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## **Developing Work-Based Learning at the Secondary Level:**

**Creating Authentic and Diverse Career Experiences for All Students**

### **GRANT APPLICATION**

The Vermont Agency of Education (VTAOE) invites SUs/SDs in partnership with CTE Centers, employers, and community organizations to apply for this competitive grant opportunity for the purpose of preparing students for post-secondary success through creating authentic work-based learning opportunities for all secondary students. SUs/SDs will steer the work and act as the fiscal agent for the project. Partnerships include stakeholders who support work-based learning experiences that connect academic learning with explorations of career opportunities and demonstrations of career readiness skills. A maximum amount of \$100,000 will be available for dispersal under this grant competition. Individuals can submit proposals indicating expenditures of between \$5,000 to \$50,000 amounts. Proposals of up to \$100,000 will be considered.

**Application Due Date:** March 31, 2017

**Anticipated Grant Duration:** December 31, 2017

**Number of Awards:** Multiple awards are anticipated

**For additional information, contact:**

Jess DeCarolis, Division Director  
Personalization and Flexible Pathways Division  
[jess.decarolis@vermont.gov](mailto:jess.decarolis@vermont.gov) or 802-479-1265

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## Introduction and Background

Vermont's Flexible Pathways Initiative (Act 77 of 2013; 16 V.S.A. § 941) mandates SUs/SDs "to create opportunities for secondary students to pursue flexible pathways to graduation" that include "applied or work-based learning opportunities" which can include "career and technical education and internships." Under Rule 5440, the Vermont Standards Board for Professional Educators adopted the Work-Based Learning Coordinator endorsement criteria to recognize the expansion of WBL experiences to secondary schools, as well as CTE centers, and to ensure that these experiences are safe, legal, and meaningful.

In order to encourage the development of a cohesive WBL system as part of an integrated career development model, the AOE believes a collaborative approach by SUs/SDs and CTE centers will ensure consistency in approaches while preserving the distinct attributes of the various flexible pathways. Through a collaborative process, secondary and CTE educators will increase opportunities for all students by establishing coherence in how work-based learning experiences connect their academic learning with explorations of career opportunities and demonstrations of career readiness skills.

The AOE would like to support applicants by providing funding to a) create a career connections framework that describes the progression of career development activities and learning targets from seventh grade through secondary school completion; and b) establish how work-based learning experiences will be integrated into personalized learning plans and aligned with proficiency-based graduation requirements.

## Vermont Agency of Education Priorities

This grant will support project(s) that:

- build networking opportunities for SUs/SDs, CTE centers and AOE staff
- provide detailed plans and timelines for professional learning and collaboration for teachers, advisors, work-based learning coordinators, guidance/school counselors, and employers
- detail specific processes and artifacts that will be produced as a result of this collaboration
- explain how the results of these collaborative efforts could solve a problem(s) for the field, for example:
  - What are corresponding learning targets for a variety of work-based learning experiences?
  - How do work-based learning experiences (and learning targets) link to classroom/content learning targets?
  - How do work-based learning experiences inform student Personalized Learning Plans (PLPs) and reflect the relationship between students' academic and career goals?
  - How can student PLPs act as a tool for communication between multiple stakeholders (high school or HSCP provider, CTE center, and employer)?
  - How can WBL experiences be used to demonstrate proficiency(ies)?

- How might collaboration between high schools, CTE centers and employers create safe and sustainable partnerships that can serve students through multiple flexible pathways?
- How might collaboration between schools, CTE centers and employers align work-based learning experiences with evolving career opportunities in the state?
- explain how these processes and artifacts will be shared with and serve the field
- include a plan for how this work can be sustained to support and/or expand personalized learning for students

### III. Project Award and Timeline

Grants will expire on December 31, 2017 provided that program objectives are met and all reporting and monitoring requirements are successfully fulfilled. Grantees are expected to provide a plan, timeline, and budget request for two grant activity periods. Grant activity periods will end June 30, 2017 and December 31, 2017. Projects proposing to conclude by June 30, 2017 do not need to submit a plan, timeline and budget for the second activity period. Any projects with budgetary and activity provisions between July 1, 2017 and December 31, 2017 will need to provide a separate plan, timeline, and budget for this activity period.

