Grant Guidelines

Scope

The purpose of the grant is to support the development, enhanced delivery, and articulation of local dual credit programs and to expand student access to higher education while maintaining high academic standards.

Contingency

Because of potential delays caused by increased pre-application requirements, the ICCB is releasing this opportunity early with an anticipated start date of July 1, 2017. However, availability is contingent upon federal funds and Authorization from the General Assembly. Start dates will be adjusted if necessary.

Objectives

This fiscal year, colleges are limited to selecting **three** of the objectives provided. **At least one of the objectives selected must be from Section A**.

**Section A**

1. Plan and implement dual credit offerings in disciplines, locations, or high schools where dual credit has never been conducted in the applying district, based upon student needs and founded upon local partnerships.
2. Plan and implement new dual credit offerings in existing locations based upon student needs and founded upon local partnerships.
3. Develop, support and utilize innovative instructional models that have not been attempted in dual credit classrooms in the applying district.

**Section B**

1. Support the recruitment efforts of qualified faculty to teach dual credit and qualified students to enroll in dual credit.
2. Engage secondary and postsecondary faculty in curriculum alignment, articulation activities, and professional development related specifically to dual credit offerings.

Deliverables

Colleges are required to:

1. Participate in periodic conference call updates as requested.
2. Provide information about your project at statewide events as requested.
3. Submit midterm and final programmatic and expenditure reports.

Technical Assistance

Technical assistance during the grant period will be provided by the ICCB staff and/or its affiliates. Please direct all questions to [cte@iccb.state.il.us](mailto:cte@iccb.state.il.us) or the college’s ICCB Perkins liaison.

Funding Source and Period

This grant is provided through Illinois Community College Board Perkins (Title I) Leadership funds. A maximum of $10,000 will be available per recipient.

Grant Period: July 1, 2017 through June 30, 2018.

* Grant funds must be obligated by June 30, 2018.
* Good/products must be ordered by June 30/received by August 31.
* Services must be rendered by June 30, 2018.
* Grant funds must be requested by August 1, 2018.
* Grant funds must be expended by August 31, 2018.

Grant Reporting and Submission

All applications and required reports should be submitted to: [cte@iccb.state.il.us](mailto:cte@iccb.state.il.us). **Applications are due by 5 p.m. on June 23, 2017**.

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| Midterm Report | January 30, 2018 |
| Final Report | July 30, 2018 |

Budget Modifications

Grantees are allowed to make modifications up to ten percent (10%) of their total allocation, less a major change in scope, prior to seeking approval. Modifications that require a major change in scope or are greater than ten percent (10%) of their total allocation require the submission of a budget modification request (2 CFR 200.308). All requests regarding budget modifications should be submitted to: [cte@iccb.state.il.us](mailto:cte@iccb.state.il.us).

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| Education Department General Administrative Regulations (EDGAR)  Expenditure Category Guidelines | |
| **Allowable**  Grant funds may be used to support the following expenses: | |
| **Compensation—Personnel**  **2 CFR 200.430** | Compensation for personnel services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. |
| **Compensation— Fringe Benefits**  **2 CFR 200.431** | Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick or military), employee insurance, pensions, and unemployment benefit plans. Except as provided elsewhere in these principles, the costs of fringe benefits are allowable provided that the benefits are reasonable and are required by law, non-Federal entity-employee agreement, or an established policy of the non-Federal entity. |
| **Travel Costs**  **2 CFR 200.474** | Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. |
| **Equipment**  **2 CFR 200.33** | Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than $5,000. Please also see 2 CFR §200.439 Capital Expenditures. |
| **Supplies**  **2 CFR 200.94** | All tangible personal property [other than those described in §200.33 Equipment]. Generally, supplies include any materials that are expendable or consumed during the course of the grant. |
| **Contractual Services**  **2 CFR 200.318** | All products or services which are procured by contract. “Contract” means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. |
| **Training and Education**  **2 CFR 200.472** | The cost of training and education provided for employee development. |
| **Indirect Cost/General Administration** | Indirect costs: those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. Indirect costs must be classified within two broad categories: “Facilities” and “Administration.” “Facilities” is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. “Administration” is defined as general administration and general expenses such as the director's office, accounting, personnel and all other types of expenditures.  General Administration (Perkins Section 136(d)): organized administrative activities that provide assistance and support to CTE students, including activities specifically designed to provide administrative or managerial support for CTE programs and any special services provided for CTE students. |
| **Other Expenditures** | Must first be approved in writing by appropriate ICCB staff. Please include a short description of any costs listed under this Budget Category. |
| **Not Allowable**  Grant funds may not be used to support the following expenses:   * Tuition for teachers/faculty * Tuition/fees for students * Stipends for students | |

