

**Oregon CTSO Chapter Incentive Grants  
Information and Instructions  
2017-18 Version**

Revised 9/11/17



**Online Applications Due by Saturday, October 15, 2017**

**Notice of Nondiscrimination**

It is the policy of the State Board of Education and a priority of the Oregon Department of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Office of the State Superintendent of Public Instruction at the Oregon Department of Education.



## **Grant Information**

### **Application Eligibility**

Applications will be accepted from any public middle school, high school (including charter schools), or college that have or are intending to establish an Oregon Department of Education officially recognized CTSO (DECA, FBLA, FFA, FCCLA, FNRL, HOSA and SkillsUSA). Alternative schools or programs for students below age 19 are also eligible if they are operated by an Education Service District (ESD), public school district, or college.

In order to be eligible for payment at the conclusion of the grant year, the chapter must either

- A) show membership growth in 2017-18 or
- B) recruit a new chapter that charters in an approved CTSO
- or C) be a total program enrollment member chapter.

There are no exceptions to these requirements.

Prior to disbursement of funds, the advisor will need to upload a CTE/CTSO Lesson Plan that can be shared with others.

Funding will be awarded in four phases, and the review team will only advance to the next phase if there are still funds available.

**Example:** Your chapter applied for a Tier 3 Progressive grant. Your grant will not be considered until Tier 1 and Tier 2 grants have been funded and if there are any remaining funds.

### **Funding Tier 1: Model Chapters—Applicants May Request Up to \$2,000**

All applications qualifying as a Model Chapter (tier 1) will be funded prior to considering funding in any other tiers.

#### **Model Chapter Requirements:**

- Must have had a 20 member (or 20%) increase in the 2016-17 school year to apply for Model Chapter funding (or **recruited** a new chapter of any CTSO) or be a total program enrollment participant
- Must have participated in the Advisor Conference or FFA Advisor Training (**or approved CTSO professional development as approved by state CTSO director**)
- Must have attended a National Event for their CTSO
- Must submit a grant description with a budget not to exceed one page

### **Funding Tier 2: New Chapters—Applicants May Request up to \$1,000**

All applications qualifying as a new chapter (tier 2) will be funded in full after all Model Chapters are funded but before any applications in Progressive or Aspiring tiers are considered.

#### **New Chapter Requirements:**

- Must be a new CTSO Chapter (new as of the 2017-18 school year)
- Must complete the required startup process with national organizations
- Must submit a grant description outlining funds needed consistent with allowable uses



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## **Funding Tier 3: Progressive Chapter—Applicants May Request up to \$1,000**

All applications qualifying as a Progressive Chapter (tier 3) will be funded after Model Chapters and New Chapters are funded (but before Aspiring Chapters are considered).

### Progressive Chapter Requirements:

- Existing chapter that experienced a 10-member increase OR a 10% membership increase OR where 25% of the school's enrollment were members in the 2016-17 school year
- Must have participated in the Advisor Conference or FFA Advisor Training
- Must submit a grant description with a budget not to exceed one page

## **Funding Tier 4: Aspiring Chapters—Applicants May Request up to \$500**

All applications qualifying as an Aspiring Chapter will be considered for funding only after Model Chapters, New Chapters, and Progressive Chapters have been funded.

### Aspiring Chapter Requirements:

- Existing Chapter with minimal or no membership increase in prior year
- Must complete a program of work with a membership growth plan
- Must complete a budget request (the grant description really is their program of work)

**The Oregon CTE Student Leadership Foundation may require that a recipient return all funds awarded for a CTSO that does not meet all grant award requirements.**

**Funds awarded by this grant to school districts are not intended to supplant funds currently expended by school districts on CTSOs.**

## **General Requirements**

### **CTSO Online Chapter Grant Application**

In order to receive funding, eligible recipients must submit a completed application by 5:00 p.m. on Saturday, October 15, 2017. The actual application is an online form and can only be submitted electronically. The form can be found at [www.oregonctso.org](http://www.oregonctso.org).

### **Provisions for Multiple Grants from One School**

An eligible school may submit grant applications and be awarded funding for multiple CTSOs at one school or in the school district that meet the grant award requirements. Total grants submitted from any one school may not exceed six (one application per CTSO on campus).

Each CTSO in a school may only receive one grant even if there are multiple chapters of that CTSO in the school. However, a school may apply for one grant and distribute funds among multiple chapters of the same CTSO.

