

Fiscal Year 2012
ILLINOIS COMMUNITY COLLEGE BOARD
Career and Technical Education Innovation Grant Guidelines

Purpose: The purpose of the fiscal year 2012 Career and Technical Education Innovation Grant is to fund innovative CTE program activities that support efforts to effectively focus on student outcomes, strengthen the connections between secondary and postsecondary education, and/or improve program accountability.

Use of Funds: Colleges may only use CTE Innovation Grant funds for projects and activities that support one or more of the *Grant Objectives* (listed below). Colleges will be responsible for monitoring and properly expending the funds.

1. Grant funds must supplement, not supplant, any funds currently being directed towards these goals.
2. CTE Innovation Grant funds may not be used to purchase any promotional items (calendars, pens, buttons, pins, magnets, or any other similar promotional items).

Objectives: FY 2012 CTE Innovation Grant funds may only be used for ***innovative*** projects and/or activities that support one or more of the following *Grant Objectives*:

1. Improving CTE student outcomes
2. Strengthen the connections between secondary and postsecondary CTE programs
 - a. Including the development, implementation, expansion and/or assessment of community college CTE Programs of Study.
3. Improve local accountability.
 - a. Including the application and use of data for CTE program improvement.

Allowable

Expenditures: Funds must focus on developing, implementing, and/or enhancing projects and activities that support one or more of the *Grant Objectives* (above). NOTE: Grant funds must be **used to supplement, not supplant**, funds currently being directed toward grant goals.

1. Contractual Services
2. Curriculum Development
3. Instructional Equipment
4. Materials and Supplies
 - a. *(grant funds may not be used to purchase any promotional items)*
5. Personnel
6. Staff Development
7. Travel
8. Other Expenditures – as approved by appropriate ICCB staff
(Please include a description of any costs listed under “Other Expenditures”)

Eligible

Recipients: Illinois Community Colleges

Grant

Amounts: *See attached allocation table*

Application: In order to apply for funding, community colleges must develop an Innovation Grant Plan *in consultation with the college's assigned ICCB CTE Regional Consultant*. The Innovation Grant Plan must include the following components:

1. Detailed description of the proposed activities or projects;
2. Clear explanation of how the activities or projects will address one or more of the Grant Objectives;
3. Specific anticipated outcomes for each and every activity or project;
4. A project budget and budget narrative
 - a. Project budget must utilize the *Allowable Expenditure* categories listed above
 - b. Budget narrative must fully explain budgeted items

To be eligible for funding, an Innovation Grant Project Plan must be sent *via email* in MS Word format to the appropriate ICCB CTE Regional Consultant **by October 28, 2011**. The Consultant will then forward the finalized Project Plan to the ICCB for final approval.

Period: July 1, 2011 through June 30, 2012. Grant funds shall be expended or obligated by June 30, 2012.

Deliverables: QUARTERLY REPORTING

In order to comply with Public Act 96-0795, Innovation Grant recipients are required to submit quarterly reports. Quarterly reports will be due 45 days after the end of each quarter. Fiscal Year 2012 Quarterly Reports will be due on the following schedule-

- FY12 Quarter 1 (July, 2011 - September, 2011): November 14, 2011 (see below)
- FY12 Quarter 2 (October, 2011 – December, 2011): February 14, 2012
- FY12 Quarter 3 (January, 2012 – March, 2012): May 15, 2012
- FY12 Quarter 4 (April, 2012 – June, 2012): N/A (4th quarter reporting requirements are fulfilled by the end of year programmatic and fiscal reports)

Note on FY12 Quarter 1 Reports – *If the college did not incur any first quarter expenses, the FY12 Quarter 1 Report should be submitted with “zeros” and no Progress Update will be required.*

Quarterly reports will consist of two sections:

Section 1 – Progress Update

1. A short and concise update on the status of activities that have been completed within the reporting quarter
2. A short and concise update on the status of activities that have encountered barriers which may prevent full implementation

Responses to Section 1 must be emailed to Ann Chandler Knoedler (ann.chandler@illinois.gov).

Section 2 - Quarterly Update on the Expenditure of Grant Funds

Fiscal data will be submitted to Ann Chandler Knoedler via email: ann.chandler@illinois.gov

Grantees will enter expenditure data in two columns:

1. "Allocations" column – grantees will enter the most recent approved annual budget figures (i.e., the approved annual budget figures at the time of reporting, after any approved budget modifications)
2. "Expenditures" column – grantees will enter the actual expenditures made in the reporting quarter

The document needed to be filled out and emailed to Ann Chandler Knoedler can be found at the following link: <http://www.iccb.org/postsecondary.html>

FINAL REPORTING

By October 15, 2012, Innovation Grant recipients are required to submit the following final reports:

- 1) Final Programmatic Narrative Report
- 2) Final Fiscal Report (online)

The format and requirements for these reports will be released at a later date.

Information: For further information, please contact Rob Kerr at rob.kerr@illinois.gov or at 217-785-0068.