

INSTRUCTIONS FOR COMPLETION OF GRANT APPLICATION 2016-17

1. This grant application is now an online Google form. Since it is a Google form, you must be ready to complete the entire application at one sitting. You cannot begin the application, save it, and return to it. It should not take you more than 30 minutes to complete the application as long as you have everything in front of you when you begin.
2. You cannot print the Google form and handwrite the application. This will not be accepted.
3. Only one grant should be submitted for each program area. List all of the equipment/supplies on one grant application for the same program area. Keep in mind that this grant is to be used for big ticket items that you normally would not have the capability of purchasing in a year. This grant is not intended for items such as small hand tools but rather for a radial arm saw.
4. Below are the instructions for each section of the application.
 - a. **Name of school:** Key in the name of the school applying for grant.
 - b. **Teacher submitting the grant:** Key in your first and last name.
 - c. **Teacher's full email address:** Key your full email address (nroddy@greenville.k12.sc.us)
 - d. **Name of course and first four digits of course number:** This is the name of the course(s) that the equipment/supplies will be used. Also, list the first four digits of the course number(s). (Integrated Business Applications 5020)
 - e. **Unduplicated number of students enrolled in program in 2015:** The total number of students enrolled in program area where the equipment/supplies will be used. For instance, if the equipment is to be used in Accounting, count all of the students who are in Accounting 1 and Accounting 2. Do not count the same student twice.
 - f. **Does your program have a completer pathway?** Check either Yes or No. A completer pathway means that your students have an opportunity to become a completer by completing four units of credit within a major. Middle schools will answer No to this question since completer status is awarded only at the high school/career center.
 - g. **High School: What is the major?** List the name of the completer program.
 - h. **List the four units required for the major.** List the name of the four units that you offer in order for your students to be classified as completers.
 - i. **Middle School: Articulated high school program.** This question applies only to the middle schools. What program area at the high school do your courses articulate with? For instance, the GTT courses articulate with PLTW at the high school level.
 - j. **Does your program have industry certifications available?** Check either Yes or No. Do your students have the opportunity to receive industry certifications during the program? This question will apply only to high schools/career centers. Middle schools should check No.
 - k. **List certifications offered.** If your program offers certifications, list the possible certifications the student may receive. List the name of the certification rather than the number that is used to report data.
 - l. **Does your program offer dual credit?** If your program provides the opportunity for a student to earn dual credit, check Yes. Again, this question only applies to high schools/career centers. The middle schools will check No.
 - m. **List the college course name and number.** If you offer dual credit, list the name of the college course as well as the college course number.
 - n. **Does your program have an advisory committee?** High schools/career centers should check Yes or No. Advisory committees do not apply to middle schools.
 - o. **List the chairperson's name.** List the name of the chairperson of your advisory committee.

- p. **List the date of the last advisory meeting.** Key in the date of the last advisory committee.
 - q. **Do your students participate in a CTSO?** This again will apply to the high schools/career centers. Do your students participate in a recognized student organization (FFA, FBLA, DECA, SkillsUSA, HOSA, FCCLA).
 - r. **List the CTSO.** Name the active CTSO for your students.
 - s. **Priority one-Equipment/supplies requested.** List the item that you want as priority one in this box. Include the number of items, a description (more than a stock number—must be able to tell what you want), and the total cost of the item including shipping and tax. You must add tax on all items. My advice is to also add shipping unless you know for a fact the company will not charge you. Add shipping to the subtotal before adding tax. This can be an estimate. If your grant is awarded, you will be asked for more detail about the purchase. Do not get three bids; do not send in the bids. Answer the next two questions in the same manner as this one.
- 5. Once you have finished with the application and click Submit, it will automatically be sent to Nancy Roddy. You do not have to print a copy and email it. In fact, printed and emailed copies will not be accepted.
 - 6. CTE programs in the middle schools, high schools, or career centers may apply for equipment and non-consumable supplies.
 - 7. You will be asked at a later date for your list of consumable supplies. Only the high schools/career centers will be allowed to apply for consumables.
 - 8. The applications must be received no later than 4 p.m. on Thursday, March 10, 2016. No applications will be accepted after that date. Applications are automatically timestamped when submitting.
 - 9. As soon as the applications have been reviewed, you will receive notification of whether or not you received the grant.