#### Examples:

- If a school operates an FFA, FBLA, FCCLA, FNRL, HOSA, SkillsUSA, FCCLA and DECA chapter; each CTSO may apply and be awarded funding (total of seven grant applications).
- If a school operates three chapters of SkillsUSA within a school, the school may apply for only one grant for SkillsUSA but is allowed to disburse funds amongst its multiple chapters.

### **Available Funding**

The available funding for this grant process is approximately \$140,000. In 2017-18, the maximum award for an individual CTSO at a school is \$2,000. The maximum award for a joint state level venture is \$10,000. The Oregon CTE Student Leadership Foundation reserves the option to grant partial funding of an application based on the quality of the application or to make more funding support available to CTSOs across Oregon.

All **grant funds will be awarded on a reimbursement basis** to the eligible school, school district, charter school, ESD, or college.

Questions regarding availability and access to funds should be addressed to the local fiscal manager or school administrator or by emailing [grants@oregonctso.org](mailto:grants@oregonctso.org).



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## **Use of Funds**

Grants will be awarded to start new CTSOs or help expand existing CTSOs at middle schools, high schools, community colleges, and ESDs. Allowable uses of funds include:

- Teacher stipend(s)/additional compensation for serving as a chapter advisor
- Advisor transportation, lodging, and registration at a CTSO event
- Student transportation, lodging, and registration at a CTSO event
- Substitute teacher expenses while the chapter advisor is participating in CTSO events/activities
- Chapter activation fees, advisor CTSO dues, expenses for participation in CTSO advisor professional development
- Transportation, lodging, and registration for school approved CTSO alumni or other volunteers assisting the chapter advisor in providing a safe and quality experience for students
- Marketing materials to promote the CTSO on campus and in the community
- CTSO curriculum, competitive event, and leadership resources for student members
- CTSO fund development projects which lead to sustainability or recruitment of other funding sources
- Expenses associated with building an inventory of official CTSO dress as defined by the state and national organization
- Equipment, supplies and materials necessary for successful participation in CTSO events

Local chapter grant funds may not be used for:

- Supplanting funds currently expended by the school or district on CTSOs. Grant applications are to demonstrate maintenance of effort on the district's part for support of the CTSOs funded by this grant.
- Grant administration
- Lobbying of public officials
- Expenses unrelated to the objectives of this grant or the mission of the CTSO
- Scholarships or cash awards to students or materials for general classroom use

## **Timeline**

- September 15: Grant Materials Released in conjunction with Advisor Conference
- October 15: Grant Applications Due
- November 15: Grant Awards Announced
- December 1: Assurance Documents Due
- May 15: Deadline to Request Payment and Submit Lesson Plan



## **Key Descriptions**

Below you will find descriptions of the questions you will be asked in the online application process.

### Page One – School Information

- School Name
- CTSO
- Grant Tier you qualify for and are applying for
- School District
- School Address
- School Phone Number
- Advisor Name
- Adviser Email
- Principal Name
- Principal Email
- Superintendent Name
- Superintendent Email
- Bookkeeper who processes EGMS Claims Name
- Bookkeeper who processes EGMS Claims Email

### Page 2 – CTSO Profile

- Number of Members in 2016-17
- Membership Growth in 2016-17 compared to 2015-16
- Membership Goal for 2017-18
- Intent to Recruit New Chapter
- Attendance at National Event
- Advisor Training Attendance

### Page 3 – Grant Description

- PDF One Page Upload of Grant Funds Usage and Budget or Program of work. **This is something that you should complete prior to starting the process and be ready to upload. You may do this in your own format as long as you provide an overview of your grant use and meet the application requirements.**

### Page 4 – Assurance, Expectations, and Agreement

- Digital Signature

**Applications must be made online in one complete data entry setting.** The application system will not save a partially completed application and allow the applicant to return at a later time to complete.

All applications will receive an automatic notification to confirm delivery of the grant request.



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## **Contacts**

Inquiries and questions regarding the CTSO local chapter grant application or information may be emailed to [grants@oregonctso.org](mailto:grants@oregonctso.org).

**CTSO Website:** [www.oregonctso.org](http://www.oregonctso.org)

### **State CTSO Phone Numbers:**

Oregon FFA	541.737.2395
Oregon DECA	541.633.4287
Oregon FBLA	541.633.4287
Oregon FCCLA	541.633.4287
Oregon FNRL	
Oregon HOSA	541.633.4287
SkillsUSA Oregon	541.633.4287