

# **Partnerships for Innovation Professional Development**

## **Funding Proposal Application**

## Proposal Application



### Directions

The Partnerships for Innovation (PFI) Leadership Council has established a funding proposal application which will be used to evaluate appropriate use of funds for approved activities. Proposals will:

1. Address the Partnerships for Innovation Purpose and Areas of Focus as outlined in the Nebraska Perkin's State Plan (Appendix B)
2. Serve consortia member populations statewide via face-to-face, online, distance learning or by other formats
3. Be innovative
4. Be submitted by a consortia member, Nebraska Department of Education or Nebraska Career Education as applicant to the Director electronically or postmarked on or before the due date (see page 4, Appendix A)
5. Identify a fiscal agent for the project. Fiscal agent must be a Perkins consortia member or a part of the Nebraska Department of Education or Nebraska Career Education.

### Process

Partnerships for Innovation will announce the opening of funding proposals through the Partnerships for Innovation monthly electronic newsletter and on the Partnerships for Innovation website under "Learn" and "External PD Funding process, <http://partnershipsforinnovation.org/learn/external-funding-applications/>

Proposals may be submitted annually and must be postmarked or electronically received by March 16, 2018 for the funding of an eighteen-month implementation. A Professional Development subcommittee of the Leadership Council has been established to review the proposals and provide recommendation to the full Leadership Council. The submission calendars are available in Appendix A. The full Leadership Council will vote on the proposals at the next full meeting in April and will notify applicants by April 20, 2018 of the status of the application. Please submit completed applications to [retha@partnershipsforinnovation.org](mailto:retha@partnershipsforinnovation.org) or to Retha Dunn, 1105 S. 47<sup>th</sup> Street, Lincoln, NE 68510.

If the proposal is selected for funding, PFI will develop a written agreement based on the deliverables, approved expenses and outcomes within the proposal to be signed by all parties before any activities begin. Upon approval, the contact(s) may execute the proposed activities within the 18-month period. All expenditures must be billed to the Partnerships for Innovation, Director, Retha Dunn, 1105 S. 47<sup>th</sup> Street, Lincoln, NE 68510.

### Partnership for Innovation Involvement

The PFI Director will schedule a post-award organizational meeting with the fiscal agent and key parties in the project to inform of the logistics of the project and to explain requirements of the project related to satisfactory progress, billing and payment and meeting the project goals.

After the proposal is executed, responsible parties will submit evidence of completion of the plan within one month of final date to the Director who will report directly to the PFI Leadership Council. All proposals are subject to available funds. All PFI professional development projects will be required to present at the Nebraska Career and Technical Education annual conference as part of the PFI Showcase Sessions.

## Proposal Application



### Application Components with Explanation

Please submit applications in 12-point font, single spaced. No page or word limit is identified. To complete the application, replace italicized verbiage with proposal information.

**Project Title:** *Identify the title of the project*

**Timeline:** *Communicate the date(s) of the activity*

**Amount of Funds Requested:** *Identify how much money is requested*

**Contact Name(s):** *Identify the person(s) responsible for the activity/project*

### Contact(s) Information:

- *School(s)/organization(s)*
- *Mailing address(es)*
- *Year-round email address(es)*
- *Telephone number(s)*

**Abstract of Proposal:** *In a page or less, provide an abstract of the proposal*

### Vision and Purpose:

1. *Describe the connection(s) to the PFI Areas of Focus and Purpose Statement (Appendix B)*
2. *Explain why this activity or product is innovative*
3. *Describe the overall outcomes*

### Needs Statement:

- *Provide information which supports the need for the project*
- *Identify the stakeholders who will be impacted by the activity and how they will be served*

**Goals and Objectives:** *The goals should be directly related to the PFI Areas of Focus and Purpose Statement; the objectives should be related to the activities and outcomes as a result of the activity or product*

- *Outline the objective(s) to include measurements, expectations and timeline*
- *Communicate the activities related to the objectives*

