



Career Pathways Office

1299 East 32nd Street, Room 9
Signal Hill, CA 90755

2018-19 CTE Course Sequence Improvement Grants

The Long Beach Unified School District is pleased to announce the availability of funding for eligible Career and Technical Education (CTE) programs interested in supporting the goals and initiatives of LBUSD's CTE Incentive Grant. CTE Course Sequence Improvement Grants may be used for investments advancing one or more of the following LBUSD CTE Incentive Grant goals:

LBUSD's CTE Incentive Grant goals and initiatives are:

1. Develop, improve or expand use of technology in Career Technical Education.
2. Improve, expand and modernize quality career and technical education programs.
3. Provide students with strong experience and understanding of all aspects of an industry.
4. Provide specialized activities for CTE students who are members of special populations.

THE GRANT APPLICATION

The application consists of three documents: Part 1: COVER SHEET, Part 2: PRORPOSAL PRESENTATION, and Part 3: BUDGET SHEETS. Please complete all THREE documents as thoroughly as possible. Do not forget to obtain all required signatures prior to submitting your application.

Part 1: COVER SHEET

This one-page document includes contact information, proposal title, and required teacher, principal, and business advisor signatures.

Part 2: PROPOSAL PRESENTATION

This portion contains questions about your proposed activities/investment. Please provide as much detail as possible. Questions address investment objectives, measureable outcomes, timelines, CTE Course sequencing, and budget.

Part 3: BUDGET

This portion requests details about proposed activities/purchases, and the types and amounts of expenditures. You should estimate the cost as accurately as possible using quotes and estimates from vendors whenever possible.

PART 1 - COVER SHEET

CTE COURSE SEQUENCE IMPROVEMENT GRANT

2018-19 GRANT APPLICATION

Instructions for completing the application:

1. Please provide all requested information (incomplete applications will be returned without consideration).
2. If requesting equipment purchases, please document costs by attaching a vendor quote.
3. Make sure to include all required signatures: CTE Teacher Applicant, Principal, and Business Partner(s)

CTE Teacher Information

Name of CTE Instructor Applying for Grant:		Summer Phone Number:	Email Address:
School Site:	Work Phone:	CTE Course(s) Taught:	
Name of School Pathway in which your CTE Course is situated:		Title for your Grant Project:	
Teacher's Signature: _____		Principal's Signature: _____	

Business Advisor Information

One (1) Business Advisor is required for applicants of Minor Grant Amounts (\$7,501 to \$50,000)

Business Advisor's Company Name:	Email Address:	Work Phone:
Business Advisor Contact's Name:	Business Advisor Contact's Title:	
Business Partner's Statement of Review: I have read through this grant application. The activities and/or items requested in the application are supportive of the required skill sets and/or student knowledge needed to succeed in my industry.		
Business Advisor's Signature: _____ Date: _____		

Business Advisor Information

Two (2) Business Advisors are required for applicants of Major Grant Amounts (\$50,001 to \$100,000)

Business Advisor's Company Name:	Email Address:	Work Phone:
Business Advisor Contact's Name:	Business Advisor Contact's Title:	
Business Partner's Statement of Review: I have read through this grant application. The activities and/or items requested in the application are supportive of the required skill sets and/or student knowledge needed to succeed in my industry.		
Business Advisor's Signature: _____ Date: _____		



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Part 2: PROPOSAL PRESENTATION:

This portion contains questions about your proposed investments and activities. Please provide as much detail as possible. Questions address current identified needs, proposal objectives, project activities, measureable outcomes, and, CTE Course sequencing with your pathway, and budget. Refer to the Scoring Rubric for details in answering the following questions.

QUESTION 1A: CTE TEACHER PROFESSIONAL DEVELOPMENT

Have you (the grant applicant) attended all mandatory CTE Teacher Training Sessions Modules 1-3 and Thinking Maps)?

YES or NO - If NO, please describe the effort you will make to complete these required trainings.

QUESTION 1B: RECENT BUSINESS/INDUSTRY EXPERIENCE

In the last two years, have you (the grant applicant) participated in a district-sponsored industry job shadow or externship experience? **YES or NO**

QUESTION 2: CTE COURSE CONTENT

Is the course outline you currently use for the CTE course(s) you are teaching aligned to the new California Department of Education's CTE Model Curriculum Standards?

YES or NO - If NO, please describe your interest in working with the district's Career Pathways Curriculum Leader in the updating of your course outline(s).

QUESTION 3: INVESTMENT DESCRIPTION

Please **provide a brief overview** of your requested investment(s) and associated activities. Describe how they relate to the learning needs of your Linked Learning pathway students.

QUESTION 4: NEED STATEMENT

Please provide a **brief description** of the needs, issues, problems, or opportunities the proposed investment/activities will solve or address. What evidence do you have that the need(s) exists in your Linked Learning pathway.

QUESTION 5: INVESTMENT OBJECTIVES

Please list 1-6 broad statement(s) of what will be accomplished with your grant.

QUESTION 6: INVESTMENT ACTIVITIES

Please identify and describe 1-6 activities to meet the Investment's Objectives. If not you (the applicant), please make sure to identify the person(s) responsible for each identified activities.

QUESTION 7: INVESTMENT OUTCOMES / STUDENT SUCCESS

Please list 1-6 measurable outcomes that tie to addressing the problem/need(s) you have identified in Question 4. Outcomes should relate to the student skills, competencies, and knowledge that will be achieved, and can be demonstrated, upon successfully implementation of this grant. Make sure to **describe, specifically, how and when you will identify (evaluate) successful achievement** of each of these objectives.