#### *Timeline*

Notification of Request for Proposals - March 6, 2017

Application Due Date - March 31, 2017 (Received at VT AOE by 4:00 PM)

Award Announcements – April 14, 2017

### IV. Project Requirements

- A. **Consortium/Steering Committee:** Identify a Steering Committee (SC) that will guide the work of this project. SC members should represent the schools and expanded learning providers involved in this project. Identify a committee lead who will be minimally responsible for arranging meetings, setting agendas, communicating with the AOE and moving the work forward. This position could be supported with grant funds.
- B. **Organizational Structure:** Provide clear plans for how the collaboration will be structured in order to meet the grant expectations. A school district or supervisory union that will serve as the fiscal agent must be identified.
- C. **Communication System:** Discuss intended strategies for communication with and among the school(s), expanded learning providers, AOE staff, and the field.
- D. **Plan, Timeline, and Benchmarks of Success:** Provide a clear, achievable plan and timeline for the work, as well as specific indicators of project success at key points of the timeline. This plan and timeline must be developed for two time periods: April 14, 2017- June 30, 2017 and July 1, 2017- December 31, 2017.

- E. **Budget and Budget Justification:** Include a cost effective budget and justification for line items that reflect the goals and priorities of this project. This budget and budget justification must be developed for two time periods: April 14, 2017- June 30, 2017 and July 1, 2017- December 31, 2017.

## V. Application Requirements

The narrative sections (excluding appendices, abstract, budget and budget justification) of the application must be double-spaced and the font must not be smaller than 12-point and shall not exceed 10 pages. Application must contain the following sections:

- A. **Steering Committee & Fiscal Agent:** Include Appendix A, Steering Committee Lead, Appendix B, Steering Committee Members, and Appendix C, Fiscal Agent.
- B. **Abstract:** Provide a one-page summary that briefly describes the project visions, goals, activities, and deliverables that will be addressed and expected benefits of the work. The abstract may be single-spaced
- C. **Grant Narrative:** The narrative shall describe in detail how the project will meet the Vermont Agency of Education Priorities (Section II) as well as the Project Requirements (Section IV). The project narrative shall also include a project timeline and must clearly demonstrate that the submitting team has the capability of managing the project, organizing the work, and meeting deadlines. Finally, a plan for sustaining this work at the end of the funding period should be included.
- D. **Budget and Justification:** Include a project budget (Appendix D) and justification for anticipated funding. The budget justification must clearly be tied to the scope and requirements of the project, and activities and associated costs should be identified for the time periods indicated in Section IV Part E. Be as specific as possible. The justification will describe the basis for determining the amounts shown on the project budget page.

## VI. Application Submission and Review

- A. **Submission:** Applicants must submit an original as well as an electronic copy to Jess DeCarolis via email ([jess.decarolis@vermont.gov](mailto:jess.decarolis@vermont.gov)) at the Vermont Agency of Education. To be considered for funding, original signed applications must be received at the Vermont Agency of Education by 4:00PM on March 31, 2017.

Application should be mailed or delivered to:  
Jess DeCarolis, Director  
Personalization and Flexible Pathways  
Vermont Agency of Education  
219 North Main Street, Suite 402  
Barre, VT 05641

**B. Review Process:**

A review panel will evaluate the eligible applications in light of the required application components.

**Criteria**

Steering Committee Make-up	15 Points
Organizational Structure	20 Points
Communication System	15 Points
Plan & Timeline	40 Points
Budget	10 Points

The Agency reserves the right to award in part, to reject any and all applications in whole or in part, and to waive technical defects, irregularities or omissions if, in its judgement, the best interest of students would be served. After receiving the application, the Agency reserves the right not to award a grant, to negotiate specific grant amounts and to select certain grantees regardless of points awarded as part of the process to meet federal requirements or State Board of Education priorities.

