



## Course/Section Grant Application

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### CTE Foundation Request for Application

The Career Technical Education (CTE) Foundation seeks applications for funding through our Competitive Grants process. These grants are intended to support the start-up or expansion of career technical education and training programs/sections in Sonoma County and may include funding for staffing, supplies, professional development, and instructional materials. Funding is intended to enhance or expand CTE offerings based on "Model CTE Elements" and not to supplant existing CTE efforts. For new grants that include staff salaries, grants are awarded on a multi-year basis, not to exceed three years. All other awards are granted on a one-year basis (planning, supply, etc.).

Technical assistance is available for applicants at the annual Grant Workshop held on September 19<sup>th</sup> 3:30 -5:30 at CTE Foundation Office at 1030 Apollo Way, Santa Rosa; or by contacting CTE Director of Programs, Amber Figueroa directly at [amber@ctesonomacounty.org](mailto:amber@ctesonomacounty.org).

### A complete application package includes the following required documents:

1. Completed Application (Following this Cover)
2. Completed Workplan (Use CTEF Workplan Template)
3. Signed Grant Compliance Requirements (Following Workplan)
4. Budget Detail (Use CTEF Template)
5. Instructor Resume(s) Illustrating Relevant Certifications & Training (max. 1 page each)

To be considered for funding, you must complete the request for contact details and application questions and work plan that follow. You may type your answers directly into this document. Note requested word limits for each question. A review committee will review application packages and make recommendations based on proposed activities and funding priorities.

Return your completed application package electronically (PDF preferred) via email **by 10/13/2017, no later than 4:00 p.m.** to: Kathy Goodacre, CTE Foundation Executive Director, [kgoodacre@ctesonomacounty.org](mailto:kgoodacre@ctesonomacounty.org), (707) 708-7081.

Thank you for your interest in partnering with CTE Foundation Sonoma County. We look forward to reviewing your application.

## APPLICATION CONTACT INFORMATION

Name of Proposed CTE Course/Section: \_\_\_\_\_

Legal Name of School or Educational Establishment Hosting the Course

Principal Name & Title

Phone Number & Extension

Email Address

Program Contact Person Name and Title

Phone Number & Extension

Email Address

Physical Address of Organization Where Program/Project will be Implemented

Course Instructor Name & Title (if different)

Phone Number & Extension

Email Address

Legal Name of Local Educational District

Superintendent Name & Title

Phone Number & Extension

Email Address

Contact Person (who receives grant contract, agreements, and payments)

Phone Number & Extension

Email Address

District Mailing Address (where grant contract, agreements, and payments will be mailed)

## PROPOSAL INFORMATION

Total Amount Requested: \$ \_\_\_\_\_

(Total amount not to exceed \$20,000)

**\*Complete CTE Foundation budget template detailing how the funds will be spent.**

Date CTE Course/Section will be implemented: \_\_\_\_\_

Grade Level(s) Targeted: \_\_\_\_\_ Anticipated #of Students Impacted: \_\_\_\_\_

Applying for: \_\_\_\_\_ New CTE Section (inc. staff salaries) OR \_\_\_\_\_ CTE Section Enhancement (supplies, equip, planning)

Key Industry Alignment (Check all that apply):

- Advanced Manufacturing and Technology
- Construction/Green Services
- Sonoma Specialties (Wine, Food, Tourism)

- Agriculture
- Health and Wellness

Other: \_\_\_\_\_

- 1. In 50 words or less, describe your CTE course/section (for CTE Foundation promotional purposes):**
  
- 2. Provide a summary of the outcome you hope to achieve with this project/program. (150 words or less)**
  
- 3. If applicable, describe existing, or plans for developing, relevant articulation agreements/dual enrollment with a post-secondary institution. (200 words or less)**
  
- 4. CTE Foundation's Model CTE Elements require courses to incorporate a minimum of four modules of Redwood Credit Union's Financial Literacy program (or, participation in Bite of Reality and two modules). Please describe which modules you will incorporate and how they will be integrated into the proposed project/program. (200 words or less)**  
*Redwood Credit Union materials and information can be found at <https://www.hsfpp.org>.*
  
- 5. Please describe your plans for developing sustainable funding for the program/project beyond the grant period. (200 words or less)**
  
- 6. How do you plan to promote and acknowledge CTE Foundation as a funder for this program/project? (website, social media, newsletters, etc.) (100 words or less)**

# Grant Workplan



<b>Name:</b>			
<b>Program/Project Name:</b>			
<b>Instructor Contact Name:</b>		<b>Instructor Contact Title:</b>	
<b>Instructor Contact Email:</b>		<b>Instructor Contact Phone:</b>	
<b>Grant Period:</b>			
<b>Anticipated Number of Students Enrolled</b>			

In the tables that follow, please describe the objectives, activities, and expected measurable outcomes required for fulfilling the proposed program/project in alignment with Model CTE Elements. Be SMART (Specific, Measurable, Achievable, Relevant, Time-Based). **Four required Goals have been provided for you. Each goal addresses CTE Foundation funding requirements and Model CTE Elements. Please add your own goals based on the proposed program/project (no more than 3).** Table cells will expand as you type, and you may add rows and copy the table to include additional goals and objectives as necessary.

