

Request for Local Application Grant Perkins Funding for 2025-2026
Funding Year July 1, 2025, to June 30, 2026
(All expenses must take place during this time period)

Deadline: February 28, 2025

Title of Proposal: _____

Submitted by: _____

****Please review the rubric and address the categories that relate to your request****

1. Project Description/Justification: What do you plan to do? Why do you need to do this?

For equipment/supplies, please indicate where in the curriculum/courses the equipment or supplies will be used and what the learning objectives are.

For professional development, please note who is going, and the dates and location of the professional development. If these are not known, please indicate that the dates and location have not been determined.

2. You are responsible for measuring and reporting the outcomes. The outcomes must be measurable by the end of June 2026.

What outcome(s) will you measure? What evaluation criteria will be used to demonstrate your success?
How will you use the results to improve your program? If equipment, what specific skills will the students learn, what pass rate do you expect them to achieve on the assessment tied to those skills. If professional development, what specific changes will you make in your teaching and/or curriculum?
How will you assess the results?

EXAMPLES: "Students will be better prepared for the workforce" is extremely difficult to measure and report. Please don't use something like this unless you have a good way to measure it (employer/student questionnaires) and have a plan to carry out that measurement.

“80% of X number of students will pass an assessment using the equipment” can be measured and reported.

Which of the [6 Local Perkins Use of Funds](#) does your request apply to? **Please check/highlight all that apply.**

- Provide career exploration and career development activities
- Provide professional development for CTE faculty and staff
- Provide CTE skills necessary for high-skill, high-wage, and in-demand industries
- Support integration of academic skills into CTE programs
- Planning and implementation of CTE programs to increase student achievement
- Develop and implement evaluations of the activities carried out by Perkins funds

Please initial items 3-8 acknowledging you have read the information, even if it does not apply.

3. Personnel - Part-time or Full-time position

If you are requesting personnel, request must be taken to Executive Council for approval by **February 14, 2025**. You will need to work with your Supervisor/Division Director to complete the [Position Request and Approval Form](#) and get on the EC agenda. Prepare to have job description, salary, eligible benefits (including taxes), and staff training needs.

Please initial if you have read the above information regarding personnel.

4. Instructional Software/Technology Purchasing Request

If you are requesting Instructional Software/Technology, you must have IT and eLearning sign off on your request. The purchasing request form can be found [here](#).

Please initial if you have read the above information regarding purchasing software and/or technology.

5. One-time Stipend

If you are requesting a stipend to complete a project, please be sure to include salary and eligible benefits (including taxes) in your request.

Please initial if you have read the above information regarding a one-time stipend.

6. Time and Effort

Personnel who are partially or fully funded by Perkins (this includes stipends), are required to complete a time and effort form noting activity and hours spent. The time and effort form will be sent via email along with an example of how to complete the form. The form needs to be signed by employee and supervisor.

Please initial if you have read the above information regarding time and effort.

7. Reporting

Reporting on grant funded projects, travel, equipment, etc. is a requirement. If your request is approved, you will be asked to provide a narrative to the Perkins Coordinator regarding your project.

Please initial if you have read the above information regarding reporting.

8. Professional Development

If you are requesting funding to attend a conference (virtual or face-to-face), you must complete a professional development report regarding the conference, if approved. This will be sent to you via email around the time of your conference. You will be given ample time to do this.

A conference agenda must be attached to your Chrome River pre-approval request. If you do not have the agenda at the time you process your Chrome River pre-approval request, make a note of that in the comment section, and submit it when you finalize your Chrome River once your conference/travel has concluded.

Please initial if you have read the above information regarding professional development.

9. Budget

Either attach Excel spreadsheet or for simple request, i.e., equipment or supplies, use the form below. Modify or add lines/columns as needed.

If you are proposing program equipment or supplies, please plan to purchase them soon after the July 1 start of the funding year. The intent of the Perkins funding is that the equipment/supplies are to be used in the current academic year. Perkins cannot pay for warranties or service contracts.

Please note for travel, **you must itemize each cost separately**: lodging, airfare, per diem, registration, ground transportation. Perkins cannot pay for membership dues, even if it lowers the cost of conference registration. Where appropriate please include the daily rate and number of days and then the total, i.e., lodging \$175/night for 4 nights, per diem \$63/day for 4 days. Also, don't forget to add per diem for travel days and don't forget baggage charges and ground transportation to get from the airport to the facility. You must use a shuttle rather than a taxi if a shuttle is available. Please be realistic in your estimates. If the estimates are too low, you risk running out of funds. It is better to estimate high. Click [here](#) for meal per diem, lodging, and mileage rates.

Description	Units	Unit cost	Total Cost

Please call or email Stacy Lowry (X5120, stacy.lowry@gfcmu.edu) for assistance.

Requestor signature

Date

Division Director/Supervisor signature

Date

****Incomplete forms will be returned**