Oklahoma Department of Career and Technology Education
Perkins Innovative Grant
High Growth and Emerging Technology

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

The Oklahoma Department of Career and Technology Education supports the development and implementation of innovative high-tech, high-wage CareerTech Academies, State Programs and sequence of courses that align with local, state, and global industry and emerging workforce needs. The grant proposal should embrace rigorous academic and technical learning activities. 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 per 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 High Growth and Emerging Technologies Grant learning activities should support the local, state, and global economy.
2. Evidence of a dedicated advisory team/planning committee, made up of secondary and postsecondary education, business and industry, and other partners/stakeholders.
3. Evidence of a committed academy/technical teaching team that is devoted to the particular learning activities and credentialed in their teaching field with opportunities for common curriculum planning and professional development.
4. A student recruitment and selection process that may incorporate multiple student criteria such as interest, academic performance, attendance, etc. and documentation of that process.
5. Sequence of courses and/or activities that includes rigor and relevance.
6. Innovative strategies to support all students in becoming independent learners by building into their learning experience opportunities to practice habits of successful learners such as study and literacy skills, time management, and cooperative learning to increase the rigor and depth of learning.

7. Innovative Curriculum and instruction that meets state and national standards, prepares students for college and work, and supports dual credit opportunities.
8. An identified student assessment process to document student learning and improve instruction (i.e. licensures, certification, SAT, ACT).
9. Clearly identified pathways into postsecondary education, coordinated with higher education including postsecondary certifications, licenses, and/or degrees and documented by college/university/technology center letters of support.
10. Evidence of a student advisement process that supports Perkins Programs of Study including an individual career and academic course plan that includes relevant student interest and academic assessment data, high school and post-graduate course listing that includes the 13th and 14th years and culminates in the award of a certification, licensure or degree.

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 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.

Application Outline

Below outlines the sections of the Perkins High Growth and Emerging Technology 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: Project Justification

2.1. Supporting Data

- Document the labor market demand on new and emerging career projections related to this academy/state program/sequence of courses using available data from the Oklahoma Department of Commerce, Oklahoma Employment Security Commission, Department of Labor, or other relevant resources.

2.2 Demonstration of Success

- Description of activities that are in place and support the initiative.

Section 3: Project Description

3.1. Project Goals and Objectives

- Describe innovative project goals and overall objectives of the initiative.

3.2. Target Population, Recruitment, and Placement Strategies

- Describe the recruitment/marketing strategies, and advisement/guidance strategies that will be used to support students participating in the proposed CareerTech state program, and relevant initiative.
- Identify the postsecondary options (certifications, licensures and degree plans) that would be possible transitions for students after successfully completing the program.

3.3. Delivery Model and Impact Projections

- Provide a brief description and an estimate of the number of people impacted by each planned activity.

3.4. Activity/Course/Curriculum Description

- Describe content and/or development.

3.5. Faculty /Staff Training and Professional Development

- Write a brief description.

Section 4: Project Plan and Timeline

- Provide a sequence of courses with the course title and a brief description of each course and course assessment strategies.

Section 5: Advisory Team/Planning Team

- Provide a brief description of the Advisory Team /Planning Team and their affiliations. Please list the team members that include representation from business/industry, workforce/ economic development, and educational partners. Document each team member's areas of expertise and the roles they play in the design and implementation.

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: Marketing

- Describe the recruitment/marketing strategies, and advisement and post-secondary transitions strategies that will be used to support students.

Section 8: Industry Support

- Provide evidence of and letters showing industry support. The letters are required as attachments to the application in the CTIMS system.

Section 9: Sustainability

- Describe how the CareerTech program will be supported following the second year of grant activities.

Section 10: Budget and Budget Justification

- 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 11: Key Personnel

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

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 package 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:

    1. https://ctims.okcareertech.org/CTBDSWeb/
    2. Video tutorials on how to utilize the system are located in the help section of the Information management system. You can also find them at the following here.
    3. 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:

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