

College & Career Awareness

FY22 FUNDING APPLICATION

Program Year: July 1, 2021 to June 30, 2022

Availability of Funding: College and Career Awareness funds will be disbursed as part of the CTE Ongoing Allocation consistent with Utah State Board of Education Rule R277-916. LEAs will receive a base of \$2,000 or \$4,000 per school with the remaining funds distributed based on the school's prior College and Career Awareness enrollment. All allocations will be based upon the school meeting and continued compliance with the program standards.

Eligible Applicants: Utah School Districts and Charter Schools

Funding Procedures: College and Career Awareness Funding Application and Proposed Budget must be submitted and conform to submission deadlines. For an LEA to participate, it must identify schools and College and Career Awareness team members that: a) incorporate the entire approved College and Career Awareness program; b) are willing to participate in professional development for the program; and c) will assure compliance with all strands and standards related to the program.

Statement of Purpose: The CTE Ongoing Allocation includes funds for the junior high/middle school College and Career Awareness Core Curriculum program. This College and Career Awareness funding will be utilized to maintain state-of-the-art College and Career Awareness curriculum, purchase equipment and supplies, refine program curriculum, and provide ongoing professional development training for teachers, counselors, work-based learning coordinators and administrators. Funding may not be used for regular personnel costs under the State Board of Education Rule. Program evaluation and monitoring will be conducted to ensure appropriate implementation and continual update and renewal in the schools that receive funding.

Course Requirements: All parts of the program must be presented to qualify for funding.

APPLICATION PROCEDURES

LEA CTE Director must:

1. By April 1, 2021: Complete and submit the non-competitive FY2021-2022 College and Career Awareness Funding Application and all End of Year Summary documentation for FY21. Both the Utah State Legislature and the United States Government have placed an emphasis on accountability. Therefore, several reports have been developed by Utah State Board of Education to obtain information.

Local Applications, payment requests, and Accountability Reports (Part A) are now processed through [Utah Grants Management System](#).

Helpful Tip:

Mac Users: Adobe PDF files by default on a Mac are opened in Mac Preview. The only way to submit the PDF form is to open the PDF in Adobe Acrobat Reader with the Safari browser. The following steps illustrate how to successfully open a PDF so you can submit using your Mac.

1. Set Adobe Acrobat as the default program to open your PDFs.
 - a. Right-click on the file and select "Get Info" for any PDF file that you have stored on your computer.
 - b. Change the "Open With" settings from Preview to Adobe Acrobat.
 - c. Click "Change All. . ." to apply the changes to all PDF files.

All applications must be submitted through Utah Grants by April 1, 2021.

FY22 COLLEGE AND CAREER AWARENESS FUNDING APPLICATION AND PROPOSED BUDGET

All applications must be submitted through Utah Grants by April 1, 2021.

Applicant LEA	
LEA Address	
LEA CTE Director	
Address (if different than above)	
Phone	
Email Address	

Information for school(s) receiving FY22 College and Career Awareness State Funding

Include all schools teaching College and Career Awareness for which funds are being requested and the grant amount allocated to each school. Click [here](#) for the allocation table.

#	School Name	Grade Taught*	Length*	Integrated into other courses	Amount Awarded
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

TOTAL amount distributed to schools	
Amount held at the LEA level (Including indirect costs if applicable)	
TOTAL LEA ALLOCATION	

If Other, please explain.	
----------------------------------	--

PREVIOUS YEAR CARRYOVER

Do you have previous year carryover? Yes No

Reason for Previous Year(s) Carryover (Include plans for reason to carryover funds from previous years and how funds will be spent.)

FY22 PROPOSED BUDGET

Funds must be spent on CCA appropriate activities, supplies and equipment. These will be estimates.

One budget sheet is submitted per LEA.

LEA:		
EXPENDITURE CLASSIFICATION	PREVIOUS YEAR(S) CARRYOVER	FY22 PROPOSED BUDGET
Salaries*		
Employee Benefits*		
Purchased Prof. & Tec. Svc.		
Purchased Property Svc.		
Other Purchased Svc.		
Travel*		
Supplies & Materials		
Property (includes equipment)		
Indirect Costs		
Planned Carryover	Intentionally left blank.	
SUBTOTAL		
*These categories are for reimbursement for teacher professional development. This amount CANNOT exceed 15% of total budget.		

Reason for FY21 Carryover (Include plans for reason to carryover fund from FY20 expenditure.)

LEA ASSURANCES

- School administrators demonstrate a commitment to the College and Career Awareness program and maintain appropriate scheduling consistent with delivering the requirement to all 7th and/or 8th grade students ([R277-700-5](#) and [R277-916](#)).
- Teachers, counselors and Work-Based Learning coordinators will meet license and endorsement requirements ([R277-916-4](#)).
- College and Career Awareness teachers, counselors and Work-Based Learning coordinators will plan and carry out WBL activities ([R277-916-4](#) and [College and Career Awareness Strands and Standards](#)).
- School administrator(s), College and Career Awareness teachers, counselors and Work-Based Learning coordinators demonstrate a commitment to participate in professional development ([R277-916-3](#)).
- School administrator(s), College and Career Awareness teachers, counselors and Work-Based Learning coordinators work as a team to incorporate **all** components of College and Career Awareness ([R277-916-4](#)).
- School College and Career Awareness team members will complete and submit End of Year Summary Report that is included in the funding application, annually, of each school meeting the College and Career Awareness standards ([R277-916-3](#)).
- LEAs may not spend more than 15% of College and Career Awareness budget on professional development ([R277-916-3](#)).

Signature indicates willingness to meet all requirements of the program and expenditures align with appropriate State funding guidelines.

LEA CTE Director _____

Date _____