Oklahoma Department of Career and Technology Education
Perkins Reserve Fund Innovation Funding
Improving Academic Proficiency 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, and supporting material. This document contains the following information:

- Overview & Expectations
- Eligibility
- Application Outline
- Budget Restrictions and Notice Process
- Application Evaluation and Award
- Monitoring

Overview

The Oklahoma Department of Career and Technology Education (ODCTE) is committed to improving the academic proficiency of CTE students. This grant is designed to increase academic outcomes in English/Language Arts, Science, and/or Mathematics. Funds are provided so that schools can implement innovative strategies to improve academic performance. The grant is intended for secondary students to address academic shortfalls as evidenced by our Perkins performance metrics. Remediation and credit recovery are unallowable expenditures by law. Funds can be used as a proactive measure to address shortfalls and improve performance prior to requiring remediation. Tutoring and integrating academics into CTE programs would be examples of how these funds could be used. **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 $25,000 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:

1. Provide CTE students with resources to improve academic performance in Reading/Language Arts, Science, and/or Mathematics.
2. Strategies could be implemented during or outside regular school hours.

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 Improving Academic Proficiency 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 ($25,000 maximum)
- Please enter a funding request level for year two ($25,000 maximum)

Section 2: Overview

- 2.1 Please enter your project title.
- 2.2 Which academic area is this project hoping to improve?
- 2.3 Provide a summary of the proposed project.

Section 3: Justification

What are your local academic performance results for the subject area(s) that you are requesting funding? How do these results compare to state goals?

Section 4: Description

- 4.1 Describe how your district will identify and recruit students who will participate in this initiative?
- 4.2 Provide a timeline for the implementation of the proposed project.

Section 5: Sustainability

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

Section 6: Evaluation Plan, Data Collection, and Measures

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

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

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

Section 9: Itemized Budget Spreadsheet

Only include items being purchased in year one. You will complete another budget spreadsheet for year two of this grant next year.

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 will open to new applicants in March 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.

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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