Oklahoma Department of Career and Technology Education
Perkins Innovative Grant
CTE New Program Grant Application

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, and supporting material(s). This document contains the following information:

- Overview
- Expectations
- Eligible Applicants
- Application Outline
- Budget Restrictions and Notices Process
- Application Evaluation and Award
- Monitoring

## Overview

Oklahoma Department of Career and Technology Education (ODCTE) supports the implementation of quality CTE programs. The purpose of this grant is to provide startup funding for new CTE programs. This would include any program approved within the past three years. Applicants can only receive one grant within the three-year period. This grant will help overcome the cost barrier of implementing CTE programs by providing schools with funding to purchase necessary equipment and resources to increase enrollments and opportunities for students statewide. (Up to $25,000. One year grant)

## Expectations

1. Implementation of new programs to provide students with access to quality CTE instruction.
2. New programs should utilize funds to purchase innovative equipment and resources.

## Eligible Applicants

Eligible applicants who successfully completed 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 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.
- Submit a complete Program of Study for your approved program. Templates can be found here.

## Application Outline

Below outlines the sections of the CTE New Program grant application within the CTIMS online system. For more information on CTIMS see the Process section below.

### Section 1: Funding

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 ($25,000 maximum)

### Section 2: Program Information

2.1 Project Title
2.2 What is the PID associated with this program?
2.3 For K12 – Which new CTE program is being enhanced or developed with the requested funds?
2.4 For K12 – In which fiscal year was the Form 2 approved for this program
2.5 For Technology Centers – Please indicate the fiscal year for which this program was first approved for your site in the ODCTE Instructional Framework System.
2.6 For Technology Centers – What is the state program name?
2.7 For Technology Centers – What is the local program name?

### Section 3: Project Justification

3.1 How did your school determine that this new program is needed?
3.2 How does this new CTE program fit in the long-term plan for your school?
3.2 What labor market need is being addressed by adding this program?
3.3 Describe how adding this program better serves students at your school.

### Section 4: Sustainability Plan

Explain how your organization will support this program after the end of the fiscal period of the grant.

### Section 5: Evaluation Plan, Data Collection, and 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 for ODCTE to determine progress on project goals.

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 6: Budget Narrative

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

## Section 7: Key Personnel

- List Superintendent, Person Submitting Application, Grant Project Coordinator, and Person Responsible for Fiscal Reimbursement

## Section 8: Budget Spreadsheet

## Budgeting Restrictions and Notices:

Equipment purchased with innovation grant funds will be surrendered to 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 a 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 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 package as follows:

- Applications must be submitted through the CareerTech 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 in the help section of the Information Management system. You can also find them here.
    - For help with CTIMS, contact the Information Management Division (IMD) at 405-743-5134 or by email at CTIMSSupport@careertech.ok.gov.
- Applications open to new applicants March 2, 2026 and close May 6, 2026.

**Monitoring**

Each applicant awarded funds will participate in an end-of-cycle review.

**Questions can be directed to:**

Jordan Duck, Perkins Coordinator, Jordan.Duck@careertech.ok.gov, 405.743.5401