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| Grant Proposal | | | | | | | | | | | |
| **COLLEGE** | | | |  | | | | | | | |
| Amount Requested | | | |  | | | | MAXIMUM AMOUNT: $10,000 | | | |
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| **Primary Contact**  Name/Title | | | |  | | | | | | | |
| Telephone/Email | | | |  | | | |  | | | |
| **Fiscal Contact**  Name/Title | | | |  | | | | | | | |
| Telephone/Email | | | |  | | | |  | | | |
| **Objectives**  Select the area(s) that you plan to focus your efforts. Colleges are limited to selecting three of the objectives provided. **At least one of the objectives selected must be from Section A**. | | | | | | | | | | | |
| **Section A: Expansion and Innovation** | | | | | | | | | | | |
| ☐ | 1. Plan and implement dual credit offerings in disciplines, locations, or high schools where dual credit has never been conducted in the applying district, based upon student needs and founded upon local partnerships. | | | | | | | | | | |
| ☐ | 1. Plan and implement new dual credit offerings in existing locations based upon student needs and founded upon local partnerships. | | | | | | | | | | |
|  | 1. Develop, support and utilize innovative instructional models that have not been attempted in dual credit classrooms in the applying district. | | | | | | | | | | |
| **Section B: Partnership and Alignment** | | | | | | | | | | | |
|  | 1. Support the recruitment efforts of qualified faculty to teach dual credit and qualified students to enroll in dual credit. | | | | | | | | | | |
|  | 1. Engage secondary and postsecondary faculty in curriculum alignment, articulation activities, and professional development related specifically to dual credit offerings. | | | | | | | | | | |

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| Narrative | |
| **Rationale**  Explain why you selected the particular focus area(s). |  |
| **Prior Experience**  If you have previously received the Dual Credit Enhancement grant, briefly explain past project objectives, outcomes and how this differs from your FY2018 proposal. |  |
| **Partnerships**  Provide a list of the institutional, community, and high school partners you anticipate collaborating with on this project. Include contact information for each partner. |  |
| **Activities**  Describe your action plan (include specific tasks, timelines, etc.). Activities must connect to the objective(s) that was/were selected as your focus. |  |
| **Innovation**  Do you plan to develop or use innovative practices? If so, please explain. |  |
| **Expected Outcomes**  What does your college hope to gain upon completion of the grant? |  |

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| Budget | | | |
| **COMMUNITY COLLEGE** |  | | |
| **Primary Grant Contact** | | | |
| **Name/Title** |  | | |
| **Telephone/Email** |  | |  |
| **Budget Category** | **$ Amount** | **Description** | |
| Personnel  (Salaries & Wages) |  |  | |
| Fringe Benefits |  |  | |
| Travel |  |  | |
| Equipment |  |  | |
| Supplies |  |  | |
| Contractual Services |  |  | |
| Training & Education |  |  | |
| Other  (requires Prior Approval) |  |  | |
| Indirect Costs/General Administration  (may not exceed 5%) |  |  | |
| **Total Cost** |  |  | |

By submitting this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures and disbursements made with these funds are for the purposes and objectives set forth in the terms and conditions of the applicable Federal or State award or program participation agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (2 C.F.R. 200.41)

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Signature Date