

CTE Revitalization Grant Proposal Checklist



This checklist is provided as a tool for CTE Revitalization Grant applicants. Please do not submit this checklist with the application. All responses for parts 3, 4, and 5 should be submitted as a doc, docx, or rtf file type.

PART 2 - Required Application Sections	
	Cover Page (Form is provided.)
	Statement of Assurances for Participating Schools (Include all schools, districts, and ESDs identified on the cover page.)
	List of Partners
	Partner Commitment Letters (Include one letter on letterhead for each partner listed.)
	Previous Recipient Eligibility Response (Only required for participants in a previously funded project.)
PART 3 - Project Overview (Pages should be formatted with one inch margins, double spacing, and Arial 12 point font or larger.)	
	Purpose and Scope of Project (1 page)
	Supporting the Overall Revitalization Effort (4 pages)
PART 4 – Required Project Description (Not to exceed 20 pages with one inch margins, double spacing, and Arial 12 point font or larger. Tables and graphs can be single spaced and have a smaller font size as long as it can be easily read.)	
	A – Project Outcomes and Progress Markers
	B – Career and Technical Education Program of Study Design
	C – Underserved Students
	D – Diploma Connections
	E – Sustainability and Communication
	F – Activities and Timeline
	G – Evaluation
	Partnerships

PART 4 – Required Budget and Budget Narrative (Not to exceed 4 pages)	
	A – Budget Worksheet (Sample format provided in appendix C of the RFP)
	B – Budget Narrative
PART 5 – OPTIONAL Bonus Sections (Pages should be formatted with one inch margins, double spacing, and Arial 12 point font or larger.)	
	Career and Technical Student Organizations (1 page)
	Middle School Component (1 page)
	Out of School Time Programming (1 page)
	Focus on Regional, Statewide or System Changes (1 page)
Optional Supplemental Materials (No formatting restrictions.)	
	Addenda (These materials should only supplement the proposal. Reviewers are not required to read these materials.)
Submission	
	Electronic Copy – Received by October 24, 2013 at 5:00 p.m. through ODE Secure File Transfer ONLY.
	Three Unbound Paper Copies – Received at ODE by October 31, 2013 at 12:30 p.m.