



Career and Technical
Student Organizations

CTSO
Special Project Grant

Utah State Board of Education
Secondary Education

Program Description

Name of Grant Program: Utah Career & Technical Education CTSO Special Project Grant

Dissemination Date: January 15, 2020

Deadline for Receipt of Applications: **February 14, 2020**
Early applications will receive priority review.

Purpose: To supplement the resources of local school systems to fully implement Career & Technical Student Organizations (CTSOs) in their secondary schools. This is a reimbursement-based grant and all expenditures must be documented and provided before reimbursement is authorized.

Target Populations:

- NESS and Rural Schools with approved CTE programs
- LEAs with new programs and new CTSOs
- Approved CTE programs with high percentages of economically disadvantaged students
- Approved CTE programs with high percentages of minority students

Technical Assistance:

- For technical assistance, please contact:
- Andrea Curtin, CTSO Administrative Assistant
Andrea.Curtin@schools.utah.gov
 - Camille Clarke, Compliance Specialist
Camille.Clarke@schools.utah.gov
 - Thalea Longhurst, State CTE Director
Thalea.Longhurst@schools.utah.gov

Eligible Applicants:

Grants are targeted to LEAs with approved CTE programs that are NESS or rural schools (having to travel more than 100 miles to CTSO state conferences); have new programs and new CTSOs; high percentages of economically disadvantaged students; high percentages of minority students. Final approval for awards will be determined by USBE. USBE reserves the right to take into consideration geographic distribution, project demonstrated readiness by the LEA, and availability of funds when making decisions.

Range of Grant Awards: Ranges based on project and availability of funds.

Length of Grants: Length of grant is determined on a per project basis.

Estimated Program Start Date: February 17, 2020

Fund Use

Funds may be used for:

- Student costs related to CTSO participation which include conference registration fees, hotel costs, transportation costs to a regional or state conference.
- CTSO uniform costs if the uniform item(s) will be retained by the CTSO school chapter.
- Implementation costs of a new CTSO chapter in an LEA with a new program of study/pathway.
- Providing added opportunities and support for rural CTSO programs.
- Additional CTSO-related expenses as approved by USB

Funds may not be used for:

- Advertising, Marketing, and Promotion.
- Promotional items and memorabilia, including models, gifts, and souvenirs.
- Costs of advertising, marketing, and public relations to promote the institution or student groups.
- Alcoholic Beverages.
- Alumni Activities.
- Bad debts, including losses (whether actual or estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal costs.
- Commencements, graduation ceremonies, convocations.
- Cost of institution furnished automobiles that relates to personal use by employees.
- Costs for defense and prosecution of criminal or civil proceedings, claims, appeals and patent infringement.
- Donations and contributions.
- Entertainment, including amusement parks, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events).
- Fines and penalties resulting from violations of, or failure of the institution to comply with, Federal, State, and Local or Foreign laws and regulations.
- Fund raising and investment costs.
 - Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions.
 - Costs of investment counsel and staff, and similar expenses incurred to enhance income from investments.
- Salaries or expenses for school board.
- Goods or services for personal use.
- Housing and personal living expenses.
- Lobbying (attempting to influence the outcome of elections or legislation).
- Membership in any civic or community organization, country club or social organization.
- Costs incurred prior to the effective date of the award.
- Relocation costs incurred incident to recruitment of a new employee.
- Unused facilities or unused capacity or partially used facilities.

CTSO Special Project Grant Instructions

COMPLETE APPLICATION MUST INCLUDE:

- ☑ Appendix A – Cover Page
- ☑ Grant Narrative – Questions I, II, III, and IV
- ☑ Appendix B – Signed Assurances
- ☑ Appendix C – Budget Template
- ☑ Additional Documentation Supporting Proposal

Grant Narrative

Applications must address questions below.

I. Project Description –

Provide a clear and detailed description of the proposed project. Clearly state the purpose for the funding. Identify the grade level of students to be served. Identify the CTSO(s) involved in the project.

II. Sustainability –

Applicants must describe how new programs developed will be sustained beyond the life of the grant. If sustainability for these costs is not addressed, the proposal will not be funded.

III. Deliverables/Outcomes –

Describe the desired outcome of the proposed project, how will students be impacted and provided with experiences otherwise not possible.

IV. Budget Narrative –

Provide details on the expenditures expected in each category of the budget.



Career and Technical Student Organizations

CTSO Special Project Grant Cover Page

Appendix A FY20

Grant Proposal Name:

Grant Amount Requested:

Contact Information:

Primary Contact:

District/Charter:

Email Address:

Phone #:

Project Description:

Sustainability:

Deliverables/Outcomes:

Budget Narrative:

Appendix B

CTSO Special Project Grant Grant Application Assurances Fiscal Year 2020

The grant applicant hereby assures that:

1. All programs, services, and activities covered by this Grant Application will be operated in accordance with state and federal laws, regulations, and approved rules as established by the State Board of Education and the State Plan for Career and Technical Education.
2. Funding will be allocated in accordance with state and federal laws, regulations, and approved rules as established by the State Board of Education and is targeted toward preparing students for high-skill, in-demand and/or emerging occupations.
3. Expenditures will comply with the standard accounting procedures and guidelines established by the State Board of Education, federal legislation and CTE Grant Budget Guidance.
4. Grant funds will not be expended in any manner other than as outlined in the budget section of the approved grant application.
5. Program accounting is used by the LEA to ensure grant funds are restricted to the CTE program.
6. All grant expenditures have been paid by the LEA prior to requesting reimbursement through the grant. Evidence of all expenditures must be provided for reimbursement approval.
7. Permission will be granted to use this grant proposal and its results, if funded, for informational purposes for other education agencies.
8. 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, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. 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.

CTE Director

Date

Business Administrator

Date

Appendix C

FY20 Special Project Grant Proposed Budget

Please enter your proposed budget in the template above. For each category, you will want to “code” the application as to which required use the category meets. The “Required Uses of Funds” can be located on pages 6-9 the FY20 Local Application Guide.

Budget Item	Required Uses of Funds	Integration of Academics and CTSO	Special Populations	Work-based Learning	Professional Development	Administration (no more than 5%)	Totals
Salaries (100)							
Employee Benefits (200)							
Purchased Professional & Tech Services (300)							
Other purchased Services (500)							
Travel (580)							
Supplies & Materials (600)							
Property Including Equipment (700)							
Other (800)							
TOTAL EXPENDITURES							

Additional Comments: