Oklahoma Department of Career and Technology Education
Perkins Innovation Grant

Career Pathways, Workforce, and Industry Partnerships

Each Carl Perkins 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 and Expectations
- Eligible Applicants
- Application Outline
- Budget Restrictions and Notice Process
- Application Evaluation and Award
- Monitoring

Overview

In an ongoing effort to support Career Pathways, Workforce, and Industry Partnerships the Oklahoma Department of Career and Technology Education supports the development of new innovative Career Pathways and the enhancement of existing Career Pathways in high-skill, in- demand, or high wage occupations. The Career Pathways and corresponding Programs of Study developed with these funds should support local and state industries in meeting workforce needs while embracing rigorous and innovative academic and technical education. **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 $50,000.00 for the first year; and up to $25,000.00 for the second 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

1. The Career Pathways, Workforce, and Industry Partnerships Grant supports professional development and learning activities that support the local, state, and global economy in developing and improving Career Pathways and industry partnerships in order to allow for a seamless transition from secondary education to postsecondary education to employment in high skill, high wage, and high demand careers.
2. Career Pathways being developed and/or enhanced are driven by labor market demand in the local workforce development areas.
3. Building and/or strengthening relationships with partners to support Career Pathways students may pursue.
4. Combines a college-ready academic core with challenging technical studies and require students to complete real-world assignments.

5. Aligns secondary, postsecondary and workplace learning through strategies like dual enrollment and work-based learning (such as registered apprenticeships, internships, job shadowing, etc.)
6. Clearly identified pathways from secondary CTE programs that lead to postsecondary programs that lead to postsecondary certifications, licenses, and/or degrees. Career pathways will include multiple entry and exit points and provide stackable industry credentials.
7. Evidence of a dedicated advisory team/planning committee. This may include partners from secondary education, technology centers, community colleges, business and industry, local workforce boards, or other partners/stakeholders.
8. Creates and deploys guidance systems that include career information, exploration and advisement to students and clients.

Eligible applicants

Eligible applicants who successfully complete the Perkins application under the current Perkins V Act are invited to participate in the Innovation 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 Innovation Fund Grant,
- Successfully completing the Innovation Fund Grant Application, and
- Documenting the human, financial, and time commitment required to meet the intent of the focused grant.

Application Outline

Below outlines the sections of the Perkins Career Pathways, Workforce and Industry Partnerships 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 ($25,000 maximum)

1.3 Project Overview

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

Section 2: Plan for Implementation

1. Describe the Career Pathway(s) you plan to develop, implement, and/or enhance with the funds from this grant. Describe the goals you wish to accomplish with the funds requested.

2. Describe the current workforce needs, and describe what industry-recognized credentials, certifications, and/or degrees the Career Pathway may include.

3. Describe each of the partners that will assist you in carrying out this grant, collaboration, and the role each partner will play in implementing Career Pathways. Provide letters of support from each of the partners.

4. Describe how academics and technical education will be integrated within the Career Pathway.

5. Describe the business workforce needs being addressed by the Career Pathway grant. Indicate the industry(s) and occupations being represented, how the need was determined, and the occupational skills to be addressed. Include in your description workforce data from your area in the Career Pathway(s) you plan to develop/enhance.

6. Describe how the Career Pathway(s) being developed and/or enhanced will lead to occupations that are high skill, in-demand, or high wage.

7. Describe how the development, implementation, and enhancement of Career Pathways will be sustained.

Section 3: 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.

- 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 4: 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 5: Letters of Support

Letters of support are attached from at least one or more representatives of the following partners:

- K-12 school district
- Technology Center
- Community College/Higher Education
- Local Workforce Development Board
- Business and Industry partner(s)

Section 6: 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 are 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 can be directed to:

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