

# College & Career Awareness

## PROPOSED BUDGET & FUNDING APPLICATION

**Program Year:** July 1, 2023 to June 30, 2024

**Availability of Funding:** College and Career Awareness funds will be disbursed as part of the CTE Ongoing Allocation consistent with Utah State Board of Education Rule R277-916. LEAs will receive a base of \$2,000 or \$4,000 per school with the remaining funds distributed based on the school's prior College and Career Awareness enrollment. All allocations will be based upon the school meeting and continued compliance with the program standards.

**Eligible Applicants:** Utah School Districts and Charter Schools

**Funding Procedures:** College and Career Awareness Funding Application and Proposed Budget must be submitted and conform to submission deadlines. For an LEA to participate, it must identify schools and College and Career Awareness team members that: a) incorporate the entire approved College and Career Awareness program; b) are willing to participate in professional development for the program; and c) will assure compliance with all strands and standards related to the program.

**Statement of Purpose:** The CTE Ongoing Allocation includes funds for the junior high/middle school College and Career Awareness Core Curriculum program. This College and Career Awareness funding will be utilized to maintain state-of-the-art College and Career Awareness curriculum, purchase equipment and supplies, refine program curriculum, and provide ongoing professional development training for teachers, counselors, work-based learning coordinators and administrators. Funding may not be used for regular personnel costs under the State Board of Education Rule. Program evaluation and monitoring will be conducted to ensure appropriate implementation and continual update and renewal in the schools that receive funding.

**Course Requirements:** All parts of the program must be presented to qualify for funding.

## APPLICATION PROCEDURES

### LEA CTE Director must:

1. By May 1 each year: Complete and submit the non-competitive College and Career Awareness Funding Application. Both the Utah State Legislature and the United States Government have placed an emphasis on accountability. Therefore, several reports have been developed by Utah State Board of Education to obtain information.

Local Applications, payment requests, and Accountability Reports (Part A) are now processed through [Utah Grants Management System](#).

**All applications must be submitted through Utah Grants by May 1, 2023.**

**LEA (District or Charter)**

**LEA Address**

**LEA CTE Director**

**Phone**

**Email Address**

# FY24 COLLEGE AND CAREER AWARENESS FUNDING APPLICATION AND PROPOSED BUDGET

**All applications must be submitted through Utah Grants by May 1.**

| <b>Information for school(s) receiving College and Career Awareness State Funding</b><br>Include all schools teaching College and Career Awareness for which funds are being requested and the grant amount allocated to each school. <a href="#">Click here for the allocation table</a> |             |               |         |                               |
|---|-------------|---------------|---------|-------------------------------|
| #   | School Name | Grade Taught* | Length* | Integrated into other courses |
| 1   |             |               |         |                               |
| 2   |             |               |         |                               |
| 3   |             |               |         |                               |
| 4   |             |               |         |                               |
| 5   |             |               |         |                               |
| 6   |             |               |         |                               |
| 7   |             |               |         |                               |
| 8   |             |               |         |                               |
| 9   |             |               |         |                               |
| 10  |             |               |         |                               |
| 11  |             |               |         |                               |
| 12  |             |               |         |                               |
| 13  |             |               |         |                               |
| 14  |             |               |         |                               |
| 15  |             |               |         |                               |
| 16  |             |               |         |                               |
| 17  |             |               |         |                               |
| 18  |             |               |         |                               |
| 19  |             |               |         |                               |
| 20  |             |               |         |                               |

## FY24 PROPOSED BUDGET

Funds must be spent on CCA appropriate activities, supplies and equipment. These will be estimates.

**One budget sheet is submitted per LEA (District or Charter).**

LEA:

| EXPENDITURE CLASSIFICATION           | PREVIOUS YEAR(S) CARRYOVER       | FY24 PROPOSED BUDGET |
|--------------------------------------|----------------------------------|----------------------|
| <b>Salaries*</b>                     |                                  |                      |
| <b>Employee Benefits*</b>            |                                  |                      |
| Purchased Prof. & Tec. Svc.          |                                  |                      |
| Purchased Property Svc.              |                                  |                      |
| Other Purchased Svc.                 |                                  |                      |
| <b>Travel*</b>                       |                                  |                      |
| Supplies & Materials                 |                                  |                      |
| Property (includes equipment)        |                                  |                      |
| <u>Indirect Costs (Unrestricted)</u> | <b>Intentionally left blank.</b> |                      |
| Planned Carryover                    | <b>Intentionally left blank.</b> |                      |
| <b>SUBTOTAL</b>                      |                                  |                      |
|                                      |                                  |                      |

## COLLEGE AND CAREER AWARENESS CARRYOVER

Do you have previous carryover?    Yes                      No

**Reason for Previous Year(s) Carryover** *(Include plans for reason to carryover funds from previous years and how funds will be spent.)*

**Reason for FY24 Carryover** *(Include plans for reason to carryover fund from FY24 expenditure.)*

## LEA ASSURANCES

School administrators demonstrate a commitment to the College and Career Awareness program and maintain appropriate scheduling consistent with delivering the requirement to all 7<sup>th</sup> and/or 8<sup>th</sup> grade students ([R277-700-5](#) and [R277-916](#)).

Teachers, counselors, and Work-Based Learning coordinators will meet license and endorsement requirements ([R277-916-4](#)).

College and Career Awareness teachers, counselors and Work-Based Learning coordinators will plan and carry out WBL activities ([R277-916-4](#) and [College and Career Awareness Strands and Standards](#)).

School administrator(s), College and Career Awareness teachers, counselors and Work-Based Learning coordinators demonstrate a commitment to participate in professional development ([R277-916-3](#)).

School administrator(s), College and Career Awareness teachers, counselors and Work-Based Learning coordinators work as a team to incorporate **all** components of College and Career Awareness ([R277-916-4](#)).

LEAs may not spend more than 15% of College and Career Awareness budget on professional development ([R277-916-3](#)).

**By signing this assurance, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures and disbursements are for the purposes and objectives set forth in Board Rule, course standards, and State funding guidelines. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.**

LEA CTE Director

Date