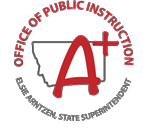
# MONTANA PERKINS SECONDARY RURAL SCHOOLS GRANT

***2023-2024 Request for Proposals***



GRANT APPLICATION OPEN PERIOD:

November 30, 2023

First review starts January 2, 2024

**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 [Shannon.boswell@mt.gov](mailto:Shannon.boswell@mt.gov)

**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.

***Montana Perkins Secondary Rural Schools Grant***

There are currently 176 schools offering over 260 Career and Technical Education courses to students in grades 5-8 in our Montana schools. The most offered course is in career exploration. Montana does not allocate Perkins’s funding for middle school programs this year’s Rural Reserve Grant will be to encourage pathway work for the middle grades.

Schools could use the funds to help:

• establish innovative delivery methods for career exploration

• expose students to employability skills earlier

• establish foundational elements for work-based learning

• improve transitions from middle grades into secondary Career and Technical Education pathways.

**High School Awards:** Grants of **up to $5,000** each will be available to secondary Perkins eligible: school districts who receive less than $15,000 in Perkins funding Schools will have had to complete the Perkins Comprehensive Local Needs Assessment (CLNA) and E-Grant application as well.

**Middle School Awards:** Grants of **up to $5,000** each will be available to secondary Perkins eligible school districts to support CTE work in the middle grades (5-8). Schools will have to complete the Perkins Comprehensive Local Needs Assessment (CLNA) and E-Grant application as well for the 2023-2024 Grant cycle. Middle School programs will need to apply through their high school district to submit the application.

**Districts are only eligible for a total of $5,000 in awards, must have completed the Perkins Grant Application for Fiscal year 24 and receive an allocation of less than $15,000.**

## Important Dates:

* Application open period: November 30, 202
* Grant winners notified: Ongoing. First review will be January 2, 2024
* Grant funds available: through June 1, 2024
* Final Data Report deadline: June 30, 2024
* Final Fiscal Closeout Report Due: August 10, 2024

**Use of Funds:**

Applicants need to show a middle school/ secondary program partnership. Money will be granted to the Secondary Program to use for Middle School CTE Development/Support.

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

* establish innovative delivery methods for career exploration
* expose students to employability skills
* establish foundational elements for work-based learning
* improve transitions from middle grades into secondary Career and Technical Education pathways

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 “2023-2024 Scoring Guide” for the criteria and scoring process that will be used to evaluate proposals)
* Proposed OPI Budget Form (Attached)

## Application Submission Process:

## To be considered for funding, an electronic version of the complete application must be submitted.

Grants will be considered starting January 2, 2024 and approved on a rolling basis. An application must score 75 to receive approval. (Revisions will be accepted until all money is expended)

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](mailto:Shannon.Boswell@mt.gov)

**Questions:** For questions about the submission process, please contact CTAE Director [Shannon Boswell](mailto: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. What CTE connection currently exists between the secondary programs and the middle school programs? How will this proposal be used to strengthen the transition of or recruitment of middle school students into high school programs?
2. How does this project encourage career awareness, recruit, and retain students into 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? Describe all the CLNA sections that will be impacted with this project: 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, and Performance Measures.
3. 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?
4. 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
5. Complete the proposed Budget Sheet **DETAIL Page- This needs to include item, numbers of items, cost per item/total with the OPI Budget Codes.**

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| --- | --- | --- | --- | --- | --- |
|  | | **Rural Reserve Grant**  **Fiscal Year 2024** | | | |
| **Attach a supplementary budget outlining the projected expenses for each of the budget items listed below.**  Prime Applicant District: Legal Entity: | | | | | |
| **Budget Items** | **Proposed Budget** | | **Approved Budget 1** | **Actual Expenses** | **Balance** |
| 1. Salaries ( Obj Code 100 |  | |  |  |  |
| 1. Benefits ( Obj Code 200) |  | |  |  |  |
| 1. Purchased Prof and Tech (Obj Code 300) |  | |  |  |  |
| 1. Purchased Property Serv (Obj Code 400) |  | |  |  |  |
| 1. Other Purchased Services (Obj Code 500) |  | |  |  |  |
| 1. Supplies (Obj Code 600) |  | |  |  |  |
| 1. Property and Equip (Obj Code 700) |  | |  |  |  |
| 1. Other Object Codes (Obj Code 800) |  | |  |  |  |
| 1. **TOTAL BUDGET** |  | |  |  |  |
| **OPI Use Only: Approved by / Date** | | | | | |

## Scoring

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

|  |  |
| --- | --- |
| **Points** | **Category** |
| **10** | **Current High School/Middle School Connection**   1. Describes the current connection between existing programs. 2. Explains how this will strengthen the transition of middle school students into high school CTE pathways. 3. Demonstrates collaboration efforts for recruitment and retention of students into CTE. |
| **15** | **Use of Funds**   1. Proposal identifies how the funds will be used as related to the CLNA, highlighting at least of the following:    * 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**   1. Secondary goals and outcomes are clear and match project activities 2. Targeted student population is sufficient to meet project goals/outcomes 3. Current project builds on previously funded activities (if applicable) |
| **15** | **Project Evaluations (Must include measurable outcomes)**  A. Evaluation plan and activities are described |
| **25** | **Budget**   1. Budget details proposed match budget expenditures and their purpose. 2. Proposed budget is reasonable and detailed. 3. Budget items are detailed and allowable pursuant to Perkins’s guidelines |
| **10** | **Additional Elements & Criteria**   1. School has completed the CLNA and Perkins E-Grant Application 2. Proposal Partners Middle/Secondary/Postsecondary 3. Narrative meets page requirements and is well written 4. Spelling and Grammar is accurate |
| **100** | **Total Maximum Points** |
| \***Proposals must reach 75 points to be funded.** | |