

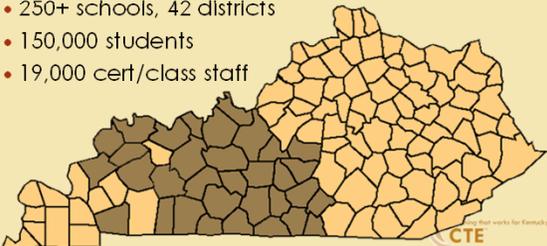


Technical Assistance
2015 Grant Competition
Office of Career & Technical Education
November 7, 2014

Learning that works for Kentucky
CTE

What is a GRREC?...

- Green River Regional Educational Cooperative
- 250+ schools, 42 districts
- 150,000 students
- 19,000 cert/class staff



Learning that works for Kentucky
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Who are you?

- Show of hands...
 - Current or former grantee
 - Experience grant writer
 - Written one or two grants
 - Never written a grant
 - Have a child named "Grant"

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Order of worship...

- Introduction to the RFAs
 - Engineering Pipeline Grant 
 - Biomedical Sciences Career Pathway Grant 
 - Energy Technology Engineering Career Pathway Grant (Energy Career Pathway)
- A review only; not a complete read
- Read it thoroughly at least three times



Order of worship...

- Your proposal's audience
- Review the scoring rubrics
- Suggestions for meeting the deadline
- **Optional:** 10-minute TA session on packaging and emailing your proposal(s)



But first ... the money

- **Rule #1:** This is not your money
- **Rule #2:** It's your job to design a good program regardless of the amount of money you receive
- **Rule #3:** If you cannot abide by Rule #2, you should not apply for the grant



But first ... the money

- Funding is limited (page 2)
 - Implementation Grants:
 - \$50,000 for high schools
 - \$15,000 for middle schools
 - First Time Sustainability:
 - \$15,000 for high schools
 - \$10,000 for middle schools
 - Second Time Sustainability: \$5,000



The Request for Applications...

- This is your instruction book
- There are lots of instructions
- There are people you can contact along the way if you have questions
- Even experienced grant writers have trouble understanding it all
- But there are "clues" along the way...



The Request for Applications...

- Who can get the money
- What you can spend it on (or not)
- When the money is available
- Why the money exists
- How much money is available
- And whether any really odd rules or requirements apply



And one more thing...

- A grant (any grant) is...
 - Intended to solve a specific problem
 - Describes the specific problem and participants
 - Solves (or soothes) the specific problem
- A grant is not intended as a blank check
- A grant is not free money



Page 1...

- Deadline
 - December 8, 2014
 - 4 p.m. eastern time
- Submitted by email only
- Questions may be submitted by email only to KDE before noon on Nov. 18
KDERFP@education.ky.gov
- Continue to check the KDE website for updates



Page 1...

- Eligibility 
 - If you already have a PLTW grant, you will be writing to sustain your PLTW grant
 - If you are writing to implement, you must be a registered PLTW school by fall 2015



Page 1...

- Each school will develop a 5-year business plan
- Schools that already have the grant may receive sustainability funds (unless they have already done so for two cycles)
- A high school and middle school may submit a joint proposal



Page 2...

- Activities at the elementary school level may be considered part of the match:
 - No funding provided for elementary schools
 - The match is only available for the Engineering and Energy pathways
 - No match is applicable for the Biomedical pathway



Page 2...

- Activities at the elementary school level may be considered part of the match:
 - No funding provided for elementary schools
 - Match is only available for Engineering and Energy
 - No match is applicable for the Biomedical pathway
- Schools/districts may give a portion of their funds to:
 - An area technology center
 - A community/technical college



Page 2...

- Eligibility
- All schools must provide the following:
 - The opportunity for internships or cooperative education within the program's area (biomed, etc.)
 - Related applications (listed for each)
 - Matching funds



Matching funds...

- What are matching funds?
 - The real money you bring to a project
 - The real time, effort, other resources you bring to a project



Page 3...

