Oklahoma Department of Career and Technology Education
Perkins Reserve Fund Innovation Funding
Career Development and Programs of Study Grant

Each Perkins Reserve Fund Innovation Grant Application is unique. Please read this entire document 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
- Eligible Applicants
- Application Outline
- Budget Restrictions and Notice Process
- Application Evaluation and Award
- Monitoring

Overview:

Career development is an educational program designed to assure individuals know how to make career choices and create full Perkins Programs of Study to prepare themselves for those careers. The program ensures individuals make informed career decisions based on facts. Career development is based upon the tenet that individuals who have career maturity make better career choices and have a better sense of the education plans, including entrepreneurship, needed to reach their career goals. 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 in-demand occupations. **Secondary schools and technology centers applying for a grant serving secondary students must meet the $15,000 allocation requirement*. Technology centers and colleges applying for a grant serving post-secondary students must meet the $50,000 allocation requirement.** Successful applicants will receive two-year innovation funding for up to $50,000 each year. Funding for year two is contingent upon applicants showing progress towards goals.

*These grants are now open to rural schools not meeting the $15,000 minimum allocation requirement. For more information please visit our website.

Expectations

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

1) Providing CTE students the opportunities to engage in innovative career awareness, career exploration, and career planning

2) Equipping CTE students to know how to make career choices and how to create Perkins Program of Study 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

Eligible applicants

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

- Meeting the criteria designated in the Local Application for Carl Perkins Funding, including the Comprehensive Local Needs Assessment.
- 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.

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

Application Outline

Below outlines the sections of the Perkins Career Development and Programs of Study grant application within the CTIMS online system. For more information on CTIMS see the Process section below.

Section 1: Funding Information

1.1 Does your school meet the minimum allocation requirement to stand alone as stated above?

If your school does not meet the minimum requirement, see the table below to determine maximum eligibility amounts.
$0 to $4,999 – Up to 25% of the maximum grant amount
$5,000 to $9,999 – Up to 50% of the maximum grant amount
$10,000 to $14,999 – Up to 75% of the maximum grant amount

1.2 Funding Request

- Please enter a funding request level for year one ($50,000 maximum)

- Please enter a funding request level for year two ($50,000 maximum)

1.3 Project Overview

- Please enter your project title.
- Provide a summary of the proposed project.

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 & Plan for Implementation

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 innovative career awareness, career exploration, and career planning.
2) Equip students to know how to make career choices and how to create Carl Perkins Program of Study 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

Areas to address for each goal chosen above:

a) Describe how your school/consortium currently addresses your selected goal.
b) Identify the new innovative strategies your school/consortium would take in addressing the goal or describe how your school/consortium would significantly strengthen and enhance through innovation 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.

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: Evaluation Plan, Data Collection, and Benchmark Measures

Each applicant will be required to provide a continuous improvement plan that includes data that will be used to benchmark student achievement, monitor, and revise the implementation strategies. These benchmarks will be used by ODCTE to determine progress on project goals; if progress is shown, award of second year funding will proceed.

1. Shortly describe the overall goal of the project.
    - Please list the grant's top objective.
        - Data Measure 1.1
        - Data Measure 2.1
        - Data Measure 3.1
    - Please list the grant's second objective
        - Data Measure 1.2
        - Data Measure 2.2
        - Data Measure 3.2
    - Please list the grant's third objective
        - Data Measure 1.3
        - Data Measure 2.3
        - Data Measure 3.3

Section 7: 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.
- Narrative section should include items being purchased both years. Expenses should be outlined by grant year.
- Budget spreadsheet should only include expenses for the current fiscal year.

Section 8: Key Personnel

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

Budgeting Restrictions and Notices:

Equipment purchased with innovation grant funds will be surrendered to the ODCTE if such project no longer operates as awarded during the third year following the award.

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.

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

Process

To ensure a comprehensive and expeditious review, applicants must submit their 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 in the help section of the Information management system. You can find them here.
  - For help with CTIMS, contact the Information Management Division (IMD) at 405-743-5134 or email CTIMSSupport@careertech.ok.gov
- **Applications will open to new applicants March 2, 2026 and close May 6, 2026.**

Monitoring

Each applicant awarded funds will participate in the mid-cycle monitoring process during the project year and subject to an end of year report/meeting. Second year funding will be contingent on showing progress towards completing grant benchmarks set in the application process.

Questions may be directed to:

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