SPRING - SUMMER 2019 SCHOOL & COMMUNITY PARTNERSHIP GRANTS

OVERVIEW

Grant Overview
The Indiana Commission for Higher Education has identified that in order to reach our Big Goal of 60 percent of Hoosiers with a quality degree or credential by 2025 we must encourage and empower both traditional and non-traditional students to access and complete a postsecondary credential. There are several key programs in place to address this diverse and often intersecting population: Indiana GEAR UP, Workforce Ready Grant, Adult Student Grant and the 21st Century Scholars program. The goal of the School & Community Partnership Grant is to bring together K-12 schools, postsecondary institutions, employers, and community organizations to plan and implement supportive efforts for students of all ages in completing education and training beyond high school.

The School & Community Partnership Grant is designed to support collaborative efforts focused on four main college and career readiness priorities:
1. 21st Century Scholar Enrollment;
2. 21st Century Scholar – Scholar Success Program (SSP) Completion & Maintaining Academic Eligibility (2.5 GPA)
3. Parent/Adult Student Engagement Programming; and
4. Pre-College/Postsecondary Professional Development (Focused on Indiana’s College Achievement Gap)

Background on 21st Century Scholars
Indiana created the 21st Century Scholars Program in 1990 to ensure that all Hoosier students can afford a college education. Income-eligible 7th and 8th graders who enroll in the program and fulfill the Scholar Pledge are eligible to receive up to four years of undergraduate tuition assistance at an eligible Indiana college. To better prepare Scholars for college and career success, Indiana established the Scholar Success Program (SSP), a set of 12 college-readiness activities (three per year) that Scholars must complete before graduating high school. Participation in the Scholar Success Program is recommended for all Indiana students but required for 21st Century Scholars. To learn more, visit Scholars.IN.gov.

Completing the Scholar Success Program
21st Century Scholars must:
1) Register for an online ScholarTrack account at ScholarTrack.IN.gov;
2) Complete the required Scholar Success Program activities to remain eligible to receive their scholarship; and
3) Confirm completion of all 12 Scholar Success Program activities via their ScholarTrack account before graduating high school.

Background on Returning Adult Programs
The Indiana Commission for Higher Education currently offers two grants that are focused on adult students: the Workforce Ready Grant and the Adult Student Grant. These two programs provide eligible Hoosiers the opportunity to gain a postsecondary credential and become more competitive in meeting Indiana’s growing workforce demand. For more information on the Workforce Ready Grant, visit nextleveljobs.org/about.html. To learn more about the Adult Student Grant and You Can. Go Back., visit Learnmoreindiana.org/adult-learners/.

Grant Timeline
January 14, 2019  Grant application window opens
February 7, 2019  Grant application deadline
February 8, 2019  Grant award notification
July 19, 2019  Final grant report and invoice due
What is the funding source?
Funding for the School & Community Partnership Grants are made possible through Indiana Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP). Indiana GEAR UP is led by a collaborative team of staff from Purdue University and the Commission. Indiana GEAR UP will follow and provide support to a targeted cohort of students over the course of seven years (2016-2023). One of the primary goals of Indiana GEAR UP is to increase the number of students who are prepared to enter and succeed in postsecondary education.

Who is eligible to apply?
Capacity building and collaboration are expected for this grant opportunity. Applications must demonstrate a collaboration with at least one or more school, postsecondary institution, employer or community-based organization in the area being served.

What funding is available to applicants?
Approximately $70,000 is available for 2018-2019 grants awarded on a first-come, first-serve basis. Applicants are eligible to receive up to $10,000 for the program, event or initiative(s) that are completed. Funds will be disbursed on a reimbursement basis once Scholar enrollment applications have been processed, targeted Scholar Success Program activities are completed in ScholarTrack, and the returning adult program promotion has ended. Grant reimbursement will be based on actual expenses used for the program, event or outreach effort(s) that take place after the award notification and prior to the close of the grant window. A final report and invoice will be due on or before July 19, 2019.

How will applications be evaluated?
Applications will be evaluated using the following criteria:
1. Clear description of the population being served through intended programs, events and outreach;*
2. Emphasis on meeting one or more of the previously identified college and career readiness priorities;
3. Clear goals and anticipated impact of the program for the community being reached;
4. Demonstration of a partnership/collaborative effort between one or more organizations (i.e. attached letters of support from partnering organizations);
5. Plan and commitment to sustain and/or expand program or initiative after the grant is complete;
   *NOTE: Additional consideration will be given to applicants who commit to integrating the Scholar Success Program activities into school programming for all students, both Scholars and non-Scholars.
6. Plan of evaluation for the effectiveness and impact of the program or initiative.

* Additional preference will be given to applications that focus on developing sustainable support for students and families at one or more of the nine Indiana GEAR UP partner school corporations.