- Allowable Use of Funds (no salary!)
- General Requirements
 - Differs slightly for each type of project
 - Engineering projects must **increase** lab space by an additional 1,000 square feet in Year 2
 - Information collection is outlined



7) Budget Summary Form G	0-10	Budget clearly delineates costs to be met by the funding (Use Proposed Budget Summary Form). Includes clear explanations of line item costs. Amounts are reasonable. Points 10-8	Budget partially delineates costs to be met by the funding (Use Proposed Budget Summary Form). Includes clear explanations of line item costs. Amounts are reasonable. Points 7-5	Budget is missing explanations of line items. The explanations of line item costs is vague or lacking Points 4-0
8) Budget Narrative H	0-10	Thoroughly describes how grant funds will be utilized to support all aspects of the Engineering Technology program. Provide details of items listed in the budget summary form. <i>Priority will be given to applications that identify matching funds that address specific program needs, other than teacher salaries.</i> Points 10-8	Reasonably describes how grant funds will be utilized to support all aspects of the Engineering Technology program. Provide some details of items listed in the budget summary form. <i>Priority will be given to applications that identify matching funds that address specific program needs, other than teacher salaries.</i> Points 7-5	Provides limited description of how grant funds will be utilized to support all aspects of the Engineering Technology program. Missing details of items listed in the budget summary form. <i>Priority will be given to applications that identify matching funds that address specific program needs, other than teacher salaries.</i> Points 4-0
9) Evaluation F	0-10	Thoroughly describes the degree to which program objectives are to be met, specific methods and criteria used for evaluation, and the assessment used to determine that outcomes are met. Points 10-8	Reasonably describes the degree to which program objectives are to be met, specific methods and criteria used for evaluation, and the assessment used to determine that outcomes are met. Points 7-5	Provides limited description to which program objectives are to be met, specific methods and criteria used for evaluation, and the assessment used to determine that outcomes are met. Points 4-0

Which brings us to format (pg 4)....

- If a-h are required...
- And if they will be found in the individual sections of your proposal...
- It is your job to make sure they find each section (more on that in a minute...)

Format (pg 4)....

- Proposal includes (in this order):
 - Cover sheet (copy and complete page 10)
 - Assurances (copy and complete page 11)
 - Proposal Narrative (4 pages of your text; follows the rubric on page 7)
 - Timeline (1 page of your text)
 - Budget summary form (copy and complete page 12)
 - Budget narrative (1 page of your text)

Format (pg 4)....

- Pages are single sided
- Font: Times New Roman, Arial or "similar" 12 point font
- **NO CONDENSED OR NARROW FONTS!**
- Double-spaced
 - Text in charts/graphs **may** be 10 point
 - You **may** single space bullets (not excessive)
- Margins: 1 inch for top, bottom, sides



Format (pg 4)....

- Margins: 1 inch for top, bottom, sides
- **Please number your pages**
- Your narrative page 1 should be page 1
- Everyone gets the same number of pages!
 - No attachments
 - Don't go over the limit



Intent to apply (pg 4)...

- Due November 3, 2014...
- If you have not turned that in, don't worry
 - The Intent to Apply is optional
 - As a courtesy, go ahead and email KDE anyway to let them know you are applying



Submission (pg 5)...

- Email submission
- **Strict** deadline – December 8, 4 p.m. **EASTERN**
- Regular **and** a blind copy
 - Send both copies in a single email if possible
 - Blind copy should contain no personal information about your school or district
 - How do you do that???



Submission (pg 5)...

- Create a PDF of your proposals
 - Scan (file will be BIG!!!)
 - Save as a PDF
 - Print as a PDF
- Label your two files as noted
- Email the proposals to the KDE email
- Include the correct subject line

A 5 minute TA session later for those interested!



Submission (pg 5)...

- Email submission is still a relatively new process for KDE
 - It is **your** responsibility to make sure KDE gets your files...
 - It is OK to email KDE after you submit to ensure they have received your files
- **Questions to KDE: Due by Nov. 18, 2014**



Evaluation of Application (pg 6)...

- A committee of knowledgeable folks will review your work
- Must score at least 17 on Sustainability
- KDE may negotiate your budget
 - It is **your** responsibility to make sure KDE gets your files...
 - It is OK to email KDE after you submit to ensure they have received your files
- **Questions to KDE: Due by Nov. 18, 2014**



Additional thoughts...

- Write your narrative in the order of the rubric in pages 7-9
- Be careful with acronyms
- Use criteria titles or numbering to keep your reader on track
- This is responsive writing, **not** a novel
 - Don't use flowery language
 - Don't copy/paste a bunch of technical stuff



Example #1...

