The application for Secondary Career Pathways Funds has moved online . **It is recommended that the CTE Regional Coordinator conduct the following steps to complete the process.**

1. Using the worksheet linked below, gather the necessary input for the application. This will require the meetings and conversations that were conducted in the past. The worksheet is provided as a tool to be completed by any of the participants in the process. Required participants include the teacher, an administrator and the CTE Regional Coordinator.



1. Obtain a copy of the signed assurances from the superintendent of the district. One assurance per district is fine but it will need to be scanned and uploaded with each program’s application.



1. Log on to the website provided. The online application is identical to the worksheet. Copy and paste information to the online application. Upload assurances. Submit.
2. CTE Regional Coordinators will have access to a report showing the status of each submitted application and a listing of those not submitted.

All applications are due no later than November 30, 2016.

Grants not approved by December 1, 2016 will be liquidated - the funds will be reallocated.

**Worksheet Guidance**:

The worksheet is provided as a tool for you to gather the information that will be required in the online application. Please consider sending a copy of the final budget to the business manager in each location so they are aware of what has been submitted.

 General Information:

The top section includes general information to create the grant shell. The online tool as a link to the InstID website so you can look that up later if you wish.

Budget:

Please do not change or add to object codes. If an item does not fit directly into one of these, please use your professional judgement to assign it into one of the codes provided.

Narrative:

1. The first narrative response describes who was brought together to make the decision on how to spend the grant funds. There are three required participants:
* The teacher of the program
* The school or district administrator
* The CTE Regional Coordinator

Often the advisory committee for the program is also consulted.

The application will not be approved if this section does not describe how the required participants were involved.

1. Describe what will be purchased with the grant funds. There needs to be enough detail to give the reader a picture of how the funds will be used.

Example:

The focus of this investment is to significantly increase opportunities for student to design and create projects. We currently have three Davinci CNC routers that have a limited work envelope (7.5”x11”). This investment of a new router that has a 48”x24” work envelope, will dramatically increase what we can mill. Many of my ITE students could employ this new router right now for their current projects. Additionally, this large bed CNC will allow us to integrate CNC skills into the Woodworking and Advanced Wood working curriculums, as well as increase the CNC concepts within the engineering curriculum in both our IDEA and DREAM classes. Both move students further into current industry skills.

Non-Example:

We will be purchasing equipment recommended by our advisory committee.

For more information contact:

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