**Impact on Career and Technical Education:** *Communicate how CTE will be impacted as a result of the activity or product*

1. *Identify the number of students, teachers, and/or partners involved*
2. *Communicate the impact of the activity on student learning and/or professional growth*
3. *Describe how the project/activity is relevant to the Nebraska Career Field Model, Economic and/or Workforce Development*

**Statewide Impact:** *Communicate how the activity will impact the entire state*

1. *Outline how the activity will reach secondary and/or postsecondary consortia members*
2. *Identify which of the Nebraska Career Clusters or Fields are addressed/identified*
3. *Describe the collaboration with external stakeholders/partners such as: Business, community, state or private colleges/universities, Nebraska Department of Education, professional career education association groups, etc.*
4. *Address the proposed delivery method: statewide, regional meetings, face-to-face, distance education, online, conference, etc.*

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**Evaluation:** Describe the project evaluation plan as it relates to the goals and objectives

1. Provide evidence of the impact based on the project goals and objectives

**Dissemination of Knowledge:**

Recipients will report-out results in the following methods:

1. Draft a brief executive summary for publication in the PFI newsletter and/or state/national education association publications
2. Present at the Nebraska Career Education Conference and other state/national conferences
3. Report to the PFI Leadership Council either orally or in written format

**Budget Plan**

**Budget Narrative:** Outline how the funding will be allocated based on the activity (ies) described and include any in-kind match (not required). Stipends for participation will be granted for time on non-contract time at the rate of \$150 per day, substitute teacher pay will be granted at a rate of \$100 per day, and project management fees cannot exceed \$30 per hour.

**Table:** complete a budget table, template provided below

Budget Table (required)						
Example	Personnel: Stipends/Presenter Fees/Substitute Fees	Supplies	Travel: Lodging, Mileage, Meals	Conference Expenses	In-Kind (not required)	Total
Objective A						
Activity 1						
Activity 2						
Objective B						
Activity 1						
Activity 2						

**Other Ideas/Thoughts to Consider:** Share additional ideas or thoughts relating to the activity the PFI Leadership Council not previously highlighted.

**Appendix A**

Submission Due Date	Review Date	Communication to Contact Date	Implementation Timeline
March 16, 2018	March 16, 2018– April 20, 2018	April 2018	18 months

Appendix B

**Areas of Focus**  
**(as outlined in the Nebraska Perkin's State Plan 2006 – 2013)**

*Partnerships for Innovation is a collaboration of secondary and postsecondary partners focused on building a better statewide system of Career and Technical Education for Nebraska to improve student learning and better meet economic development priorities. PFI will do this by introducing innovation in delivery systems in CTE to include Career Academies, professional development and programs of study with coordinated curriculum between secondary and postsecondary. – Purpose Statement crafted by Partnerships for Innovation Leadership Council November 2010*

*Secondary-Postsecondary Transitions*

- Create statewide articulation agreements and enhance curriculum alignment
- Expand dual credit opportunities
- Expand the use of distance learning and online courses
- Examine outcomes of secondary courses to ensure students are prepared to enter postsecondary education both in career education and academic preparation
- Identify policy issues that provide barriers for successful student transition and working to overcome those barriers.

*Technical Skill Assessment*

- Identify and implement statewide skill attainment assessment which is industry based at state or national level

*Statewide Partnerships and Initiatives*

- Provide the potential for securing statewide license agreements that are determined priority need areas.

*Professional Development*

- Plan and coordinate professional development that may include: skill training in emerging curricula, technical skill development and training in new instructional strategies for secondary and postsecondary instructors.
- Explore, plan, and coordinate teacher recruitment and certification
- Build capacity for leadership in Career and Technical Education for secondary and postsecondary educators to include (administrators, faculty, and staff)

*Curriculum in Emerging Areas*

- Develop of secondary/postsecondary aligned curriculum in new and emerging, or targeted areas