**Advancing Postsecondary CTE Data Quality Initiative**

**Budget Proposal Instructions**

States that are selected for the Advancing Postsecondary CTE Data Quality Initiative will be awarded a total of $80,000 in three installments over two years:

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| **Grant** | **Amount** | **Issue Date** | **Conditions** |
| Planning Grant | $15,000 | Fall 2020 | Approval of the proposed planning grant budget and execution of the grant agreement |
| Implementation Grant One | $40,000 | Early 2021 | Approval of the action plan and two-year budget |
| Implementation Grant Two | $25,000 | Early 2022 | Submission of the year one grant report |

Applicants must use the following budget template to list **all direct costs associated with the initial $15,000 planning grant**, including completing the needs assessment, planning for implementation and developing an action plan. All costs must be reasonable, allowable and justified.

Allowable Costs: States may spend their grant dollars on hiring consultants to support the work, hosting project meetings, supporting relevant travel (limited to approved state per diems), executing strategies and activities, transportation or subsidies for educators, stipends to support institutional involvement, overall project management, and other activities that directly advance the states’ goals.

Unallowable Costs: Grants may not be spent on costs associated with writing the application, direct staff time and benefits, entertainment, overhead costs, direct lobbying expenses or anything of individual benefit.

Selected states will be expected to submit an updated two-year budget by December 2020 along with their completed action plan. States can pass forward unspent funds from the planning grant to their implementation budget.

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| **Note: Given travel and meeting limitations as a result of the COVID-19 crisis, we anticipate that applicants may not be able to spend down their entire planning grants in 2020.** Applicants should plan to spend these funds in the 2020 calendar year if possible, but can roll unspent funds into their two-year budget if necessary. Possible activities for planning grant funds include:   * Hiring a consultant to facilitate the needs assessment and action plan * Gathering additional information through surveys, focus groups and other methods * Providing stipends to institutional researchers, faculty, CTE administrators and other individuals whose input and expertise is relevant for this stage of the project to support their involvement * Making early investments in implementation strategies |

States are encouraged to contact Austin Estes ([aestes@careertech.org](mailto:aestes@careertech.org)) if there are questions whether proposed spending is allowable or unallowable.

**Budget Template Instructions:**

* Applicants must complete the Budget *Proposal* *Template* covering the initial planning grant period (September-December 2020). At a minimum, they must complete the grant amount column. The public and private matching contributions column is optional, but will be considered a factor that demonstrates sustainability.
* Applicants may add rows to the template to specify other program costs if necessary.
* Applicants must complete the Budget *Narrative* *Template* describing their planned costs and how the investment will support improving the quality and use of postsecondary CTE data over the initial planning period.
* Additional information regarding the budgeted line items may be requested by The Center to Advance CTE before or after the grant award is made.

**Budget Proposal Template for the Advancing Postsecondary CTE Data Quality Initiative**

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| --- | --- | --- | --- |
| **Cost Category** | **Planning Grant**  (September-December 2020) | | |
| **Grant Amount**  ***(The Center to Advance CTE funds)*** | **Matching Contributions** | **Total** |
| **Consultants and Subcontractors** |  |  |  |
| **Travel, Meetings and Activities** *(e.g. transportation; per diem; space rental; audio visual rental; food and beverage).* |  |  |  |
| **Support for Implementation** *(e.g., direct support to local institutions; funding for programs to pilot, replicate or scale local initiatives)* |  |  |  |
| **Technology & Teleconferencing** |  |  |  |
| **Printing, Postage & Shipping** |  |  |  |
| **Other Program Costs (***You must list each item and budget line for each item included)* |  |  |  |
| **SUBTOTAL** |  |  |  |
| **GRANT TOTAL**  *(must not exceed $15,000)* |  |  |  |

**Budget Narrative Template for the Advancing Postsecondary CTE Data Quality Initiative**

States are expected to provide an explanation of how the initial planning grant investment will prepare them to improve postsecondary CTE data quality and use. In the table below, using a narrative description, please describe for each budget category:

* How each of the budget categories will enable the state to support these efforts.
* How budget figures were calculated.
* How matching funds will be utilized if applicable.

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| --- | --- |
| **Cost Category** | **Narrative Description** |
| **Consultants and Subcontractors**   * *How the consultants/subcontractors budget figures were reached* * *Who the consultants/subcontractors are and their specific roles and responsibilities* * *Whether the state has/is in the process of/will secure private and public dollars to support consultants/ subcontractors* |  |
| **Travel, Meetings and Activities**   * *How the travel and meeting budget figures were reached (e.g., what activities will the state host, attend and/or participate in or support)* * *How the travel, meetings and activities will enable the state to achieve its goals through this initiative* * *Whether the state has/is in the process of/will secure private and public dollars to support travel and meetings* |  |
| **Support for Local Implementation**   * *How the local implementation budget figures were reached* * *How the local implementation will enable the state to achieve its goals* * *Whether the state has/is in the process of/will secure private and public dollars to support local implementation* |  |
| **Technology & Teleconferencing**   * *How the technology/teleconferencing budget figures were reached* * *How the technology will enable the state to achieve its goals* |  |
| **Printing, Postage & Shipping**   * *How the printing, postage & shipping budget figures were reached* |  |
| **Other Program Costs** *(specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)* |  |