**State funded Middle School Grant Application**

**Application deadline for submission- May 10, 2019-Sptember 30, 2019**

**Grantee funding and encumbrance period -May 10, 2019-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.**
2. **Describe the main objectives of the programs and/or services of the proposed project.**
3. **Explain how the pilot will address the following standards: (if pilot is addressing a different standard please indicate the additional standards as well)**
4. 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)
5. 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.
6. **Specify the amount of instructional time that will be devoted to Middle School CTE**

**Complete the work activity table below**

1. **Required collaboration/partnerships (C/P)**



|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goals** | **Activity/****Deliverable** | **Completion Date** | **Responsible Parties** | **Evaluation/ Method** | **Data Collection Method** |
| 1 C/P |  1 C/P. a |  |  |  |  |
|  |   1 C/P. b |   |   |   |   |
|  |   1 C/P. c |   |   |   |   |
| 2 C/P |   2 C/P. a |   |   |   |   |
|  |    |   |   |   |   |

*(Please add more cells as needed)*

1. **Standards**
* standards suggested below. Grantee may also list a school developed standard

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Standard** | **Goals** | **Activity/ Deliverable** | **Completion Date** | **Responsible Parties** | **Evaluation/ Method** | **Data Collection Method** |
| (example- Technical skill experimentation)  | 1 TSE |  1 S. a |  |  |  |  |
|  |  |   1 S. b |   |   |   |   |
|  |   1 S. c |   |   |   |   |
|  | 2 TSE |   2 S. a |   |   |   |   |
|  |  |  2 S. b |  |  |  |  |
|  |  |   2 S. c |   |   |   |   |

*(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.
1. Complete the budget table below, you may break this down by activity.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ProjectName | Salary/Benefits Amount (1000/2000) | Contracted Services (3000-4000) | Travel (5000) | Mat./Supp. Books (6000) | Equipment (7000) | Other Expenses (8100) | Total |
|  |  |  |  |  |  |  |  |

**State of Maine**

**Department of Education**

**AGREEMENT TO GRANT TERMS FORM**

**RFP#201806118**

**Middle School CTE Pilots- Grant 2019**

**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. Any funds received as a result of this application must be expended by June 30, 2020.
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 mid-year report, and a final report (that includes a data report) that contains the following:
	1. Mid-year report
* A list of any partnerships with businesses and local organizations
* Midyear expenditures to date per the approved budget
* Summaries of program activities and a description of program results, program goals and objectives and extent to which these have been achieved at midterm.
* Timeline goals met to date
	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
* 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.)
	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)
1. The Administrator of each participating entity must agree to these terms by signing and dating below:

|  |  |
| --- | --- |
| (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