Form
- ☐ Cash Advance Request (Signed)
- ☐ Completed the Comprehensive Local Needs Assessment and E-Grant application