Sample answers are provided at the top of each table to illustrate desired detail and scope. **Please delete these examples before inputting your text.**

<b>Goal 1: Integrate core academics (Math, Language Studies, Science, Social Science, etc.) with CTE Model Curriculum Standards to demonstrate their application in work-based situations.</b>			
<b>Objective</b>	<b>Activities to Reach Goal</b>	<b>Expected Measurable Outcome(s)</b>	<b>Evaluation Method(s)</b>
What do you aim to achieve?	Detail planned activities (i.e. classroom exercises, interactions with industry, hands-on projects, etc.)	Be specific (i.e. # of students, target % change on pre/post tests, specific skills learned, projects completed, etc.).	How will you measure and report your desired outcomes?
<b>Example</b> Students will practice and apply English Language Arts/speaking and listening skills, Next Generation Science Standards around infection & disease control, and the Social Science of epidemics through Project-Based Learning.	<b>Example</b> 1. MNO Healthcare company will visit classroom and lead an activity to demonstrate how bacteria spreads. 2. Students will conduct research on how socio-economics impact the spread of bacteria & viruses. 3. Students will collaborate in groups to develop a work plan for educating community members about infectious disease prevention; MNO Healthcare representative will visit one time to provide feedback on student plans. 4. Students will execute plan with support of MNO Healthcare company representative.	<b>Example</b> 1. At least 75% of students will be able to define, compare and contrast bacteria and viruses. 2. At least 75% of students will be able to list conditions affecting growth of bacteria and spread of infectious diseases. 3. At least 75% of students will be able to list standard precautions to prevent infectious disease. 4. At least 85% of students will demonstrate understanding of the socio-economic conditions that enable the spread of infectious disease. 5. At least 70% of students will demonstrate effective communication and collaboration skills necessary to teach others how to prevent the spread of infectious disease.	<b>Example</b> 1. Classroom tests and quizzes. 2. Team/peer evaluation. 3. Industry evaluation of project. 4. Before and after survey of community audience. 5. Student reflection journals.

<b>Goal 2: Incorporate industry involvement to prepare students for the workplace and develop work-ready skills desired by employers.</b> <i>(Reference WBL Continuum – Career Preparation)</i>			
<b>Objective</b>	<b>Activities to Reach Goal</b>	<b>Expected Measurable Outcome(s)</b>	<b>Evaluation Method(s)</b>
What do you aim to achieve?	Detail planned activities (i.e. classroom exercises, interactions with industry, hands-on projects, etc.)	Be specific (i.e. # of students, target % change on pre/post tests, specific skills learned, projects completed, etc.).	How will you measure and report your desired outcomes?
<b>Example</b> <i>Learn communication, project management, planning and presentation skills through the lens of sustainable and biodynamic farming practices.</i>	<b>Example</b> <i>1. Partner with farm manager of XYZ Winery. 2. Students will tour winery and learn how XYZ employs biodynamic and sustainable farming practices. 3. Students will research and create individual presentation on the benefits of sustainable farm practices. 4. Working in groups of three, students will develop farm plan using Demeter Certification principals, including step-by-step implementation plan. 5. Student teams will present plans to XYZ farm manager and seek advice on improvements. Farm manager will judge the presentations and choose the best articulation and demonstration of Demeter practices at work.</i>	<b>Example</b> <i>1. At least 80% of students will attend farm tour and successfully complete reflective journal entry recording observations and learnings. 2. At least 80% of students will demonstrate competency in the following skills by working in teams: - communication - leadership - time management - teamwork/collaboration 3. At least 90% of students will improve individual presentation skills in the context of presenting ideas to industry (client, supervisor, etc.)</i>	<b>Example</b> <i>1. Tour attendance. 2. Tests &amp; quizzes demonstrating individual understanding of concepts. 3. Team member evaluation of individual teammates. 4. Farm manager/industry evaluation of team presentations and implementation plans. 5. Instructor evaluation of presentations and implementation plans</i>

