**State funded Middle School Grant Application**

**Application deadline for submission- February 3, 2020- February 28, 2020**

**Grantee funding and encumbrance period -February 3, 2020-June 30, 2020**

To receive funds, an eligible CTE center or region must submit an application with a cover letter with the school name, project name and contact information and the following:

|  |  |
| --- | --- |
| **Required Collaborators** | **School Name and Location** |
| **Applicant Organization** |  |
| **Middle School(s)** |  |
|  |  |
|  |  |
| **Additional Collaborators** | **Partners Name and Location** |
|  |  |
|  |  |

*\*Add rows if necessary*

1. **Describe collaboration with secondary CTE programs or the Middle School(s) as applicable. Describe how efforts will be made to serve all middle school students in the CTE catchment area as the pilot progresses. (There is also a required table below for detail)**
2. **Describe the main objectives of the programs and/or services of the proposed project. What are your primary goals?**
3. **Are there other Middle School CTE projects that you are currently running without the grant funds? \***
4. **Explain how the pilot will address the following standards: (if pilot is addressing a different standard please indicate the additional standards as well)**
5. Career Experience- (These three standards can be taught simultaneously)
   1. Technical skill experimentation-students must participate in applied learning and hands-on activities that explore career related skills and interests.
   2. Safety Awareness- students must participate in safety training that ensures objectives can be met in a safe manner.
   3. Career Workplace Skills-students must have exposure to common workplace interpersonal skills. (project based and soft skills)
6. Career Discovery- (These two standards can be taught simultaneously)
   1. Career Research-students must explore the wide variety of career opportunities.
   2. Career Pathways- students must understand the connection between educational programs and careers.
7. **Specify the amount of instructional time that will be devoted to Middle School CTE.**
8. **Please provide an estimated number of middle school students served. \***
9. **Complete the budget table below, you may break this down by activity.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Project  Name | Salary/Benefits Amount (1000/2000) | Contracted Services (3000-4000) | Travel (5000) | Mat./Supp. Books (6000)  (provide breakdown) | Equipment (7000) (Provide a list) | Other Expenses (8100) | Total |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

**Complete the work and collaboration activity tables below**

1. **Required collaboration/partnerships (how did you develop this project in collaboration with your middle school partners? Who did you meet with etc.?) This is required**

|  |  |  |  |
| --- | --- | --- | --- |
| **Goals** | **Activity/**  **Deliverable** | **Completion Date** | **Responsible Parties** |
|  |  |  |  |
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|  |  |  |  |

*(Please add more cells as needed)*

1. **Goals, Activities and Standards (standards suggested below) We highly suggest you use the excel expanded table to demonstrate your work plan. It can be found on the grant website. It would replace the Goals/Standards table below. \***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Goals** | **Activity /deliverable** | **Standard** | **Completion Date** | **Responsible Parties** | **Evaluation/ Method** | **Data Collection Method** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |

*(Please add more cells as needed)*

Career Experience- (These three standards can be taught simultaneously)

* + Technical skill experimentation (TSE)-students must participate in applied learning and hands-on activities that explore career related skills and interests.
  + Safety Awareness (SA)- students must participate in safety training that ensures objectives can be met in a safe manner.
  + Career Workplace Skills (CWS)-students must have exposure to common workplace interpersonal skills. (project based and soft skills)

Career Discovery- (These two standards can be taught simultaneously)

* + Career Research (CR)-students must explore the wide variety of career opportunities.
  + Career Pathways (CP)-students must understand the connection between educational programs and careers.

**State of Maine**

**Department of Education**

**AGREEMENT TO GRANT TERMS FORM**

**Middle School Career and Technical Education State grant**

**Pilot B -February 3, 2020 to June 30, 2020**

**PROJECT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AGREEMENT TO GRANT TERMS**

1. The information contained in this application and in any attachments, is true and correct to the best of my knowledge.
2. Any funds received as a result of this application will be used only for the purpose defined in this application. No part of the grant will be used for a political campaign, or to support attempts to influence legislation or any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award can be sub-contracted to a secondary grantee without the express permission of the Department of Education.
3. Non-appropriation -Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.
4. Funds may be spent after June 30 only if they were properly obligated on or before June 30, 2020.  An additional final obligated funds yearend will be required if obligated funds are carried past June 30, 2020. Obligated funds must be invoiced by June 30, 2021.  The final yearend must be submitted as soon as the obligated funds are expended or by June 30, 2021, whichever occurs first. Reimbursement requests cannot be paid if received after 6/30/2021.   *(Definition of obligation – Amount representing orders placed, contracts awarded, services received, and similar transactions during an accounting period that will require payment during the same, or a future, period. Obligations must follow approved budget.)*
5. Any changes in the approved budget must be approved by the Department before expenditure is made.
6. The grantee and the school(s) in the CTE catchment area will make efforts towards full participation of the middle schools within the catchment area.
7. Requests for payments must be made with demonstration of Activities/Deliverables.
8. The applicant will provide a final report (that includes a data report) that contains the following:
   1. Final report (includes data report)

* A list of any partnerships with businesses and local organizations
* Annual financial statements, which includes budget to actual amounts per approved budget. The invoice provided with award notice will work as a financial report document and a request to bring forward obligated funds.
* Summaries of program activities and a description of program results, program goals and objectives and extent to which these have been achieved
* Best practices and lessons learned that will inform current and future of middle school CTE experiences
* A description of any challenges and/or successes in implementing/operating the program and how these challenges and/or successes impacted the program.
* An overall implementation plan that can be replicated for continued use by other CTE middle school programs
* This includes establishing a process for implementation (who needs to be involved, how to identify resources, how to build partnerships, what are steps, etc.)
* Additional final report on obligated funds spent if grantee had approved obligated funds spent after June 30, 2020.
  1. Data Report (part of final report)
* Middle schools served in the catchment area
* Percent of middle school students, by grade level, served in the entire catchment area of the CTE school (if not serving all)
* Percent of students per middle school, by grade level, (if total population of middle school students are not served)
* Characteristic of the students served
  + Economically disadvantaged as determined by free and reduced lunch participation
  + Race
  + Gender
  + Special ED (IDEA)

The Administrator of each participating entity must agree to these terms by signing and dating below. If this is a CTE Center the administering Superintendent must also sign.

|  |  |
| --- | --- |
| (Insert typed Name, Title, and Organization) | Date |
| (Insert typed Name, Title, and Organization) | Date |
| (Insert typed Name, Title, and Organization) | Date |
| (Insert typed Name, Title, and Organization) | Date |
| (Insert typed Name, Title, and Organization) | Date |
| (Insert typed Name, Title, and Organization) | Date |

Replicate additional signature lines if needed