



North Dakota Department of Career and Technical Education Request for Proposals 2009-2010

Title: North Dakota Career Exploration Grant
(Proposals postmarked no later than October 16, 2009)

I. Mission

The mission of the North Dakota Career Exploration Grant Program is to:

- Support career exploration opportunities for North Dakota students grades 7-12, and
- Increase the number of active individual plans of study for ND students, grades 9-12.

II. North Dakota Career Exploration Grant Priorities: Proposals **must** address the following:

- 1) Provision of career exploration opportunities/activities that culminate in the development of individual 4-6 year plans of study for all student participants/recipients. Project activities may include, but are not limited to, the following:
 - a) Internships or externships, business/industry tours, job shadows, etc. for students and/or staff
 - b) Career Fairs, academies and camps (events for students – local, regional or statewide)
 - c) Presentations for students, school personnel and/or parents regarding labor market information, career clusters and pathways, plans of study, career planning, RUReadyND.com (Choices/Bridges), etc.
 - d) Career/occupational planning information and/or curriculum materials for teachers and counselors
 - e) Professional development opportunities for educational professionals in the **implementation** of RUReadyND.com (Choices/Bridges)
 - f) Development and implementation of a sequential comprehensive career education program for grades 7-12

III. Funding Information

- 1) **Eligible Recipients:** Local education agencies including secondary schools, approved consortia, and postsecondary institutions eligible to receive Perkins funding.
- 2) **Proposal Deadline:** Proposals must be postmarked by October 16, 2009
- 3) **Number of Awards:** Dependent upon number and quality of proposals
- 4) **Non-allowable Expenditures:** Funds may not be used for equipment, out-of-state travel, or for purposes of supplanting state and local funds.
- 5) **Allocation of Funds:**
 - Proposals for local or regional projects may be written for any amount up to \$5,000
 - Statewide projects may be written for any amount up to \$10,000 (multiple-day camps or academies are not eligible for more than \$5000 unless housing is provided for out-of-district participants)
 - A 20% cash match is required
 - Awards will be issued on a competitive basis
 - Projects that have received funding in past years, may receive partial funding with submission of a new application
 - Projects may begin upon approval
 - **Projects must be completed and all invoices dated no later than June 30, 2010. While final reports and reimbursement requests may be submitted immediately upon completion of the project; CTE must receive the final report and request for reimbursement no later than Wednesday, July 7th, 2010**
 - Proposals must address 'grant priorities' in order to be considered for funding. Funds will be awarded on a competitive basis

IV. Selection Criteria include:

- 1) A description of need that provides a clear, compelling reason to implement the project
- 2) Project goals that clearly address the mission and priorities of the North Dakota Career Exploration Grant Project; goals that are appropriate, realistic, achievable, and measurable
- 3) The project includes significant hands-on career exploration experiences for participant/recipients.
- 4) An implementation plan that will increase the number/percentage of students with a current personal plan of study on file at the local educational institution
- 5) Inclusion of two or more partners from secondary and/or postsecondary educational institutions, business/industry, and public or private workforce-related agencies in the proposed project.
- 6) Clear identification of the “target area or population served”
- 7) An identified method of evaluating completion of goals and project outcomes; evaluation must include results from an appraisal instrument completed by recipients of project services

V. State Forms: Complete and attach the following to the proposal application form (pages 3-9 of this document make up the application form):

- SFN 15274, Funding Application Cover Sheet
- SFN 15275, Funding Application Budget

(Forms may be accessed at <http://www.nd.gov/cte/forms>)

VI. Final Reporting

- 1) Funded projects must submit a final report and claim for reimbursement, to be received by CTE by **July 7, 2010.**
- 2) The final report will include:
 - a) an overview of project activities
 - b) an analysis of the extent to which project goals were reached
 - c) the number of student “plans of study” generated and placed in student files
 - d) results of an evaluation instrument designed for and completed by project recipients (students, teachers, counselors, parents, etc.)

VII. Deadline for submission:

Proposals must be **postmarked no later than October 16, 2009.** Incomplete applications will not be considered. Applications received after the deadline will be considered only if funds are available.

Completed Application/Proposal may be sent by e-mail or regular mail to:

Claire Fitzgerald
Supervisor Career Development
Department of Career and Technical Education
600 E Boulevard Ave - Dept. 270
Bismarck ND 58505-0610
cfitzgerald@nd.gov
www.nd.gov/cte

**To submit a proposal for a North Dakota Career Exploration Grant,
complete the application found on the following pages (3-9)**

**Include the “Funding Application Cover Sheet” and “Funding Application
Budget” at the beginning of your completed application.**

These forms may be accessed at: <http://www.nd.gov/cte/forms>



North Dakota Department of Career and Technical Education

2009-2010

North Dakota Career Exploration Grant Application

Applicant:

Title of Project:

- 1) Proposal: Describe the applicant's need for the services proposed. Include information regarding any similar previous projects or on-going programming or services. Identify the target area and population to be served. Estimate the number of recipients of proposed service.**

2) List the goals of this project, being sure to:

- **describe how project goals address the mission and priorities of the Career Exploration Grant Program**
- **explain how project goals will help to meet the need/s described in the preceding item**
- **estimate the number of '4-6 year plans of study' that will be generated as a result of this project, or explain why this goal is not appropriate to the proposed project**

3) Describe the activities, strategies, and/or services to be provided by the proposed project. Include an implementation plan that addresses delivery and continuation of services resulting in the enhancement of career development and career-decision making skills for North Dakota students.

4) Identify all partners involved in the proposed project and describe the role each will assume in carrying out the project goals.

5) Identify the process and procedure planned for evaluating the effectiveness of the proposed project in meeting project goals.

6) Describe matching funds and sources of those funds that will support implementation and continuation of services initiated by the Career Exploration grant funds.

2009-2010 ND Career Exploration Grant – Budget Narrative

Also complete and attach SFN 15275 Funding Application Budget (<http://www.nd.gov/cte/forms>)
 For information regarding reimbursement at (<http://www.nd.gov/cte/forms/>) under ‘Carl Perkins’ see ‘Reimbursement Instructions’.

Grant Title: School:	Staff Names or Description of expenditure	Proposed Expenses	Actual Expenses (final report)	Approval (CTE office only)
Budget Categories				
Salaries & Benefits:				
Coordinator/Instructor				
Additional instructor/s				
Other				
Lunches/Snacks:				
Meals (no more than per diem rate)				
Snacks				
Travel:				
Curriculum Materials:				
Instructional Aids:				
Marketing/Mailing:				
Registration Fees:				
List other possible sources of funding – amounts applied for and/or granted:				
Other:				
Indicate amount of Applicant's Cash Match				
Total dollars needed for project				
Total dollars requested from CTE				