

## Request for Grant Award

- RFGA:** Family and Consumer Sciences Education Program Improvement Grant Award
- ID CODE:** 60.420FCS/11
- ELIGIBLE ENTITIES:** Missouri public school districts currently operating a Department-approved family and/or career-focused Family and Consumer Sciences Education program for grades 9-12 as defined in Section 2 of the *Implementation Handbook for Family and Consumer Sciences, 2003*.
- GOAL:** To encourage the improvement of programs through various means including, but not limited to, the professional development of Family and Consumer Sciences Education teachers.
- APPLICATION GUIDELINES:** The Family and Consumer Sciences Education Program Improvement Grant Award provides funding to support program improvement which includes giving teachers access to high-quality professional development. Funds will be made available either within an individual school building or an entire district. School districts with more than one building may submit only one request, and it may be for an individual building or buildings. Funds may be used for more than one Family and Consumer Sciences Education teacher.
- Grants may be submitted addressing a need(s) in one or more of the following grant emphasis areas:
1. Meeting/implementing the components of a Department-approved career education Family and Consumer Sciences program as delineated in the *Implementation Handbook for Family and Consumer Sciences, 2003* and the Department Common Program Standards.  
[http://dese.mo.gov/divcareered/facs\\_implementation\\_handbook2.htm](http://dese.mo.gov/divcareered/facs_implementation_handbook2.htm)  
[http://dese.mo.gov/divcareered/Common\\_Program\\_Standards.pdf](http://dese.mo.gov/divcareered/Common_Program_Standards.pdf)
  2. Creating and/or implementing a Program of Study that incorporates secondary and postsecondary education elements, including coherent, rigorous, and relevant content aligned with academic standards. This should consist of a sequence of at least three courses that provided coordinated and a non-duplicative progression of courses that align secondary education with postsecondary education to adequately prepare students to succeed in postsecondary education. The Program of Study should include the opportunity for students to obtain dual credit and/or lead to an industry-recognized credential or certificate at the postsecondary level or an associate or baccalaureate degree.
  3. Participating in professional development focused on creating a Program of Study as required for program approval.  
[http://dese.mo.gov/divcareered/documents/MCE\\_Secondary\\_and\\_Adult\\_New\\_Program\\_Application.pdf](http://dese.mo.gov/divcareered/documents/MCE_Secondary_and_Adult_New_Program_Application.pdf)
  4. Implementing critical science and practical problem solving into the Family and Consumer Sciences Education core content program areas as defined in Section 2 of the *Implementation Handbook for Family and Consumer Sciences, 2003*.

5. Participating in Family and Consumer Sciences Education professional development focusing on curriculum, instructional practices, and assessments.
6. Participating in seminars, workshops, conferences, and continuing education supporting career and technical education requirements for Family and Consumer Sciences Education professionals for MSIP, CSIP, and Perkins.
7. Enhancing professional practice in Family and Consumer Sciences Education, FCCLA, or related content areas of career and technical education. Requested funds must be used for, and in support of, the teacher's personal professional development plan.
8. Increasing knowledge about Family Economics and Financial Literacy, such as participating in the Family Economics & Financial Education (FEFE) program that is a part of the Take Charge America Institute, University of Arizona, Tucson (<http://fefe.arizona.edu/>), and/or Federal Reserve workshops.
9. Seeking certifications in Family and Consumer Sciences content, such as ProStart or the Child Development Associate (CDA) certification. ProStart certification requires a commitment of three (3) years and assurance of support for the program by the district.
10. Increasing knowledge about FCCLA programs and enhancing leadership skills by attending events, conferences, workshops, and/or seminars, such as State and National Leadership meetings and the Missouri Legislative Shadowing Project.

**Allowable Expenditures:** Grant funds may be expended for the costs associated with program improvement, in-service, and professional development activities only for teachers certificated to teach in an approved family- or career-focused program.

