



## Mini-Grant Request for Proposal

The Kentucky Council on Postsecondary Education (CPE) solicits proposals from Kentucky's public middle and high schools, including Area Technology Centers, for **mini-grants reimbursable up to \$10,000** to support postsecondary advising for Kentucky's students. Funds are made available to support new and/or expanding efforts to increase student access to postsecondary opportunities that lead to fulfilling career options.

### Elements of School Proposals

Applicants are invited to submit proposals emphasizing initiatives that increase access to postsecondary advising opportunities for students, staff, families, and/or community partners. In addition, applicants should include proposed next steps for sustained efforts to increase equitable access to postsecondary opportunities, specifically identifying the underrepresented student groups that are impacted. **Proposals must be directly tied to the [Kentucky Postsecondary Advising Framework \(KPAF\)](#).** Applicants must utilize the KPAF progress analysis tool to identify a focus category (College and Career Exploration, Postsecondary Opportunities, Financial Aid and Literacy and Essential Skills) for their initiative and explain how they will incorporate the milestone(s) and activities into their initiative. Applicants must submit supporting documents demonstrating the utilization of the framework to support increased postsecondary advising efforts. In addition, clearly state the intended outcomes of your initiative, specifically addressing the underrepresented student group(s) impacted.

Each proposal **must include a new or expanded event or experience prioritizing at least one of the following** four main categories of the KPAF to support students in their postsecondary journey.

- **College and Career Exploration**
- **Postsecondary Opportunities**
- **Essential Skills**
- **Financial Aid and Financial Literacy**

**Schools must identify a collaborative partner, such as a feeder school, postsecondary institution, business, industry, or community-based organization, to further expand student postsecondary opportunities. Vendors cannot be partners.**

New or expanded events or experiences may include direct student involvement, initiatives to raise postsecondary awareness among families, or enhance postsecondary knowledge and capacity among other adult stakeholders.

## **Allowable Activities**

Below is a list of allowable activities that project dollars will fund:

- Student Transportation
- Personnel Compensation: Compensation would generally encompass a faculty/staff stipend for work required beyond school hours. Personnel compensation must not exceed 20% of the total project budget.
- Equipment Usage and Consumable Supplies: Funds expended on equipment usage and consumable supplies must not exceed 20% of the total project budget.
- Reusable Materials and Supplies
- Contractual costs: Contractual costs generally include, but are not limited to costs associated with purchasing curriculum materials or licenses for software, facilities rental etc. Contractual costs cannot exceed 20% of the project budget.
- Food/Snacks: Food/Snacks must not exceed 20% of the project budget.
- Other Direct Costs: Approval of expenditures for Other Direct Costs is at the discretion of the proposal evaluation committee. These costs must be specifically identified and justified in the Proposal budget. Indirect costs will not be permitted.

## **Additional Requirements**

- The district must be identified as the fiscal agent for the reimbursement grant.
- All activities must be completed by **February 28, 2025**.
- Invoices for reimbursement must be submitted by **March 5, 2025**.
- Student participants should be enrolled in the grant recipient school during SY2024-25.
- Applicants must submit a **video highlighting their event or experience** upon completion. (This would be similar to a commercial showcasing the initiative.)
- Applicants must submit a **final report** to include:
  - **Stakeholder participation** (number of students, families, partners, community members, etc.)

- **Detailed summary** of the initiative deliverables and outcomes, including impact of the participating underrepresented student groups
- **Proposed next steps** to sustain efforts to increase equitable access to postsecondary opportunities
- **Finalized budget**
- Applicants must submit the **framework progress analysis tool and evidence supporting the use of postsecondary advising milestones and activities.**

### **Submission of Proposals**

- Applicants must submit their application, proposal and budget to be considered for this award.
- Only one submission from each school will be accepted.
- Submissions must be sent via KAA's Google Form at <https://forms.gle/DDDuqe2QWBqU4FHJA>.
- **Proposals must be received by 10:00 a.m. ET on December 2, 2024.**

### **Award Notification**

All applicants submitting proposals will be notified by **December 6, 2024**, in writing regarding the status of their application after all proposals have been evaluated. The Council reserves the right to accept or reject any proposals in whole or in part and to negotiate any or all aspects of a proposal. The Council bears no responsibility for any costs incurred while preparing any proposal.

### **Other Terms and Conditions**

Grant recipients will receive funds after all invoices have been submitted, as this grant is a draw-down reimbursement. This grant is funded through the New Venture Fund.. Mini-grants will be contingent upon the availability of funds. The school will forfeit any remaining unexpended funds after the agreement expires. Reimbursement invoice requirements will be disseminated upon award. Indirect costs will not be funded. **All grant activities must be completed by February 28, 2025, and all invoices must be submitted by March 5, 2025.**

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