Applicants may be asked to clarify or rewrite certain aspects of their applications. Finalists may be asked to participate in an interview before funds are awarded. Applicants will be contacted if such information or actions are necessary.

**VII. Award Administration**

- A. Notification of the Award:** The SU/SD designee will be notified of the status of their application within two weeks of the application deadline.
- B. Reporting Requirements:** The Steering Committee and/or SU/SD designee will provide bi-monthly updates on progress to a designated staff person at the Agency of Education.

# Appendix A

## Steering Committee Lead

Institution or Organization: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Appendix B

### Steering Committee Member

Institution or Organization: \_\_\_\_\_

Steering Committee Member: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Primary Role: \_\_\_\_\_



## Appendix C

### Fiscal Agent

Institute or Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Amount of Funds Requested: \$ \_\_\_\_\_

## Appendix D

### Project Budget

	2017
<b>A. Direct Cost Requested for Partner</b>	
1. Salaries & Wages (Professional and clerical)	_____
2. Employees Benefits	_____
3. Travel	_____
4. Materials and Supplies	_____
5. Consultants and Contracts	_____
6. Equipment (Purchase)	_____
<b>B. Other</b> (Equipment rental, printing, etc.)	_____
<b>C. Total</b>	_____

This form is a required element of the grant application. Justification for each of the categories shall be included in the budget narrative portion of the application.

## Appendix E

### Key Element Scoring Guide

Name of Project: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Criteria	Total Points	Poor	Average	Excellent
<b>A. Steering Committee Make-up</b> <ul style="list-style-type: none"> <li>• <i>Has a lead been identified?</i></li> <li>• <i>Will the steering committee have the skills, knowledge and capacity to carry out the grant priorities?</i></li> <li>• <i>Are a variety of educators, employers, and/or community providers represented on the steering committee?</i></li> </ul>	15	0 - 5	6 – 10	11 - 15

Comments: \_\_\_\_\_

**Points Awarded (Maximum 15):**

Criteria	Total Points	Poor	Average	Excellent
<b>B. Organization Structure</b> <ul style="list-style-type: none"> <li>• <i>Has a structure that will support the grant priorities been developed?</i></li> <li>• <i>Has a fiscal agent been identified?</i></li> <li>• <i>Are specific details concerning meeting frequency, group accountability, record-keeping, etc. adequately discussed?</i></li> </ul>	20	0 - 6	7 – 14	15 - 20

Comments: \_\_\_\_\_

**Points Awarded (Maximum 20):**

Criteria	Total Points	Poor	Average	Excellent
<b>C. Communication System</b> <ul style="list-style-type: none"> <li>• <i>Are strategies for communicating among known and potential stakeholders identified?</i></li> <li>• <i>Are strategies for communicating with the AOE, educators, and the field identified?</i></li> <li>• <i>Is success feasible?</i></li> </ul>	15	0 - 5	6 – 10	11 - 15

Comments: \_\_\_\_\_

**Points Awarded (Maximum 15):**

Criteria	Total Points	Poor	Average	Excellent
<b>D. Plan &amp; Timeline</b> <ul style="list-style-type: none"> <li>• <i>Does the plan seem achievable?</i></li> <li>• <i>Is the timeline reasonable?</i></li> <li>• <i>Are deliverables specified within the timeline?</i></li> <li>• <i>Are pitfalls or obstacles identified? Are plans to adequately address them included?</i></li> </ul>	<b>40</b>	0 – 13	14 – 26	27 - 40

**Comments:** \_\_\_\_\_

**Points Awarded (Maximum 40):**

Criteria	Total Points	Poor	Average	Excellent
<b>A. Budget</b> <ul style="list-style-type: none"> <li>• <i>Does the budget effectively address project goals?</i></li> <li>• <i>Is justification for major expenditures (especially salaries) reasonable?</i></li> </ul>	<b>10</b>	0 – 3	4 – 7	8 - 10

**Comments:** \_\_\_\_\_

**Points Awarded (Maximum 10):**

**Total Score (Maximum is 100):** \_\_\_\_\_