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# TECH PREP PARTNERSHIP ACTIVITY FUNDS APPLICATION GUIDELINES

(FORMERLY KNOWN AS MINI-GRANT)

## 2009-2010

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The Tech Prep Partnership Activity Funds, sponsored by the Moraine Area Partnership, are available to teams of Grade 7-12 educators served within the Consortia. Each of the 23 high schools will be eligible to receive up to \$1,100 through the Carl Perkins Tech Prep Grant. The Tech Prep Partnership Activity Funds are for staff development, curriculum development, and career development activities that enhance Tech Prep education programs for students.

### **Tech Prep Partnership Activity Funds Guidelines**

- Each school is eligible to receive up to \$1,100.
- Funds may be used for grades 7-12 activities.
- Approved Tech Prep Partnership Activities will demonstrate participants' application and/or implementation into their own classrooms.
- Funding may **not** be used to purchase equipment.
- Project/product should be available to special population students.
- Project outcome or product should be disseminated across the consortium wherever possible; curriculum projects must be submitted.

### **Tech Prep Partnership Activity Funds Process**

1. Complete the Tech Prep Partnership Activity Funds application form. Submit your completed application and send in **electronic format** to:

Jennifer Wagner, Moraine Park Technical College  
235 North National Avenue  
PO Box 1940  
Fond du Lac, WI 54936-1940  
FAX (920) 924-3421  
[jwagner@morainepark.edu](mailto:jwagner@morainepark.edu)

**DUE DATE: OCTOBER 30, 2009**

2. A committee will assess the application for meeting established criteria. Your school will receive notification of funding approval prior to November 20, 2009.
3. Upon receiving an "Approval and Claim Form" your school may proceed.
4. Upon completion of the project, submit the completed claim form by May 3, 2010 to receive your reimbursement.

## **Funding Options/Ideas**

### **Professional Development**

Attend a seminar, workshop, or conference of your choice. Topics should be related to curriculum, careers, or work-based learning. Suggestions include:

- DPI Curriculum Standards and/or Assessment
- Career awareness/exploration
- Building partnerships with business/industry
- WIDS training

### **Curriculum Development**

*Your district's hourly rate should be used for curriculum projects.*

- Align curriculum combining academics/vocational/technical education and DPI Standards.
- Develop or revise a course of study as it applies to integrated/applied instruction.
- Develop learning activities that are appropriate to individual learning styles and are based on authentic life and work tasks.
- Align curriculum with secondary and MPTC post-secondary courses to provide options for seamless education.

*Please provide detail on proposal including estimated hours, rate per hour and total.*

### **Career Development**

- Utilize counselors and teachers in the development of K-16 School-to-Career
  - written student plans
  - multiple career option materials
  - related employment opportunity information
  - business and industry current needs assessments
  - parent, student and staff workshops
  - student or staff career information/exploration activities.
- Develop work-based learning opportunities.
- Provide stipend to teachers participating in business Externships.

Please note: Tech Prep Partnership Activity funding cannot be awarded for an activity completed prior to grant approval unless prior arrangements have been made with Moraine Park's Tech Prep Associate.

## **Information Regarding the Uses of Carl Perkins/Tech Prep Federal Funds Relating to Tech Prep Partnership Projects**

- Funds may not be used for out of state travel.
- Funds may not be used to purchase food for students.
- Busing will only be paid for if the trip is within the requesting school's Tech Prep consortium boundaries unless the Tech Prep Partnership Project committee approves the request due to special circumstances.
- Funds may not be used to purchase or lease equipment.
- Funds may not be used to purchase non-consumable supplies or items including caps, calculators, clip boards, tee shirts, etc.
- Purchase of consumable support materials relating to the Project must be pre-approved by the Tech Prep Partnership Project committee.
- Funds may not be used to purchase food by or for secondary staff participating in a Tech Prep Partnership Project unless the approved Project is either a conference or a workshop.
- Funds cannot be used for direct student support payments including acquisition of certificates.
- Funds can not be used to pay for graduate degrees or any other educational credits, certifications or licensures for secondary or postsecondary staff,
- Federal funds made available under this Act are to supplement, and not supplant, non-federal funds expended to carry out career and technical education activities.
- Funds can not be used for either administration or indirect costs.
- An eligible applicant may not request more funds than the applicant is eligible to receive.
- Eligible applicants may not subcontract activities.
- Funds can not be used for on-going or annual renewal/program service fees such as WIDS (Worldwide Instructional Design System), WISCareers, Bridges etc.
- Funds can not be used to pay stipends to individuals located outside of consortium boundaries that participate in the local consortium programs, projects or activities.
- All allowable and non-allowable costs must comply with federal Office of Management and Budget (OMB) circular A-87. OMB A-87 can be down loaded from the Internet by accessing
- [http://www.whitehouse.gov/omb/circulars/a087/a87\\_2004.pdf](http://www.whitehouse.gov/omb/circulars/a087/a87_2004.pdf)

Source: WTCS Board Office, August 2006