# Oklahoma Department of Career and Technology Education
# Perkins Reserve Fund Innovation Grants

Innovation in Career Exploration 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(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 Career and Technology Education (ODCTE) supports innovative school improvement efforts to develop middle school STEM exploratory programs that lead to increasing academic rigor and student achievement. STEM curriculum should provide project-based learning for the full range of students in grades seven and eight classrooms as well as career awareness and exploration activities for students in grades five, and six. 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*.** 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 middle school STEM Site Development grant is to provide funding to support the development of STEM sites that:

1. Support a technology center or high school with a STEM program, when possible;
2. Increase student's ability to use scientific processes, mathematical analysis, and engineering design to pose questions, seek answers, and develop solutions; and
3. Provide students with an opportunity to explore engineering, science, and technology career opportunities (particularly females and minorities).
4. Become and maintain ODCTE approved program status, by submitting all required forms, reports, and abiding by all CareerTech rules and program regulations.

The STEM program addresses the interest and energy of middle school students, while incorporating national standards in science, technology, engineering and mathematics (STEM).

STEM is "activity oriented" to show students how technology is used in engineering to solve everyday problems. The instructional units should excite and motivate students to use their imaginations and teach them to be creative and innovative, while gaining the skills they need to develop, produce, and use products and services. Funding will be provided for instructional offerings in grades seven (7), and eight (8), and Career Awareness and Career Exploration options in grades five (5) and six (6).

The purpose of the middle school STEM Grant is to provide funding to support the development and implementation of innovative STEM sites in middle and Junior High schools (grades five, six, seven and eight) that feed into technology center or high school STEM programs, when possible.

## Criteria For STEM Middle School Grant Application

To be eligible for a STEM middle school transition Grant, schools must meet and agree to the following minimum criteria by documenting the requested information in the Career Tech CTIMS grant management system.

1. Identify an existing classroom space to house a ***dedicated STEM*** program.
2. Select qualified teacher(s) with knowledge in Mathematics, Science, and Technology (please work with Laurie Richison at 405.743.5482 or laurie.richison@careertech.ok.gov for certification requirements.)
3. Agree to send counselor/administrator to STEM Mid-Winter Conference each year.
4. Agree to work with school counselors to encourage students to continue STEM courses at the local high school, if they exist, or the partnering technology center as they transition into high school.
5. Agree to abide by all state requirements to be a CareerTech STEM Program, including, state regulation 780:20-3-5 and submitting a Form 2 (e.g., principal, guidance, and STEM teachers) if required. Career Tech state program requirements/rules can be found at https://oklahoma.gov/careertech/about/rules.html

## 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 completing and submitting a 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 for meeting the intent of the focused grant.

**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.

## Application Outline

Below outlines the sections of the Perkins Innovation in Career Exploration 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: Information Needed for Site Development Grants -** Please describe your readiness level by responding to the following:

- Does the school have a dedicated STEM lab available?
  - Provide the name and address of the school where the STEM program will be offered.
- If known, list the names of the teachers and their current certification area(s) below:
- Is the grantee committed to following the STEM curriculum guidelines?
- Will this STEM program be full-time or half-time?
- Will the grantee conduct an annual follow-up survey as students transition to high school?
- List the partner technology center or high school with a STEM program and list the program.

### Section 3: Activity Goal

- The sequence in which the STEM courses will be implemented in grades six, seven and eight. Explain how the STEM courses will fit into your school schedule.
- How will the middle school program align to the technology center or high school STEM program?
- Strategies to ensure students' successful transition to the STEM program at the local high

school or at the technology center.

- How the school's academic and technical resources will be aligned to support the implementation of STEM.
- How the STEM middle school program will be financially sustained in future years.
- Include a letter of support that includes middle school principal and superintendent signatures with this application ensuring agreement to implement and sustain the middle school STEM program.

## Section 4: Support of Academic and Technical Achievement

- Explain how the implementation of the middle school STEM program will assist with the preparation of students both academically and technologically above and beyond traditional coursework for transition into high school.
- Describe how the implementation of the middle school STEM program will increase student's ability to use scientific processes, mathematical analysis, and engineering design to pose questions, seek answers, and develop solutions.

## Section 5: Plan for Implementation

- Describe how the school will implement the following steps; if some steps have already been implemented, please describe what you have accomplished.
- Make sure to review ODCTE STEM program requirements and CareerTech rules which can be found at https://oklahoma.gov/careertech/about/rules.html.
- Identify and select teachers to teach STEM courses.
- If necessary, assist teachers in upgrading knowledge and skills in technology, computers, math and/or science.
- Work with the partner technology center / high school in forming an Advisory Committee composed of mentors/coaches/advisors from business/industry, colleges, and the community. Provide list of partners, names, emails, phone information for each known member.

## Section 6: Evaluation

Describe how you will **evaluate** the STEM program to determine if the proposed program meets the following goals of the STEM Site Development grant:

- Support a technology center or high school with a STEM program, when possible, by encouraging students to attend further STEM courses.
- Increase student's ability to use scientific processes, mathematical analysis, and engineering design to pose questions, seek answers, and develop solutions.
- Provide students with an opportunity to explore engineering, science, and technology career opportunities (particularly females and minorities).

**Data Collection, and Benchmark Measures Negotiation:**

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 & Spreadsheet

- All applicants will submit a budget narrative itemizing expenses for the proposed project. Rationales should have descriptions of how the items will be used in a classroom to benefit students and help them complete their chosen program of study. 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.
- The narrative needs to provide details of how the proposed expenditures will help the student obtain a certification, licensure, or degree at the post- secondary level.
- 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.

Budget must follow these guidelines:

1. Innovation grant funds may support the following STEM middle school program requirements:
    - STEM classroom equipment and supplies (grades 7 and 8)
    - Career Awareness and Career Exploration activities and curriculum (some restrictions apply follow the Carl Perkins Allowable/Un-allowable guide)
    - Upgraded computers and a laptop for the teacher, limited computer upgrades
    - Professional development:
        - Travel costs may be included in this proposal.

1. Funds may **not** be used for:
    - Stipends, salaries, or tuition except as specified by the innovation grant;
    - Purchase of equipment or computers for any purpose except as specified by the innovation grant;
    - Technology Student Association (TSA)
    - Furniture to equip the labs;
    - Travel except as specified by the innovation grant;
    - Meals or light refreshment;
    - Administration, including indirect cost

**Section 8: Key Personnel**

Designate the following (List names, titles and place of employment):

- A middle school program contact who will be a member of the Partnership Team to be involved in the development of the STEM Middle School Program.
- Person responsible for fiscal reimbursement
- Teacher(s) to deliver instruction take the online assessment and attend the training institutes.
- Middle school counselor(s) who will work with the counselor(s) from the feeder technology center/high schools.
- Technology Center Personnel and Title (such as STEM instructor, counselor, recruiter, etc.)

**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 expedient 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:
  - 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 also find them at the following 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 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.

**Questions may be directed to:**

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