

**Steps to Request Perkins IV Funds for FY2015-2016**

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 2015-2016.**

4. Submit the **completed Perkins IV forms – Section II Part A and Part B** – with your LMC RAP proposal by the college deadline – **February 27, 2015**. Submit the electronic version of these forms to Natalie Hannum, Dean of CTE & Social Sciences, at the same time.
5. Complete the **Program Improvement & 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 27, 2015**.
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 27, 2015**.
7. The CTE Committee will review and endorse proposals that meet all the Perkins criteria at its meeting in March 2015.
8. The recommendations of the CTE Committee will be forwarded by the Dean of CTE & Social Sciences to the College President.
9. The President will make the final decision and inform the Shared Governance Council (SGC).
10. The President will notify the College in late April/early May 2015 about which proposals have been approved for Perkins IV funding.

**Your complete application should include the following items:**

- Completed Section II Part A form (Hard copy to Business Office and electronically to Dean Hannum)
- Completed Section II Part B form (Hard copy to Business Office and electronically to Dean Hannum)
- Program Improvement & Development Process Proposal form (Hard copy to Business Office)
- Copy of your latest advisory board meeting agenda, minutes and membership list (Electronically and/or hard copy to Dean Hannum)