

Steps to Request Perkins IV Funds for 2014-2015

1. CTE programs received their “core indicator” data in the program review documents. Departments should have already studied the data to understand the gaps. If there is a gap between the state negotiated level and the level achieved by the program, the department should address how it will improve student success of this core indicator in its application. What activities will the department undertake during this grant year to improve the core indicator numbers?
2. Every TOP code requesting funds must address all 9 “Requirements for the uses of funds”. Complete the attached form called **Section II Part A** indicating with a check mark if the program has already “met” the requirement or if it is still “unmet”. If it is “unmet”, it will need to be met during the grant year in which you are requesting funds.
3. Every TOP code requesting funds must explain in detail the activities it will undertake during the grant year to meet all 9 “Requirements for the uses of funds”. Complete the attached form called **Section II Part B** detailing the following:
 - a. Activities the program will undertake
 - b. The core indicator the activity will address
 - c. The source of funds for the activity
 - d. The status of the activity currently

All the criteria will need to be addressed and checked as “met” by the end of the grant year 2014-2015.

4. Submit the **completed Perkins IV forms – Section II Part A and Part B** – with your LMC RAP proposal by the college deadline – February 21, 2014. Submit the electronic version of these forms to Natalie Hannum at the same time.
5. Complete the **Program Improvement and Development Process Proposal form** to provide details and the scope of the project while addressing college goals and provide a detailed budget with your LMC RAP proposal by the LMC RAP deadline – **February 21, 2014**.
6. Please make sure that you have submitted annual **advisory board meeting** agendas, minutes and membership list to the Office of Instruction. If not submitted during this academic year, please submit with this RAP proposal on **February 21, 2014**.
7. The CTE Committee will review and endorse proposals that meet all the Perkins criteria at its meeting in March, 2014.
8. The recommendations of the CTE Committee will be forwarded by the Dean of CTE and Social Sciences to the College President.
9. The President will make the final decision and inform SGC.
10. The President will notify the college in April, 2014 about which proposals have been approved for Perkins IV funding.

Your complete application should include the following items:

1. Completed Section II Part A form (Hard copy to the Business Office; and Electronically to Natalie)
2. Completed Section II Part B form (Hard copy to the Business Office; and Electronically to Natalie)
3. Program Improvement and Development Process Proposal form (Hard copy to the Business Office)
4. Copy of your latest advisory board meeting agenda, minutes and membership list. (Electronically and/or hard copy to Natalie)