- Reimbursement of travel and attendance costs will adhere to local district policies;
- Allowable expenditures include meals, lodging, travel, and meeting registration fees;
- Purchasing professional development resources for Family and Consumer Sciences Education, such as curriculum guides and professional development books;
- Purchasing program development materials related to an approved Program of Study; and/or
- Purchasing professional development resources from the FCCLA Publications Catalog (including the FCCLA starter kit, chapter manuals, and other resources).

**Non-allowable Expenditures:**

- College tuition,
- Costs associated with certification exam,
- Professional organization dues,
- Equipment,
- Training and workshops related to the use of equipment,
- Items from the FCCLA emblematic supplier (membership pins, logo items, etc.) and/or
- Student expenses (this includes student materials such as workbooks, etc.).

**REQUIREMENTS:** To be reviewed, the Request for Grant Award (RFGA) must contain the following in the sequence listed. Incomplete RFGAs will be considered non-responsive and will not be reviewed.

Required Information:

1. Completed cover sheet. The form on the Web site can be typed on and mailed.
2. Completed Form A-Program Improvement Activities outlining the teacher's goal(s) to be addressed and the specific activities for which funds will be used; the Approved Program Standards, CSIP and MSIP Standards (addressed by each activity); explanation of impact or influence the annual program evaluation had on the program improvement plan; the beginning and completion dates of each activity; the implementation and/or follow-up strategies and dates for each activity; and the estimated cost of each activity.
3. An **ITEMIZED BUDGET** with the title of the program improvement activities on an "Application for Authorization of Career Education Expenditures," form (FV-4), signed by the chief administrator of the district. Items \$25 or less are not allowable grant expenditures. Please submit two (2) copies of the FV-4 form. The FV-4 and FV-2 forms are available through the Division's Web site at <http://www.dese.mo.gov/divcareered/forms.htm>.
4. An **ASSURANCES** page listing necessary assurances within this request and signed by the chief administrator of the school district (blank form included with this RFGA).

**AMOUNT:**

A maximum grant award will not exceed the amount of \$3,000. The local education agency must expend funds from local sources in an amount equal to or greater than twenty-five (25%) of the approved grant amount. For example, if the grant request is approved in the amount of \$3,000 the district must contribute at least \$750 above the \$3,000. This does not restrict the district from providing additional program improvement funding for the teacher. Funds awarded in this grant will be used to supplement and not supplant local funds for Family and Consumer Sciences Education programs, services, and activities.

**DUE DATE:**

Requests must be received **no later than 4:00 p.m. on May 13, 2011**. Failure by the district to meet this deadline may result in the request not being considered for funding.

**DELIVERABLES:**

Grant recipients must forward the following to the Department on or before the date indicated:

**May 11, 2012:**

1. A final evaluation report submitted on Final Report Form B.
2. A final reimbursement claim on a "Reimbursement Request for Approved Career Education Expenditures" form (FV-2).

**GRANT PERIOD: July 1, 2011 through June 30, 2012.**

**PERTINENT PROJECT DATES:**

**May 13, 2011** Due date for submitting RFGA.

**May 11, 2012** Reimbursement claims (FV-2 form) and Final Evaluation Report.

**DELIVER:**

**One (1)** Request for Grant Awards with **two (2)** signed copies of the FV-4 to:

Cynthia K. Arendt, Ph.D., Director  
 Family Consumer Sciences and Human Services  
 Office of College and Career Readiness  
 Department of Elementary and Secondary Education  
 P.O. Box 480  
 Jefferson City, Missouri 65102-0480  
 Telephone (573) 751-2644

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
Office of College and Career Readiness  
P.O. Box 480  
Jefferson City, Missouri 65102-0480

**Assurances for the Application for  
Family and Consumer Sciences Education Grant Award Program**

\_\_\_\_\_ - \_\_\_\_\_  
County/District Code School District Name

Project Director \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_(\_\_\_\_)\_\_\_\_\_ Fax Number \_(\_\_\_\_)\_\_\_\_\_