QUESTION 8: BENEFITS OF INVESTMENT(S) / ACTIVITIES

Please describe the benefits of successful implementation of your grant request. Make sure to address how this investment supports the focus and learning objectives of the school site Pathway in which your CTE Course(s) is situated. Statements should address the successful progression of students through your Linked Learning Pathway.

PART 3: BUDGET

Part 3: BUDGET

This portion requests details about proposed activities/purchases, and the types and amounts of expenditures. You should estimate the cost as accurately as possible using quotes and estimates from vendors whenever possible.

BUDGET DETAIL SHEET

Type of Expenditures	Description (List item(s) and estimated cost)	Amount Requested
SAMPLE	SAMPLE Item 1: 3 days (\$175 x 3) of substitute teacher coverage SAMPLE: Narrative: Substitute teacher coverage needed to allow teacher to work with equipment vendor to train on purchase of new equipment.	\$ 525
STAFF TIME (sub coverage and hourly additional)	Item 1: Narrative:	\$
	Item 2: Narrative:	\$
	Item 3: Narrative:	\$
	Item 4: Narrative:	\$
	Item 5: Narrative:	\$
	Subtotal: Staff Time	

PART 3: BUDGET

BUDGET DETAIL SHEET

Type of Expenditures	Description (List item(s) and estimated cost)	Amount Requested
SAMPLE	SAMPLE Item 1: Steadicam Smoothee Kit with Universal Smartphone Mount SAMPLE: Narrative: Students will use the Steadicam to learn techniques that will allow them to take their audience on a full tour of a scene, follow an actor during an action sequence, and immerse the viewer in a scene.	\$ 147
INSTRUCTIONAL MATERIALS (texts, software, materials and items costing less than \$500 each)	Item 1: Narrative:	\$
	Item 2: Narrative:	\$
	Item 3: Narrative:	\$
	Item 4: Narrative:	\$
	Item 5: Narrative:	\$
	Item 6: Narrative:	\$
	Subtotal: Instructional Materials	

PART 3: BUDGET

BUDGET DETAIL SHEET

Type of Expenditures	Description (List item(s) and estimated cost)	Amount Requested
SAMPLE	<p>SAMPLE Item 1: Off-grid 2 panel 1,500 watt solar system SAMPLE: Narrative: Renewable energy production is one of the requirements for LEED Certification. Solar energy is an essential component of all four levels of certification. Students will learn the photovoltaic process (changing sun’s power into usable energy), proper handling, installation, measurement/calculations to determine size/amount of panels needed, wiring systems, and maintenance processes.</p>	\$ 1,882
<p>EQUIPMENT (items costing more than \$500 but less than \$5,000 each)</p>	<p>Item 1: Narrative:</p>	\$
	<p>Item 2: Narrative:</p>	\$
	<p>Item 3: Narrative:</p>	\$
	<p>Item 4: Narrative:</p>	\$
	<p>Item 5: Narrative:</p>	\$
	<p>Item 6: Narrative:</p>	\$
	Subtotal: Equipment	

PART 3: BUDGET

BUDGET DETAIL SHEET

Type of Expenditures	Description (List item(s) and estimated cost)	Amount Requested
SAMPLE	SAMPLE Item 1: 115 Dual 15 inch Self-Powered Subwoofer SAMPLE Narrative: We are looking to train students' ears as it relates to audio frequencies, including decibel levels for safety factors. Students will be able to use this speaker in conjunction with the existing component to further enhance the stereo playback for video and live productions.	\$ 5,180
CAPITAL EQUIPMENT (items costing more \$5,000 each)	Item 1: Narrative:	\$
	Item 2: Narrative:	\$
	Item 3: Narrative:	\$
	Item 4: Narrative:	\$
	Item 5: Narrative:	\$
	Item 6: Narrative:	\$
	Subtotal: Capital Equipment	

PART 3: BUDGET

BUDGET DETAIL SHEET

Type of Expenditures	Description (List item(s) and estimated cost)	Amount Requested
SAMPLE	SAMPLE Item 1: Vendor fee for consultant to train on purchased equipment SAMPLE: Narrative: Teacher needs training on operation, maintenance and instructional use of CNC Machine.	\$ 675
SERVICES (Bus transportation costs, vendor services, subscription fees, etc.)	Item 1: Narrative:	\$
	Item 2: Narrative:	\$
	Item 3: Narrative:	\$
	Item 4: Narrative:	\$
	Item 5: Narrative:	\$
	Subtotal: Services	

PART 3: BUDGET

BUDGET SUMMARY SHEET

Instructions: Place the totals from each of your detail budget sheets (above) into the corresponding Budget Categories below. Then total your budget requests.

Budget Category	Total Amount Requested
STAFF TIME	\$
INSTRUCTIONAL MATERIALS	\$
EQUIPMENT	\$
CAPITAL EQUIPMENT	\$
SERVICES	\$
Total Project Budget	\$

IMPORTANT BUDGET NOTES:

1. Make sure to provide a thorough, but succinct, narrative for each of your budget request items.
2. Provide an accurate cost estimate for each requested items. Items submitted with cost that appear unreasonable, or unrealistic, may be result in your application being returned, unevaluated.