Proposal Title

Contact Person

Telephone

Department(s)

TOP Code(s)

Synopsis of Proposal (Two or three sentences)

Total amount of Perkins funds requested for 2009-10: $

<table>
<thead>
<tr>
<th></th>
<th>Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Department Chair Signature</td>
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<tr>
<td>School Dean Signature</td>
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<tr>
<td>*Office of Technology</td>
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<tr>
<td>Representative (if</td>
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<td>requesting computers)</td>
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Please add Department Chair and Dean signatures as needed

*Applicants requesting computers must contact campus Education Technology Office representatives at least one week prior to the application deadline for signatures
Perkins Collaborative Proposal 2009-10

Narrative

Departments: ____________________________

In no more than three pages (12-point font, 1 inch margins), answer the following questions.

1. What are the collaborative’s primary career and technical program improvement issues?

2. What specific need does this collaborative project address? Document with evidence, such as labor market research, if relevant.

3. How will the collaborative use Perkins funds to assist programs with the improvement issues? Address Required Uses of Funds. (If requesting computer hardware/software to replace current technology, indicate age of hardware, version of software to be replaced).

4. What specific and measurable outcomes will result from this collaborative? What is the anticipated impact on students’ learning outcomes—including CTEA core indicators? If applicable, state the specific product or service resulting from this project.

5. Who is the person(s) responsible for this project?

6. What is the timeline for completing this project?

Narratives not written in this format will not be reviewed. Use separate pages if desired.

SCORE _____/50
Departments: 

Utilize this page to provide a graphic representation of your collaborative proposal—specifically how departments will organize to achieve proposed objectives. If your collaborative is requesting technology, please identify. (One page limit.)

- Relationship between departments and technology requested and/or cascaded
- Age of hardware, version of software to be replaced
- Priority of need
- Items requested in this collaborative proposal that link to items requested in individual department proposals

SCORE ____/10
**Perkins Collaborative Proposal 2009-10**

**Budget Detail**

Please PRIORITIZE budget items on the following template and place an asterisk (*) next to any item that links directly to another item requested through an individual department proposal. Feel free to add lines to template as needed.

<table>
<thead>
<tr>
<th>Priority</th>
<th>Object of Expenditure</th>
<th>Classification/Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE</td>
<td>4000</td>
<td>Supplies &amp; Materials:</td>
<td>$1,620</td>
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<tr>
<td></td>
<td></td>
<td>TomTom 25 3.5-Inch Portable GPS Navigator @ $149 each + $13 (8.5% tax), 10 count total</td>
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<td>1</td>
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<td></td>
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<td>10</td>
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</table>

Total Costs

**NOTE:**

- **PLEASE PRIORITIZE REQUESTS**
- Refer to *Budget-Object of Expenditure* form to classify line items (found in RFP Appendix)
- Round calculations to the nearest dollar
- Include delivery costs, taxes (8.5%), installation fees, etc. for equipment, technology and supplies
- Do not request funds for furniture
- Do not attach additional documents, such as written estimates for proposed purchases
- Please estimate benefits for all personnel at 25%.

SCORE _____/20
Describe how this collaborative used Perkins funds in previous years, if applicable. Include amount of funds received. Outline how your collaborative met stated objectives and how funds impacted students’ core indicators, learning outcomes. Please be specific.

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
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<tbody>
<tr>
<td>2008-09</td>
<td></td>
</tr>
<tr>
<td>2007-08</td>
<td></td>
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<tr>
<td>2006-07</td>
<td></td>
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<tr>
<td>2005-06</td>
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</tbody>
</table>

Identify accomplishments and best practices using Perkins funds during year 2008-09.

Identify and describe reasons for not completing planned activities, i.e., staff changes, delay(s) in access to funding, etc.

SCORE____/20
Narrative, 50 points max  50 points = responds to all questions in full with detailed evidence, request successfully addresses program improvement, labor market and aligns with Perkins Requirements; 30 = does not answer questions with appropriate detail, unclear alignment with Perkins Requirements; 10 points = unsatisfactory

Question 1: What are the collaborative’s primary career and technical program improvement issues?
- Clearly states programmatic need and area of improvement

Question 2: What specific need does this collaborative project address?
- Substantiates need with evidence (e.g. labor market research, Advisory Board feedback, DSS data, student and/or employer surveys, etc)

Question 3: How will the collaborative use Perkins funds to assist programs with the improvement issues?
- Provides detailed outline of activities that relate to program improvement issues and workforce development need
- Addresses any of the Required or Permissive Uses of Funds

Question 4: What specific and measurable outcomes will result from this collaborative? What is the anticipated impact on students’ learning outcomes—including CTEA core indicators?
- Addresses how the activities will improve the student learning outcomes, including core indicators (skill attainment, completions, transfers, placement, nontraditional participation)
- Describes how the project will improve the outcomes for special populations
- Describes any resulting product or service

Question 5: Who is the person(s) responsible for this project?
- Clearly identifies parties responsible for success of project; team should be aligned with size, scope & nature of activities

Question 6: What is the timeline for completing this project?
- Clearly states completion of activities using reasonable, realistic and appropriate timeline

Comments about Narrative: _______________________________ Points: __________/50

Diagram, 10 points max  (10 points = provides clear diagram with required information; 5 points = provides incomplete diagram)
- Clearly outlines relationship between collaborative partners for achievement of proposed objectives
- For those requesting technology, documents:
  - Relationship between departments and technology requested and/or cascaded; age of hardware; version of software to be replaced
  - Priority of need
  - Items requested in this collaborative proposal that link to items requested in individual department proposals

Comments about Diagram: _______________________________ Points: __________/10

Budget, 20 points max  (20 points = detailed, descriptive budget; 10 = leaves questions unanswered about budget)
- Demonstrates support from other sources; describes plans for institutionalization
- Clearly shows linkage between Narrative/Workplan and items requested
- Provides a detailed and realistic budget
- Prioritizes budget items and identifies connections with Department Proposals

Comments about Budget: _______________________________ Points: __________/20

Progress Report, 20 points max  (20 points = addresses all points thoroughly; 10 points = leaves questions unanswered about past uses of funds). STATE “NA” IF COLLABORATIVE HAS NOT RECEIVED PAST FUNDING
- Describes uses of Perkins funds for collaborative over past 4 years
- States whether past goals were met
- Describes collaborative accomplishments
- Describes reasons for not completing past planned activities, if any

Comments about Progress Report: _______________________________ Points: __________/20

Overall Comments: _______________________________ Points: __________/20