



Guidelines for Preparation of Texoma Tech Prep Funding Proposals

2007-2008 Texoma Tech Prep Competitive High School Subgrant Selection Process:

1. If a school has received a subgrant the previous year, it is ineligible to apply for the current year.
2. A selection committee will be formed consisting of:
 - 2 Community College or Program Directors
 - 2 Business & Industrial Representatives
 - 3 Secondary School Representatives from the prior years subgrant winners
3. The selection committee will receive the subgrant requests with all school information removed so the selection will be blind.
4. Each high school will only be eligible to receive one subgrant even if 2 proposals are submitted.

We anticipate making up to 10 awards for 2007-2008, for amounts ranging from \$500 to \$5,000 each. We have a total of \$20,000 for these subgrant awards.

The following rules apply to the Tech Prep subgrant proposals:

- 1) To submit a proposal the high school must be currently participating in a Tech Prep program or actively pursuing Tech Prep programs
- 2) The high school must have reported PEIMS 3 students on the October 28, 2006 snapshot
- 3) The high school must be reporting PEIMS 3 students on the October 28, 2007 snapshot
- 4) Each high school must be currently utilizing the CATEMA Online Registration System to include teacher, class, and student enrollments
- 5) Each high school may submit up to (2) two proposals
- 6) The Superintendent must countersign each proposal
- 7) Proposal should be no longer than (3) pages using the attached subgrant proposal form

All ORIGINAL proposals must be received in our Grayson County College office **no later than 4:00 PM on Monday, September 10, 2007**. No late proposals will be accepted. Please send all proposals through a postal mail delivery service or drop off in person. **Faxed copies will not be accepted.** These subgrants will be reviewed to determine that all instructions have been followed and to ensure that each proposal indicates that the funds will be used to **either create new or enhance current Tech Prep programs**. As part of the funding award, all recipients must complete and submit the Report on Subgrant Activities form providing documentation on how these funds were used and how they directly impacted student services in the Tech Prep programs and provide a summary presentation to the Texoma Tech Prep Steering Committee during the first quarter of 2008-2009. Additionally, subgrant recipients must agree to provide a representative to sit on the 2008-2009 Subgrant Selection Subcommittee. Those receiving subgrant awards must provide the fiscal agent (GCC) with a copy of your end of the year school audit that describes the follow-through of the Tech Prep funds in your budget.

If you have any questions, please contact:

Donna King at 903-463-8754, donnaking@grayson.edu
Cindy Powell at 903-463-8648, powellcindy@grayson.edu

Tech Prep does not discriminate based on gender, race, color, national origin, or disability.



**SUB-GRANT PROPOSAL FORM
FY 2007-2008**

Name of Person Submitting Proposal

Award Amount Requested

Title

School Name

School Street Address

City, ST Zip Code

Telephone Number

Email

Name of Superintendent

Signature of Superintendent

FUNDS REQUESTED / PROPOSAL USES Amount: \$ _____

Distribution of funds:

\$ _____ Equipment

\$ _____ Materials and Supplies

\$ _____ Professional Development

\$ _____ Other (Please specify)

REMEMBER:

1. Each institution may submit (2) two proposals.
2. The Superintendent must countersign the proposal.
3. The proposal itself should be free of identifiers. (The review committee, in reading pages 1, 2 and 3 of this proposal, should not be able to identify which high school is submitting the proposal).
4. Complete ALL PARTS of the proposal to ensure advancement into the selection process.

To submit a proposal for funding from Texoma Tech Prep for subgrants, complete this form and mail the ORIGINAL to: Texoma Tech Prep, Grayson County College, 6101 Grayson Drive, Denison, TX 75020. To be considered for funding, your proposal must be received no later than 4:00 PM, Monday, September 10, 2007.

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Proposal # _____

Page 1 - *Texoma Tech Prep Sub-grant Proposal / FY 2007-2008*

- 1) **NEED FOR THE PROGRAM:** Briefly state how the funds will either create a new or enhance a current Tech Prep program.

- 2) **SERVICES TO BE PROVIDED TO STUDENTS:** Briefly list and describe what type of Tech Prep activities you will be providing with these funds.

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Page 2 -Texoma Tech Prep Sub-grant Proposal / FY 2006-2007

3) **SELECTION OF STUDENTS:**

Explain Tech Prep services currently being provided by your high school:

List Tech Prep programs you currently have at your institution:

4) **IMPACT OF FUNDS:** Number of students that you anticipate will be impacted from this subgrant and describe how it will impact those students.

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Page 3 -Texoma Tech Prep Sub-grant Proposal / FY 2006-2007

5) **EVALUATING THE IMPACT OF THE PROPOSAL.**

By August 31, 2008, you agree to submit a **Report on Subgrant Activities** form detailing the success of your project in terms of its creating new or enhancing current Tech Prep programs at your institution.

_____ Initial

During the first quarter of fiscal year 2008-2009, you agree to present a summary of subgrant activities to the Texoma Tech Prep Steering Committee. _____ Initial

You agree to provide a representative to sit on the Selection Subcommittee for fiscal year 2008-2009.

_____ Initial

6) **FUNDS REQUESTED / PROPOSAL USES.**

Describe the items that you will purchase with these funds:

\$ _____ Equipment: _____

\$ _____ Materials and Supplies: _____

\$ _____ Professional Development: _____

\$ _____ Other (Please specify): _____

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