|  |
| --- |
| PART III – REQUIRED PROGRAM INFORMATION |

Identification Information

1. Applicant
2. Program Coordinator:
3. Address:
4. Email Address:
5. Phone #:
6. Fax #:
7. Total Funds Requested: $

NarratVe Section

Sections I through IV of Part III comprise the narrative section of the grant. Sections I-IV may not exceed six (6) pages in total. All narrative responses must be in Arial 10 point font, with one (1) inch margins. Responses to Section IV (Budget) are not included in the page limit. Applicants are required to provide page numbers on every page of the proposal, including appendices and material not subject to the page limits. Additional attachments are permitted.

1. **PROGRAM OVERVIEW:** 
   1. A description of how the grant project will plan and deliver services that will lead to increased student outcomes on the six (6) Perkins IV secondary-level core indicators of performance.
   2. Both the estimated number of students who will participate in the Student Organization and the estimated number of students who will participate in skills development competitions and leadership events in 2019–2020 on the state level disaggregated by: student with disabilities; students with limited proficiency in English; students from economically disadvantaged families, including foster children; students who are single parents and/or pregnant; students who are pursuing careers that are nontraditional for their gender; and, non-special population students.
2. **SPECIAL POPULATION(S)**
3. Explain how the project will target one or more of the following populations: students with disabilities, students with limited proficiency in English, students from economically disadvantaged families, including foster children, students who are single parents and/or pregnant, and students who are pursuing careers that are nontraditional for their gender. Explain how the targeted populations (s) was/were selected.
4. Explain the expertise of school district/community college/other educational institution in working with the targeted population(s) from the above list. Explain how school district/community college/other educational institution intend to ensure the participation of those targeted students.
5. **PROGRAM DESIGN**

Explain how the proposed project design will meet each of the following criteria:

* 1. Increase the number of students to be served statewide during the 2019–2020 school year.
  2. State the student membership dues structure, e.g., the amount of dues for individual student membership and the share that is contributed to the state and national organization.
  3. A description of the provisions that are made for the payment or waiver of dues for individual students from economically disadvantaged families, including foster children
  4. A description of the benefits received by members in total participation chapters, if applicable.
  5. Increase the number of students participating in skills development competitions and leadership events in 2019–2020 at the state level

1. **BUDGET**

Applicants are advised to refer to the ESE [Grants Management Procedural Manual](http://www.doe.mass.edu/grants/procedure/manual.html), the Fund Use section of the RFP, and the <http://www.doe.mass.edu/ccte/cvte/> (p. 15, “Unallowable Uses of Perkins V Allocation Grant Funds”) for guidance in preparing the budget.

1. **Budget Narrative:** Submit a detailed budget narrative that provides an explanation for each proposed expenditure.

At the top of the budget narrative, clearly indicate how the applicant agency defines full-time, in terms of the hours per week and weeks per year that determine the total number of annual paid hours for full-time staff.

The budget narrative must correspond to the line item sequence in the Part II Project Expenditures budget detail pages (see Required Forms section of the RFP). The budget narrative must clearly explain each expenditure in the budget forms. For example, the narrative should: briefly summarize the scope of work, hourly rate of pay and annual paid hours for each staff person, with more detail regarding paid staff for which job descriptions are not provided; itemize the specific costs included in the fringe rate; and, fully explain each proposed non-personnel expenditure.

1. **Required Budget Forms:** Enter the dollar values of the proposed grant expenditures onto the appropriate budget lines in the Part II Project Expenditures budget detail pages. Enter the dollar values of the proposed grant expenditures and match into Columns A and B in the appropriate budget lines on Schedule B. Round all figures to whole dollar amounts. See the Required Forms section of the RFP.

Use the applicant agency’s definition of full-time employment as a basis for calculating Full Time Equivalents (FTEs) for all salaried staff on both forms.