

**ARKANSAS COLLEGE AND CAREER COACH PROGRAM:  
GRANT WRITING WORKSHOP**



Arkansas Department of Career Education  
Little Rock, AR  
Wednesday, March 16 and  
Thursday, March 17, 2016



## Overview of Program Purpose

- College and Career Coach Program designed to serve middle and high school students
- Available to all students, but target “middle majority” students
- Aligned with Arkansas Department of Career Education – Career and Technical Education mission and goals
- Serve as career pathway specialists in the high schools



## Overview of Career Coaches Services

**Career Coaches assist Career Orientation Instructors and Counselors by offering programs and services to students in the areas of:**

- Development and revision of college and career plans
- Preparation for postsecondary education
- Financial aid information and applications
- Connecting secondary education with postsecondary education and careers
- Transition from secondary to postsecondary education and careers
- Improving Job Search Skills



## Overview of Funding Opportunity

- Awards may be used to support the Career Coach position and career exploration and postsecondary preparation programs and services
- Funding period will be from July 1, 2016 – June 30, 2017
- Eligible applicants are institutions of higher education, education cooperatives or non-profit organizations in partnership with school districts



## Overview of Application Information

- Applications must be no more than 20 pages (does not include title page, table of contents, letters of support, and budget form)
- Applications will be reviewed by a committee and evaluated based on a rubric
- Awards will be based on the quality of the submission as well as the availability of funds
- Applications scoring in the top 25% of award grants will not be required to submit applications for FY 2018
- Question and Answer Period from March 10 – March 31, 2016
- Applications are due by no later than Friday, April 15, 2016 by 4:00pm.
- Grant recipients will be notified no later than Friday, May 13, 2016.



## Selection Criteria

- A. Need – 20 points
- B. Goals and Objectives – 10 points
- C. Plan of Operation – 35 points
- D. Applicant and Community Support – 20 points
- E. Budget and Cost Effectiveness – 15 points

Total Maximum Score for Selection: 100 points

Priority and Prior Experience (PPE): 10 points

**Total Maximum Score with PPE: 110 points**



## High Priority

- Applicants must include in their grant narrative the needs and method of providing services to special populations, which must include students with disabilities and at least one of the following:
  - a. Underserved Communities
  - b. Ethnic, Racial, and/or Gender Groups
  - c. English as a Second Language (ESL)



## Key Elements of Application – Need for Career Coach Program (20 Points)

Applicant must include for each county, school district or target schools any barriers or challenges, as it relates to the following, should include but not limited to:

- a. Income level of target area and/or population of students
- b. Unemployment rate of target area and/or population of adults
- c. Educational attainment of target and/or population of adults
- d. College-going rate of target area and/or population of students
- e. Technical skill attainment gaps between target population and workforce
- f. Access to career planning and preparation resources and experiences
- g. School counselor to student ratio for target schools

## Key Elements of Application – Objectives (10 Points)

Applicant must communicate the local program's overall goals and objectives as they relate to the following key performance measures:

- a. Increase the percent of students participating in work-based learning opportunities
- b. Increase the percent of students exposed to CTE non-traditional programs of study
- c. Increase the percent of CTE concentrators who receive an industry-recognized certifications by high school graduation
- d. Increase the percent of eligible high school seniors who complete a financial aid application through YOUiversal
- e. Increase percent of students placed in postsecondary education or workforce (includes military) by the fall term immediately following their high school graduation
- f. Increase the percent of students enrolled in a program of postsecondary education by the fall semester immediately following high school graduation, who successfully complete the first academic year and enroll for the fall term of the second academic year



## Key Elements of Application – Plan of Operation (35 Points)

- a. Marketing of program to students, faculty, staff, and community
- b. Programs, services, and activities for students (**must address barriers identified in Need Section; reflect goals and objectives;** and [include timeline for delivery of services](#))
- c. Plan to ensure effective and efficient administration of the project including but not limited to financial management, student record management, and personnel management.
- d. Plan to use resources and personnel to achieve objectives and to coordinate the Arkansas College and Career Coach program with other college and career planning programs in the local area
- e. Inclusion of parents and guardians in the college and career planning process
- f. Working collaboratively with key school district personnel other than school counselors
- g. Plan for following-up with students through their first year post-graduation



## Key Elements of Application – Applicant and Community Support (20 Points)

- Letters of Support from participating entity must be on letterhead and signed by president, chancellor, director or executive officer
- School district letters **must** contain their willingness to contribute financially to support the College and Career Coach’s salary and benefits cost and be signed by superintendent
- Business and Industry letters must include type of support
- Letters of support do not count against the 20 page limit