Indiana GEAR UP Partner School Corporations

Lafayette School Corporation Lafayette School Corporation
Crawford County Community Schools Crawford County Community Schools
Greater Clark County Schools Greater Clark County Schools
Indianapolis Public Schools Indianapolis Public Schools
Kokomo School Corporation Kokomo School Corporation

Gary Community School Corporation
Maconaquah School Corporation
MSD of Warren Township
Muncie Community Schools
How will applications be scored?
A team of three or more individuals will review each application. The team will be comprised of staff and related individuals with a background in education—specifically with low-income and first-generation students. Scoring will be based on the four components required in the application.

Each of the criteria outlined above will be scored using the following rubric:

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>None of the criteria are addressed.</td>
</tr>
<tr>
<td>1</td>
<td>Some of the criteria are met but many areas are incomplete or underdeveloped.</td>
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<tr>
<td>2</td>
<td>Most of the criteria are met but some areas are incomplete or underdeveloped.</td>
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<tr>
<td>3</td>
<td>Meets criteria.</td>
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<tr>
<td>4</td>
<td>Exceeds criteria.</td>
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What is the application deadline?
Applications must be submitted to the form linked here by 5 p.m. (Eastern) on February 7, 2019. Only electronic submissions will be accepted.

What are some programming examples?*
Examples of programming include, but are not limited to, the following:

- **Employer-based Scholar Success Program (SSP) Labs:** Schools partner with local employers to help students with the career exploration process. Scholars at these labs would receive assistance in taking their career interest assessment in a computer lab and are transported to local employer(s) to participate in a job shadow, job skills lab or informational interview experience.

- **Parent/Adult Student Engagement Events:** Organizations, schools and postsecondary institutions can host events for parents and/or recent high school graduates who are interested in starting or returning to higher education for a postsecondary credential. Information is shared about the Adult Student Grant, the Workforce Ready Grant, and/or potential reinstatement of other state financial aid (21st Century Scholars). These events would also provide assistance with accessing Next Level Jobs, FAFSA filing and/or college applications.

- **Scholar Enrollment Labs:** Organizations partner with local schools to host enrollment labs with parents and students that explain the 21st Century Scholarship requirements and help them get registered in ScholarTrack and apply for the scholarship. *This could also be combined with a returning adult engagement program for parents.*

- **Campus-based Scholar Success Program (SSP) Labs:** High school counselors in an area or school corporation work together to help educate 21st Century Scholars about ScholarTrack and SSP activities. In collaboration with a nearby college campus or campuses, Scholars are transported to the campus or campuses to tour the campus, learn about academic programs and access a computer lab to log in to their ScholarTrack accounts to work through the SSP requirements.

- **School-based Scholar Success Program (SSP) Labs:** Community organizations, postsecondary institutions, and/or employers partner with schools to educate 21st Century Scholars about the Scholar Success Program and begin to engage them in this program. Scholars who cycle through the labs receive assistance in registering for ScholarTrack accounts as well as completing Scholar Success Program requirements. Efforts have been shown to be most effective when work is integrated into English classes.
Programming Approaches (continued)

- **Scholar Success Days:** Scholar Success Days provide important workshops and supply relevant information to 21st Century Scholars and parents/guardians. Parent workshops include sharing information about other scholarships, additional information related to youth and an overview of the 21st Century Scholars program. These days also include a resource fair with community organizations that focus on youth and adult programs. Computer labs are made available for Scholars and parents to access ScholarTrack account and submit SSP activities.

- **Indiana College Achievement Gap/Equity Training:** The Commission has set the goal to close the achievement gap for minority and low-income students across the state, especially as students make the transition into higher education. This type of training would be focused on postsecondary staff/educators, community organizations, and pre-college program providers. The workshop must cover the latest data from CHE regarding equity, college readiness and college completion. It should also provide an overview of ScholarTrack and all state financial aid opportunities and college resources. The Indiana GEAR UP initiatives are also highlighted to prepare for the students who will be matriculating to the state’s postsecondary institutions. Attendees must also leave the training with a plan to implement strategies targeting equity gaps in Indiana college attainment.

Additional best practices can be found on our website at [https://scholars.in.gov/best-practices-list/](https://scholars.in.gov/best-practices-list/).

*Programs, events, and outreach must take place prior to the closeout of the grant (submission of report and invoice).*

**Where can questions be directed?**
Questions regarding the grant application process can be submitted via email to BCollins@che.in.gov.
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APPLICATION INSTRUCTIONS

Applications must be submitted to the form linked here by 5 p.m. (Eastern) on February 7, 2019. Only electronic submissions will be accepted.

A COMPLETE GRANT PROPOSAL MUST INCLUDE THE FOLLOWING PARTS:

☐ Part 1: GRANT CONTACT INFORMATION—The information submitted is where all subsequent information will be routed regarding the grantee’s application.

