

**Oklahoma Department of Career and Technology Education**  
**Perkins Reserve Fund Supplemental Funding**  
**Career Development Grant Application 2018-2019**

Each Perkins Reserve Fund Supplemental Grant Application is unique. Please read this document entirely and follow the instructions below. Provide all information requested in the order requested, including required narrative, table information, and supporting material(s). This document contains the following information:

Overview  
Expectations  
Readiness Activity  
Goal(s)  
Plan for Implementation  
Support of achievement  
Budget Narrative  
Key Personnel  
Eligible Applicants  
Process  
Application Evaluation and Award

**Section 1: Overview of Career Development**

Career development is an educational program designed to assure individuals know how to make career choices and create education plans to prepare themselves for those careers. The program ensures individuals make informed career decisions based on facts. Career development, based upon the tenet that individuals who have career maturity make better career choices and have a better sense of the education plans needed to reach their career goals, including entrepreneurship. Career maturity is when an individual has personal insight into the process of and readiness for making career choices. It is NOT the process of choosing a specific career or job. Career Development programs assist students in defining career pathways that prepare them for high-wage, high-skill, and high-demand occupations. **Perkins LEAs or consortia meeting the \$15,000 requirement, technology centers, or technology center coops, and postsecondary institutions or consortia meeting the \$50,000 requirement are eligible to complete the grant application.** Successful applicants will receive one-year supplemental funding.

**Expectations**

The goal of the career development grant is to improve and/or strengthen guidance and counseling programs addressing the career domain by:

- 1) Providing students the opportunities to engage in career awareness, career exploration, and career planning
- 2) Equipping students to know how to make career choices and how to create individual career and academic plans to prepare for careers and postsecondary education
- 3) Building and/or strengthening relationships with partners to support career goals of students throughout their career development process

## **Section 2: Readiness Activity (1-2 paragraph answer)**

Describe how your guidance and counseling program now addresses career development for all students in a systemic way.

## **Section 3: Goals**

Review the 3 goals below. You can choose to address 1, 2, or all 3 goals. Select the goal(s) your district/institution wishes to address and provide the **Plan for Implementation** information requested for each goal chosen.

- 1) Provide students the opportunities to engage in career awareness, career exploration, and career planning.
- 2) Equip students to know how to make career choices and how to create individual career and academic plans to prepare for careers and postsecondary education
- 3) Build and/or strengthen relationships with partners to support career goals of students throughout their career development process

## **Section 4: Plan for Implementation**

Areas to address for each goal chosen above:

- a) Describe how your school/consortium currently addresses your selected goal.
- b) Identify the new strategies your school/consortium would take in addressing the goal or describe how your school/consortium would significantly strengthen and enhance current strategies in place for the goal.
- c) Provide a SMART goal for your strategies (S=specific; M=measurable; A=achievable; R= results focused and T=Timeline)
- d) Identify how these strategies will become self-sustaining.

A partial listing of some possible avenues to help with career development:

- Implementing the online career development system, OKCareerGuide
  - Offering trainings for tech center and comprehensive school counselors and teachers
- Instructor training on how to work with students on career development
  - Developing enhanced individual planning documents/strategies
- Exposure to career role models
- Career development mentoring opportunities
- Career development curriculum/training for students
- Monthly career development support strategies for students
- Best practice “manual” for career development

## **Section 5: Support of academic, technical and/or career achievement**

Explain how these strategies support the academic, technical, and/or career achievement of the students. Identify and document these achievement measurements used in monitoring the impact and effectiveness of above strategies and how the results will be used for continuous improvement.

## **Section 6: Budget Narrative**

- All applicants will submit a budget narrative itemizing expenses for the proposed project. The budget items should be listed to show estimated cost of each line item. Each line must be detailed and specific. General expenses should be broken down into specific line items.
- Narrative on how the specific items purchased will be used in the instruction of students must be included in this section.

## **Section 7: Key Personnel**

Provide a chart listing of your key personnel that will fulfill grant responsibilities with name, job title, entity/organization and role.

## **Eligible applicants**

Eligible applicants who successfully complete the Carl Perkins application under the current Perkins IV Act are invited to participate in the Reserve Fund Grants process by:

- Meeting the criteria designated in the Local Application for Carl Perkins Funding,
- Meeting the criteria in the Overview section for the desired Reserve Fund Grant,
- Successfully completing the Reserve Fund Grant Application, and
- Documenting the human, financial, and time commitment required to meet the intent of the focused grant.

## **Process**

To ensure a comprehensive and expedient review, applicants must submit the application as follows:

- Applications must be submitted through the Career Tech Information Management System's grant module. The online system is located at the link below:
  - <https://ctims.okcareertech.org/CTBDSWeb/>
    - Video tutorials on how to utilize the system are located at the following link: <http://www.okcareertech.org/about/state-agency/divisions/federal-legislation-assistance/carl-perkins/ctims-resources/>
- **Applications are due May 5 2018.**

## **Application Evaluation and Award**

All Reserve Fund Grant Applications will be evaluated and awarded on a competitive basis. Applications will be reviewed and evaluated, **using a rubric**, by a team of state agency personnel. All reviewers' evaluations will be compiled for final scoring. If members of the evaluating team have questions or require verification regarding the application, they will notify the grant contact person to provide the requested supplemental information.

Each applicant awarded funds will participate in at least one status report during the project year and a self-evaluation report at the end.

Funds are made available on a reimbursement basis. Each applicant awarded funds will receive instructions for receiving such funds in the approval award letter.

**Questions can be directed to:**

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