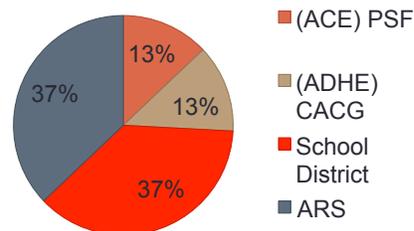


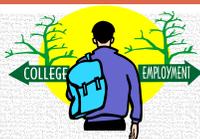
## Funding Streams

The Career Coach Program is funded by four sources:

- Arkansas Department of Career Education – Public School Funds (PSF)
- Arkansas Rehabilitation Services (ARS)
- Arkansas Department of Higher Education – College Access Challenge Grant (CACG)
- School Districts (Perkins and NSLA)

Career Coach Program Funding





## ACE , ARS, and ADHE Funds

Funds from the Arkansas Department of Career Education, Arkansas Department of Rehabilitation Services, and Arkansas Department of Higher Education will provide support for local Career Coach programs in the following areas:

- Career Coaches' Salary and Benefits
- All cost associated with travel, trainings, communications and supplies
- Enrichment Programs – ACT Academies and Career Cluster Camps



## ACT Academy and Career Cluster Camp – Awards

- Grant awards are contingent on availability of funds
- Available to College and Career Coach program grant recipients only
- ACT Academy to serve as an alternative program for the CCRPP grant (You may only utilize one program)



## Key Elements of Application – Budget (15 Points)

- Applicants will build budgets based on number of Career Coaches requested in Narrative
- School Districts are required to pay half of salary and benefits
- Budget Form must reflect all funding sources
- Applicants must submit a budget for two-years
- Submitted budgets are proposals and may be partially or fully funded based on agency review and decision



## Award Acceptance Process – Grant Recipient

- Recipients will have 10 calendars to respond with acceptance or denial. Acceptance responses must include signed MOUs from grant recipients
- Grant recipients will be responsible for establishing MOUs with school districts
- After June 11, any unclaimed awards will be redistributed to applications not funded during first award process

## Question and Answer Session



## Questions and Answers

**Question:** When students with disabilities are listed as HIGH PRIORITY population, what are we referring to? Students with 504 plans or IEPs or both?

- Answer: Both

**Question:** We are a high school, would the funding primarily be towards programs we are wanting to implement?

- Answer: You would need to partner with a host site to receive a grant. In your budget you can determine the amount to be used for programs.

## Questions and Answers

**Question:** Are there limits (as in the past) on the amounts for Travel/Training/Communications/ Supplies (i.e. \$3,000 per Coach for Travel / Training)?

- Answer: There is not a limit. The cost submitted in the budget must be reasonable. Travel expenses outlined in the budget form should reflect student and program management staff costs.

**Question:** Will we have to provide the \$500 incentive for the ACT Academy or can that be optional?

- Answer: No, it can be optional. However, we do not recommend allowing some cost for incentives.

## Questions and Answers

**Question:** You are estimating to fund 18 awards, does this include only new Career Coaches or existing Career Coaches?

- Answer: This includes all applications

**Question:** On the budget form, do we separate out activities and budget items for ACT Academy and/or Career Cluster Camp or is it just incorporated with everything else?

- Answer: You should designate if you are utilizing the funds for ACT Academy or Career Cluster Camp (i.e. ACT Academy student meals; Career Cluster Camp travel)

## Questions and Answers

**Question:** Will partner applications with institutions of higher education be considered stronger than other applications with cooperative education or nonprofit partners?

- Answer: No, we most interested in the establishing of a partnership that can adequately support the local Career Coach programs and serve as a resources to students.

**Question:** Are the awards and funds year to year?

- Answer: Yes, the awards are for one academic year. Some of funds supporting the program come from a continuous funding source.

## Questions and Answers

**Question:** If we want to continue processing school district MOUs and payments through the Arkansas Department of Career Education (ACE), may we continue doing so?

- Answer: No, all school district payments and MOUs will be handled locally between the host site and school district. ACE will only reimburse host sites for funds awarded directly from the agency.

**Question:** Do you maximum amounts allowed for budget request include school district and other sources contribution?

- Answer: No, the maximum amounts allowed for budget requests only include amounts awarded by ACE.

## FOR MORE INFORMATION

To access the grant application, please go to:

<http://ace.arkansas.gov/cte/Pages/CollegeandCareerCoaches.aspx>

For additional information about  
Arkansas College and Career Coach Program,  
please feel free to contact:

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