3. **BioMedical Research Application.**
 Our goal for our project is clear and appropriate. In addition, we will establish a Bio-Medical Science pathway in our school so support students across the K-12 district.



Example #2...

3. BioMedical Program Description.

By Sept. 2015, we will establish three cadres of BioMedical students groups (Goal #1). In all, we will serve more than 20% of our students through our expanded BioMedical pathway (Goal #2)...

DISCLAIMER!!!!!! I completely and totally made that up; please do not think these are good goals!!



Begin with the end in mind...

- This is not about winning money
- This is about creating a program to help kids
 - What will your new pathway look like in your school?
 - How will you make sure kids benefit? What are the pieces you must have in place
- Take two minutes and jot down how you're going to make that happen - and do not use the word "money"



Nine (9) sections...

	Points	
1. Introduction	5	
2. Partnership Team, Collaboration	5	
3. Career Pathway Plan	15	
4. Sustainability	25	←
5. Student Progress	10	
6. Student Recruitment Plan	10	
7. Budget Summary Form	10	
8. Budget Narrative	10	
9. Evaluation	10	



Evaluation Criteria...

- Read each item carefully; each is required
- Consider this a "checklist"
- **Most** items have more than one idea or thought included
- Example:
 - ✓ Describe how the weight-loss program will meet the weight-loss needs of the participants.



Nine (9) sections...

	Points	Pages
1. Introduction		¼
2. Partnership Team, Collaboration		¼
3. Career Pathway Plan		¾
4. Sustainability		1¼
5. Student Progress		½
6. Student Recruitment Plan	10	½
7. Budget Summary Form	10	1
8. Budget Narrative	10	1
9. Evaluation	10	½
Timeline		1

ESTIMATE ONLY!!!



Evaluation Criteria...

- So, get to the point
- Be clear
- Demonstrate your problem and your program
- Don't whine! – not about money, about space, about anything
 - Due to more than a decade of budget cuts in our high-poverty school district, we have not been able to focus on our weight-loss needs (NOT!!!)
 - A weight-loss specialist will work bi-weekly to kick the individual butts of up to 60 eligible participants.



Evaluation Criteria...

- Examples...
 - Due to more than a decade of budget cuts in our high-poverty school district, we have not been able to focus on our weight-loss needs (NOT!!!)
 - A weight-loss specialist will work bi-weekly to kick the individual butts of up to 60 eligible participants (BETTER!!)



Scoring Rubric...

- Reviewing the criteria
- Pages 7-8



Budget: Three components...

- Budget Summary Form – pages 9, 12
- Budget Narrative – page 9
- Matching Funds – pages 1, 2, 3, 4, 9



Explanation of Expenditures	Grant Amount	Match (In kind) Amount
Laboratory equipment necessary for PLTW Biomedical Sciences Pathway instruction		
Computers and/or computer upgrades		
Computer software required by PLTW Biomedical Sciences		
Laptop computer for the instructor		
Travel expenses and registration fees for teacher, administrator, and counselors to attend the required Conferences.		
Travel expenses and registration fees for teachers to attend the required PLTW Core Training(s).		
Resources and professional development for integrating biomedical sciences activities in the curriculum.		
Biomedical Sciences related instructional materials and equipment		
Participation Fees		

Budget Narrative...

- Should tell a parallel story to your project narrative
- Should not include anything unusual
- Check your math!



Example...

- Registration fees (Munis 0338)
Training for two PLTW staff will be ongoing and will include the following. Mileage and materials are noted below.
 - a two-day training in Louisville on June 14-15, 2015 presented through the PLTW \$150
 - webinars from PLTW (20 hours) \$950



Matching Funds...

- Let's talk about your match
 - Materials
 - Professional development related to the project
 - Upgraded system (electrical, communications, etc.)
 - Travel for students to competitions
 - Hardware
 - Software
 - Etc.
- Salary.... But....



Meeting the deadline...

- Know who's in charge
- Know who's really in charge
- Know your internal review system
- Begin with the deadline and fill in the days remaining
- Within the **next 5 business days:**
 - Know what your going to do with your project
 - Have a firm work plan in place
- Above all, stay calm!



Contact info

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