



## SPECIAL-PROJECT PROPOSALS

Special-Project Requests are for over \$4,000 and designed to fund short-term program improvement needs in Career and Technical Education Programs not met by other resources or Perkins funding methods.

Examples include:

- To address large scale equipment needs or modernization
- To develop a needed program or program component

Eligible applicants are recipients of Carl Perkins funds through C-TEC representing:

- Individual schools or districts
- Multi-school collaborations
- Region-wide strategies

### **Eligibility Requirements**

Proposals must:

1. Be submitted by one or more
  - a. ODE approved CTE Program(s) of Study, or
  - b. ODE approved Startup CTE Program(s) of Study
2. Be complete – Submit the assurances document (second page of this document) with the google form by the deadline on the CTEC website ([TinyURL.com/CTECMiniGrants](http://TinyURL.com/CTECMiniGrants))

### **Required Project Information**

The Special-Project Google Form request will require the following Information:

- School or entity submitting the request
- Nature of need – include the improvements, # of students impacted
- Why the need is important to your school/community
- Outcomes expected and plans to measure the outcomes
- How will you ensure the outcomes are sustainable
- Other funds to be leveraged – district, community partners, Perkins Basic Allocation, etc.
- Total dollar amount requested from C-TEC Special Project fund

### **Proposal Timeline**

The proposal timeline can be found here: [TinyURL.com/CTECMiniGrants](http://TinyURL.com/CTECMiniGrants)



## C-TEC Special-Project Assurance Document

Name of Instructor(s) submitting the request:

Name of the ODE-approved Program(s) involved in the proposal:

Name of the school(s)/organization submitting the request:

C-TEC Special Project Fund Request (list the total dollar amount you are requesting):

The signature of your school administrator indicates their awareness of the C-TEC Mini-Project Proposal

Signature, Administrator in charge of CTE

Date

**In order for your proposal to be complete, you must do the following:**

1. Complete this page, scan it, and save it as a PDF.
2. Upload the PDF of this page as part of a complete C-TEC Special Project Google Form (found at [TinyURL.com/CTECMiniGrants](http://TinyURL.com/CTECMiniGrants))