<b>Goal 3: Explore how relevant technical skills are applied in Industry to prepare and train students for the 21<sup>st</sup> Century Workplace. Engagement with a relevant Industry partner is highly desirable. (Reference WBL Continuum – Career Training)</b>			
Objective	Activities to Reach Goal	Expected Measurable Outcome(s)	Evaluation Method(s)
What do you aim to achieve?	Detail planned activities (i.e. classroom exercises, interactions with industry, hands-on projects, etc.)	Be specific (i.e. # of students, target % change on pre/post tests, specific skills learned, projects completed, etc.).	How will you measure and report your desired outcomes?
<p><b>Example</b> Introduce 30 students to the fundamentals of industry-grade computer design software and technology.</p>	<p><b>Example</b></p> <ol style="list-style-type: none"> <li>1. Engage with ABC Manufacturing Company to develop an industry-relevant project for students to complete.</li> <li>2. Invite Technical Supervisor of ABC Manufacturing Co to give presentation about how software programs are used in his work and propose student project/challenge.</li> <li>3. Provide orientation and instruction on use of the following design software: <ul style="list-style-type: none"> <li>- Auto CAD</li> <li>- Fusion 360</li> <li>- MeshCam</li> </ul> </li> <li>4. Each student will practice using CNC machine to manufacture their designs.</li> <li>5. Invite Tech Supervisor of ABC Manufacturing Co to return to class at least three times to mentor students through prototype-failure-redesign process.</li> </ol>	<p><b>Example</b></p> <ol style="list-style-type: none"> <li>1. At least 75% of students will develop competence in the basics of at least 2 design software programs.</li> <li>2. At least 75% of students will successfully manufacture at least one of their designs using the CNC machine.</li> </ol>	<p><b>Example</b></p> <ol style="list-style-type: none"> <li>1. Classroom tests/quizzes on software program(s).</li> <li>2. Student reflective journals.</li> <li>3. Number of end products successfully completed.</li> <li>4. Industry partner observations and evaluation of student work process.</li> </ol>

<b>Goal 4: Promote the course to ensure adequate enrollment (sustainability) and increase participation by underrepresented populations.</b>			
<b>Objective</b>	<b>Activities to Reach Goal</b>	<b>Expected Measurable Outcome(s)</b>	<b>Evaluation Method(s)</b>
What do you aim to achieve?	Detail planned activities (i.e. classroom exercises, interactions with industry, hands-on projects, etc.)	Be specific (i.e. # of students, target % change on pre/post tests, specific skills learned, projects completed, etc.).	How will you measure and report your desired outcomes?
<b>Example</b> Generate at least 40% female enrollment in course	<b>Example</b> <ol style="list-style-type: none"> <li>1. Partner with College and Career Counselor to enlist their support in recruiting female students and determine way to measure change in awareness.</li> <li>2. Create outreach event at College and Career Hub targeted to female students introducing them to course and how it relates to potential career interests.</li> <li>3. Host focus group with female students to learn more about their perceptions of the course and how we might increase interest.</li> <li>4. Create recruitment effort based on focus group feedback, enlist help of focus group participants to develop and promote program.</li> <li>5. Incentivize current enrolled female students to recruit peers.</li> <li>6. Identify female professionals in industry to participate in outreach, speak in class, and mentor female students.</li> </ol>	<b>Example</b> <ol style="list-style-type: none"> <li>1. Increase awareness of course among female students by 50%.</li> <li>2. Steadily grow female enrollment from 20% average to 40% by third year of course implementation.</li> </ol>	<b>Example</b> <ol style="list-style-type: none"> <li>1. Pre-post surveys of female students tracking awareness of course before outreach efforts and after.</li> <li>2. Focus group responses</li> <li>3. Enrollment records</li> </ol>



<b>Goal 5:</b>	<b><i>Add Your Own (At least one is required; no more than three additional total)</i></b>		
<b>Objective</b> What do you aim to achieve?	<b>Activities to Reach Goal</b> Detail planned activities (i.e. classroom exercises, interactions with industry, hands-on projects, etc.)	<b>Expected Measurable Outcome(s)</b> Be specific (i.e. # of students, target % change on pre/post tests, specific skills learned, projects completed, etc.).	<b>Evaluation Method(s)</b> How will you measure and report your desired outcomes?



## GRANT COMPLIANCE REQUIREMENTS

If awarded, the District, Site, and Instructor agree to uphold the following requirements for compliance:

- I. Funded Programs/Projects will align with “Model CTE Elements”.
- II. Provide confirmation of Superintendent and Site Principal approval of the course.
- III. Designate an internal champion of the program/project who will be accountable for ensuring administrative requirements are met and proposed outcomes are tracked and reported.
- IV. Confirmation of school facilities and resources are made available and adequate for course implementation.
- V. Approved program(s) will be school site based and part of an in-school course or project (Middle School, High School and/or College).
- VI. Course instructor(s) will attend the mandatory Spring workshop/orientation hosted by CTE Foundation.
- VII. District will submit Grant Reports on outcomes and objectives at both mid-term and end of the academic school year for each year funds are received.
- VIII. Instructor will distribute and submit Student Pre and Post course surveys annually in all sections/courses funded by CTE Foundation.
- IX. Classrooms will be available for a site visit if requested in October/November.
- X. School site and District will follow guidelines for promoting CTE Foundation funded programs.

**By submitting and signing this application, you understand and agree to meet the minimum requirements to receive CTE Foundation funding as outlined above:**

**District Superintendant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_