**CTE Virtual Reality (VR) Grant Guidelines**

**Background**

ICCB is releasing a competitive grant to help community colleges implement virtual reality equipment and software for recruitment and student instruction in Career & Technical Education. Up to 15 colleges will be selected to receive funding for this project.

The grant period is for FY 2024 and FY 2025. Funding will be front-loaded to allow colleges to take advantage of any multi-year discount pricing discounts with vendors.

The maximum award will be $100,000, with the average award being $50,000. At the average size, ICCB anticipates making 15 awards.

**General Overview**

The Illinois Community College Board has received funding from the legislature to help Illinois community colleges obtain interactive virtual reality technology for student recruitment and instruction in Career & Technical Education. A total of $768,000 is set aside for this grant.

The funds can be used for the following:

* Purchase of VR hardware & software to expand or enhance current Career & Technical Education student recruiting practices using VR technology.
* Purchase of VR hardware & software to enhance existing Career & Technical Education instructional programs or start a new program to include VR technology.

The target curriculum is in the high-demand skills pathways and includes but not limited to:

* Healthcare,
* Construction,
* Manufacturing
* Automotive
* Diesel, and
* Aviation maintenance

**Grant Information**

**The Grant Application Package consists of three parts: the grant narrative, the Uniform Budget Template, and the Grant Application (GATA-exempt).**

Grant Application Package

Grant application packages are due by 5:00 p.m. on Friday, January 5, 2024. Applications and any questions should be submitted electronically to Jeff Newell, Deputy Director for Strategic Initiatives, [jeff.newell@illinois.gov](mailto:jeff.newell@illinois.gov). Paper copies are not permitted. Applicants will receive confirmation of receipt.

Grant applications will be reviewed by ICCB staff to ensure the guidelines and scope of work activities for the grant are met. ICCB staff will work with colleges on modifications for a revised plan as necessary. All application package documents should be signed and dated, where appropriate.

Awards are expected to be announced by January 19, 2024. Agreements will be developed thereafter.

Funding Period

The funding period is for FY2024 and FY 2025, beginning January 1, 2024 and concluding December 31, 2024. Pre-award costs from January 1 to the approval of the plan are allowable but must be in line with the approved scope of activities.

Grant Narrative

The CTE VR Plans need to describe how your institution will support the strategies for this grant. Specifically, your plans should include written details for the areas below.

1. Description of the technology, headsets and software, to be purchased from a VR technology vendor.
2. Description of any multi-year purchasing discount included from the vendor.
3. Description of planned usage for student recruitment purposes.
4. Description of planned instructional usage, including identification of CTE courses or curriculum where VR will be implemented.
5. Description of expected learning outcomes with use of VR.

Grant Budget

Colleges must complete the GATA Uniform Budget template with their plan. Please note that the budget associated with the grant is restricted to the purchase of VR hardware and software. Funding for any other activities or costs is prohibited.

Grant Application

Colleges must complete the Grant Application GATA-exempt template.

Allowable and Unallowable Expenditures

For additional guidance on allowable and unallowable expenditures, please contact Jeff Newell, Deputy Director for Strategic Initiatives, [jeff.newell@illinois.gov](mailto:jeff.newell@illinois.gov).

Reporting

Colleges are required to submit quarterly reports (narrative and financial). A final summary brief and close out report is required at the end of the funding period.