Grant Guidelines

Objectives

The purpose of this competitive grant opportunity is to research and enact evidence-based strategies for enhancing services for individuals that meet the definition of special populations through the Carl D. Perkins Career & Technical Education Act of 2006. Activities of this grant should focus on:

* Ensuring program accessibility to special populations students; and
* Assisting special populations students in overcoming barriers that may limit opportunities for success.

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.

Special Populations

For the purpose of this grant colleges may choose no more than two special populations as their focus. Colleges should use PODS and/or institutional data to guide their choice(s). Additionally, funded applicants will be required to participate in the Special Populations Academy. This newly implemented model will provide targeted technical assistance and professional development for all recipients of the grant. The following are special populations as defined by the Carl D. Perkins Career and Technical Education Act of 2006.

* Displaced homemakers
* Individuals with limited English proficiency
* Individuals with disabilities
* Individuals from economically disadvantaged families
* Individuals preparing for nontraditional fields
* Single parents

For definitions, see: [ICSPS Special Populations Resource](http://icsps.illinoisstate.edu/special-populations-resources/)

Action Steps

1. *Form 1 Data Snapshot Worksheet* is required for the completion of this grant proposal. Your college’s Postsecondary Perkins Grant contact should already have this form completed and on file; however, you may also use the following link to access and complete the [form](http://iccbdbsrv.iccb.org/perfmeasure/background.html) (*enable editing and then follow the directions outlined on the form*).
2. After reviewing your deficient measure(s), indicate on the grant proposal which deficient performance measure you will use as your focus. (If your college met or exceeded all of the state performance goals, you may choose any one of the six measures as your focus.)

**Programs of Study**

1. If you have chosen 5P1 (nontraditional participation) or 5P2 (nontraditional completion) as your focus for the purpose of this grant, you must identify at least program of study that is impacted by the performance of nontraditional students. If you have selected another measure (1P1-4P1) you are not required to identify a specific program of study upon application.

**Evidence-Based Strategies**

1. Provide a research or evidence-based strategy as the basis for your grant activity. Special consideration in the form of additional points will be given to grants that utilize at minimum one super strategy provided by ICSPS. You may also conduct your own research. For a list of resources, visit [ICSPS’s Special Populations section](http://icsps.illinoisstate.edu/category/special-populations-resources/).

Deliverables

Colleges are required to:

1. Participate in a Special Populations Academy (date TBD).
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 Mackenzie Montgomery at [mackenzie.montgomery@illinois.gov](mailto:mackenzie.montgomery@illinois.gov) or (217)557-7119

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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| **Special Populations Coordinator**  Name/Title | | | | |  | | | | | | | | |
| Telephone/Email | | | | |  | | | |  | | | | |
| **Primary Contact**  Name/Title | | | | |  | | | | | | | | |
| Telephone/Email | | | | |  | | | |  | | | | |
| **Fiscal Contact**  Name/Title | | | | |  | | | | | | | | |
| Telephone/Email | | | | |  | | | |  | | | | |
| **Focus**  Please provide your focus for the grant period. Institutional and PODS data relating to special populations and nontraditional students should be examined and serve as the basis for your focus. | | | | | | | | | | | | | |
| **Perkins Measure** Mark the performance measure you will be focusing on for the purpose of this grant. | | | | 1P1 Technical Skill Attainment  2P1 Credential, Certificate, or Degree Completion  3P1 Retention or Transfer  4P1 Student Placement  5P1 Nontraditional Participation  5P2 Nontraditional Completion | | | | | | | | | |
| **Special Population(s)**  Select no more than 1-2 special populations you anticipate working with. | | | | Displaced homemakers  Individuals with limited English proficiency  Individuals with disabilities  Individuals from economically disadvantaged families  Females preparing for nontraditional fields  Males preparing for nontraditional fields  Single parents | | | | | | | | | |
| **Program(s) of Study**  Identify any programs of study that may be impacted.  *NOTE: If you have selected 5P1 or 5P2 as your focus, you are required to identify at least one POS. If you have selected any other measure (1P1-4P1), a POS is not required but may be identified after a final data analysis.* | | | |  | | | | | | | | | |
| **Rationale**  Explain why you chose the particular special population and/or program of study. | | | |  | | | | | | | | | |
| Narrative | | | | | | | | | | | |
| **Past Experience**  What activities targeting the selected population(s) have you conducted in the past? | | |  | | | | | | | | |
| **Partnerships**  Provide a list of the institutional and community partners you anticipate collaborating with on this project. Include contact information for each partner and their proposed role. | | |  | | | | | | | | |
| **Activities**  Identify an evidence-based activity for your project that you propose to carry out during the grant period. Please cite the research for this activity. Several resources are available at the ICSPS link in the Grant Guidelines, but you may conduct your own research. | | |  | | | | | | | | |
| **Innovation**  Denote whether this activity is new or has been conducted in the past. If this is a repeated activity, explain how this will expand or scale up previous efforts.  New  Repeated | | |  | | | | | | | | |
| **Expected Outcomes**  What does your college hope to gain upon completion of the grant? Ensure outcomes are measureable. | | |  | | | | | | | | |

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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