Idaho Career Ready Students
Proposal Guidelines & Documentation

PROJECT INFORMATION

Benefits to the Community/Region/State
Please describe how your community, region, or the state will benefit from an ICRS grant:
Be as specific as possible when describing how your community, region, or state will benefit from an ICRS grant. For example: • Does your proposal respond to a specific need within the local or regional workforce? • Does your proposal expand the capacity of your local or regional workforce? • Does your proposal expand the capacity of your LEA to offer courses to additional students? How many more students may be impacted by an ICRS grant? • Does your proposal allow students to immediately enter the workforce or postsecondary training should an ICRS grant be awarded?

Industry Partners
Please identify any partnerships with local industry or other stakeholders including, but not limited to, Technical Advisory Committee (TAC) membership, financial support or donations, in-kind donations, equipment, instructor(s), technical help, etc.
Be as specific as possible when describing your industry partnerships. For example: • Do you have industry partners who have expressed a willingness to donate materials or equipment should an ICRS grant be awarded? • Do you have industry partnerships that could be expanded through an ICRS grant? This could be in the form of increased apprenticeship or job opportunities for students or donations of materials or equipment. • Do you have industry partners who are available to provide in class instruction or mentorship to your students?

Sustainability

Please describe your plan to sustain the program and keep it viable:

Please describe your plan to sustain the program and keep it viable, providing as much detail as possible.

For example:

- Will your program benefit from additional Perkins or added cost funds with the award of an ICRS grant?
- Will the award of an ICRS grant incentivize your industry partners to contribute additional time and resources to your program?
- Is the LEA prepared to cover the ongoing expenses associated with operating equipment?
- Is the LEA prepared to cover the ongoing maintenance and expenses associated with a new or expanded facility?

Program Metrics and Outcomes

Please describe the program outcomes you wish to achieve if awarded an ICRS grant:

These should be measurable outcomes that tie to your program's success. Be specific and provide the percentage increase in test scores, student enrollment, etc. Consider these metrics from the first year after an award is granted (i.e.: after equipment has been purchased or construction is completed).

- An increase in TSA Pass Rates.
- An increase in Workforce Readiness Pass Rates.
- An increase in student enrollment.
- An increase in the number of sections offered, or number of students served.

Please provide the metrics you will use to determine the program's success:

Year 1:	For example:
	TSA Pass Rate: 56% - Increase of 10% from last year
	Workplace Readiness Pass Rate: 65% - Increase of 10% from last year
Year 2:	For example:
	TSA Pass Rate: 66% - Increase of 10% from prior year

		Workplace Readiness Pass Rate: 75% - Increase of 10% from prior year

Grant Request

Please list the necessary expenses to support the need for an ICRS grant.

All requests for ICRS funds <u>must</u> be supported with an itemized quote or estimate. These can be provided by a vendor, dealer, company website, or contractor. Requests to support multiple programs areas should be broken down by program area.

	Total Amount	**Summarize resources and how they will be used if awarded an ICRS grant.**
Curriculum	$	- Requests for one-time purchases of curriculum to support new programs may be considered on a case-by-case basis. - Curriculum must be able to be utilized year over year in the form of a resource or reference library. - Annual renewals and subscription services will not be considered.
Travel	$	- Requests for student travel to specific program related events and competitions (i.e. regional, state, and national CTSO competitions) may be considered on a case-by-case basis. - The applicant must demonstrate a strong need for this request and why they are not able to secure any other funding. - Requests for instructor travel for professional development conferences, travel to pick up equipment, travel related to training for new equipment, and exploratory travel (i.e.: career fairs, program exploration, etc.) will not be considered.
Consumables (materials & supplies)	$	Requests for materials and supplies are eligible for ICRS funds. These requests should be specific to an ICRS program area and applicants must demonstrate the need for the request. - Have other funding sources been tapped into? - Are there community or industry donations available? - If the program is eligible for added cost funding, what is the gap between the amount awarded and the cost of running the program?

Equipment	$	Requests for new and upgraded equipment are eligible for ICRS funds. These requests should be specific to an ICRS program area and applicants must demonstrate the need for the request. • Have other funding sources been tapped into? • Are there community or industry donations available? • If the program is eligible for added cost funding, what is the gap between the amount awarded and the cost of running the program? • Does the request upgrade existing equipment or expand the number of units for the program? Applicants are encouraged to be fiscally responsible when submitting requests for equipment. It is recommended that applicants provide multiple quotes for the same equipment when possible. When requesting a higher priced piece of equipment, applicants should provide a narrative justifying the need for that item.
Capital Costs for Building Programming & Construction	$	Applicants must provide the following supporting documentation when requesting capital costs. • Itemized estimate prepared by a contractor with knowledge of the regional requirements. • Cost/square foot estimates are not considered an itemized estimate. • Floorplans and exterior elevations of the proposed project. For additions/expansions, these should include the footprint of the current space and the expansion. These can be provided as a detailed sketch and are not required to be prepared by an architect or engineer.
Other Expenses	$	• Expenses not otherwise included in the previous categories may be requested here.
Grand Total	$	

For Questions Contact

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