☐ Part 2: PROGRAM DESCRIPTION – 2-3 pages, typed and double spaced providing an adequate overview and description of the proposed program or event. It must include the following:
  a. Description. Describe the design and implementation of the project. Include the “who, what, where, when, why, and how” of the proposed program(s). Description must also include clear alignment with one or more of the outlined college and career readiness priorities:
     i. 21st Century Scholars Enrollment;
     ii. 21st Century Scholars – Scholar Success Program (SSP) Completion;
     iii. Engaging parents and support for returning adult students, including promotion of Indiana’s You Can. Go Back. and Workforce Ready Grant; and
     iv. Pre-College/Postsecondary Staff Professional Development (Focused on Indiana’s College Achievement Gap)
  b. Partnership. Explain how partnerships within your community will help to support programming.
  c. Goals. What are the goals and objectives of the program?
  d. Impact. What is the expected short-term impact of the program? What is the expected long-term impact of the program? What will be different in the community as a result of your program?
  e. Evaluation. What are you trying to change or improve? How will you know that your goal has been accomplished? What tools will you use for evaluation? How will you indicate success?
  f. Sustainability. Explain how programming will be expanded for subsequent classes of students. How will you use this programming to help other cohorts complete the Scholar Success Program requirements? How will you continue to support adults returning to college? How will you use what you learn through this grant opportunity and apply it to all Hoosier students?
  g. Timeline. Provide implementation timeline. The implementation timeline should indicate dates for program set-up, participant outreach and recruitment efforts, program logistics, and any additional details pertinent to the project.

☐ Part 3: BUDGET FORM – Please follow the budget form provided on page 7. All budgets must follow the format provided. Be as detailed as possible. (Electronic form is linked here.)

☐ Part 4: LETTER(S) OF SUPPORT – Letters should come from collaborating schools, employers and/or community agencies that are supporting project efforts.

Note: Incomplete applications will be ineligible for funding and will not be submitted for review.
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<thead>
<tr>
<th>Applicant (School or Organization)</th>
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<tbody>
<tr>
<td>Contact Name</td>
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<td>Contact Title</td>
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<td>Mailing Address</td>
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<td>County or Counties Served</td>
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<tr>
<td>Total # of Scholars or Adults/Parents Served</td>
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<tr>
<td>Program Title(s)</td>
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<tr>
<td>Other Participating Partner Organizations</td>
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<tr>
<td>Brief Description of Program(s)</td>
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BUDGET FORM

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<th>DESCRIPTION</th>
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TOTAL

If selected, grantees understand the following:

a) A signed contract, invoice, vendor paperwork (W-9 and Direct Deposit Form) and bidder registration must be completed and returned to Indiana Commission for Higher Education (ICHE) in order for funds to be disbursed.

b) **Funds will be disbursed on a reimbursement basis only.** The budget must reflect expenses for programming that will occur during the 2019 grant period (February 23, 2019 – July 19, 2019). For final reimbursement, grantees must also provide an event agenda, any marketing and promotional materials used, and an attendee registration list. Appropriate expenses include: transportation, mileage reimbursement, resource development, marketing/promotional items (no apparel), hospitality and meeting space.

c) A final report and invoice will be due on or before **July 19, 2019**
   1) **Invoice** – An invoice outlining program expenses must be submitted on or before the deadline. Please include the following information on the invoice: Where to send payment, Contact Information, Invoice Number, Title (Spring - Summer 2019 School & Community Partnership Grant) Date, Payment Amount, and Payment Details (itemized list of expenses). **Notice:** Grantees are not required to submit supporting documentation with the invoice, but must retain receipts and all other supporting documentation for a minimum of 3 years in the event of an audit.
   2) **Report** – A final report template can be found on pages 8-9 of this document. Format can be altered as long as all sections are provided and addressed in the report. An electronic version will also be made available.

d) Payment will be made via electronic funds transfer/ACH pursuant to IC 4-13-2-14.8.

e) Invoice for funds must be submitted to ICHE no later than **July 19, 2019**. The grant award will be paid within 35 days from the submitted invoice date.

f) Funds cannot be used for the following purposes: to buy gifts (or gift cards), order t-shirts, make charitable donations, or to purchase equipment or capital assets or equipment that will last beyond the project (e.g., purchasing a new laptop, etc.).
## SPRING - SUMMER 2019 SCHOOL & COMMUNITY PARTNERSHIP GRANTS
### FINAL REPORT TEMPLATE

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<thead>
<tr>
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<th>ACTUAL</th>
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<tbody>
<tr>
<td>Number of Attendees/Participants:</td>
<td>Program 1….</td>
<td>Program 2….</td>
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<tr>
<td>Marketing/Communications Plan for Program(s)</td>
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<tr>
<td>Total Expenses:</td>
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<td></td>
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<tr>
<td>Goals and Objectives/Impact or Outcome</td>
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<tr>
<td>Barriers to Success:</td>
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</table>
**Lessons Learned:**

| Notable Participant Feedback/Testimonies: |

| What are next steps for your organization(s) to sustain or expand the program(s)? |

| Recommendations for organizations who try to replicate this program: |

| Links to media about programming (blogs, articles, social media, etc.): |

Grantees must also provide an event agenda, any marketing and promotional materials used, and an attendee registration list in order to be reimbursed. Grantees may also upload additional relevant attachments regarding the program(s) that took place (i.e. summarized participation survey results, pictures or videos from events, etc.).

Questions regarding the final report process can be submitted via email to **BCollins@che.in.gov**.