MONTANA PERKINS
SECONDARY RURAL SCHOOLS GRANT

2021–2022 Request for Proposals

GRANT APPLICATION OPEN PERIOD:
March 25- April 25, 2022

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.

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. Since Montana does not receive enough funding to allow us to provide 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.

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 had to complete the Perkins Comprehensive Local Needs Assessment (CLNA) and E-Grant application as well for the 2021-22 Grant cycle.

Important Dates:
- Application open period: March 25-April 25, 2022
- Grant winners notified: Ongoing
- Grant funds available: April- June 30, 2022
- Final Data Report deadline: June 30, 2022
- Final Fiscal Closeout Report Due: August 10, 2022

Use of Funds:
Applicants would need to show a <u>middle school/ secondary program partnership</u>, the secondary program will have to have completed the Comprehensive Local needs Assessment and Perkins E-grant in 2021-22 cycle. 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 "2021-22 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, including a scanned copy of the signed Cash Request PDF, must be submitted.**

Grants will be considered starting March 25, 2022 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

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. 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 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
2021-2022

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.				

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

Points	Category
10	**Current High School/Middle School Connection** A. Describes the current connection between existing programs. B. Explains how this will strengthen the transition of middle school students into high school CTE pathways. C. Demonstrates collaboration efforts for recruitment and retention of students into CTE.

15	**Use of Funds**
	A. 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** 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's guidelines
10	**Additional Elements & Criteria** A. School has completed the CLNA and Perkins E-Grant Application B. Proposal Partners Middle/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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2021-2022 CHECKLIST

<u>Required</u>

☐ Proposal Use of Funds Narrative

☐ Budget Form

☐ Completed the Comprehensive Local Needs Assessment and E-Grant application