E-mail Address \_\_\_\_\_

The applicant assures that if funds are made available through the Family and Consumer Sciences Education Program Improvement Grant Award Program it will:

1. Provide fiscal control, property management control, and fund accounting procedures;
2. Expend funds from local sources in an amount equal to or greater than twenty-five percent (25%) of the approved grant amount as described in the approved grant request;
3. Comply with all reporting requirements of the Department relating to this grant award program;
4. Make information available to students regarding teaching Family and Consumer Sciences Education as a profession;
5. Operate a program in compliance with the guidelines defined in Section 2 of the ***Implementation Handbook for Family and Consumer Sciences, 2003*** and Approved Program Standards; and
6. Forward to the Department all deliverables relating to this grant award program prior to or simultaneously with a final request for full reimbursement of awarded grant funds.

*Reimbursement claims supported by check numbers may be submitted more than once and as soon as all related costs to an activity are paid.*

The applicant requests that the following amount of state grant funds be made available from the Department to implement the activities described in the attached grant request:

\$ \_\_\_\_\_

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Chief Administrator

# Family and Consumer Sciences Program Improvement Grant Award Program For FY12 Professional Development Grant Cover Sheet

District Name: \_\_\_\_\_ County/District Code: \_\_\_ - \_\_\_  
 FCS Contact Teacher's Name: \_\_\_\_\_  
 School Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 School Telephone: \_\_\_\_\_ School Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

Affiliated FCCLA chapter in the 2010 – 2011 school year:  Yes Number of Members: \_\_\_\_\_  
 No Date of Last Affiliation: \_\_\_\_\_

Please provide name(s) and type of certification of participating FCS teacher(s):

Name	Career Certification	If not, provide certification
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If additional space is needed, please use the back of this form.

There is an active Career Education Advisory Committee specifically for Family and Consumer Sciences Education. Provide date of last Advisory Committee meeting: \_\_\_\_\_

Indicate below the number of FCS Advisory Board members in each category:

Category of Representation	Number
Parent	
Business, Industry, and Labor	
FCCLA Student(s)	
Special Populations	
Ethnic Groups	
Males	
Females	
School Administrator	
Counselor	
Public Official	
School Board Member	

**Please print out and attach a copy of the most recent MOSIS screen 20 for EACH FCS teacher in the district.**

Check all core courses taught during the 2010-2011 school year:

Comprehensive FCS

- Discovering Family and Consumer Sciences (below 9<sup>th</sup> grade)
- Career & Family Leadership (9<sup>th</sup> grade & above)

Nutrition and Wellness

- Nutrition and Wellness
- Food Science
- Family/Individual Health

Family and Human Development

- Family Living & Parenthood
- Child Development, Care, and Guidance
- Child Development, Care, and Guidance (Advanced)

Family and Consumer Resource Management

- Personal Finance
- Family/Consumer Resource Management
- Housing Environments & Design
- Career Development and Entrepreneurship

Is there a written Program Evaluation  Yes  No Date of last Program Evaluation: \_\_\_\_\_

Please list FCS teacher(s) participating in career education professional development activities. Provide also the date of the last summer conference, regional workshop, and/or FCCLA State Conference attended:

\_\_\_\_\_

**FORM A-PROGRAM IMPROVEMENT ACTIVITIES** (Make copies as needed for each Program Improvement Goal addressed)

**Program Improvement Goal to be Addressed:**

Describe below each activity, including data sources used, and how the need for each program improvement activity was determined. Data sources may include: Perkins requirements; Missouri School Improvement Program (MSIP) reports; approved program-specific standards and checklists; the district's Comprehensive School Improvement Plan (CSIP); the district's public report data; performance measures for career education programs; follow-up data on students enrolled in career education programs; labor market and community needs assessments; student interest surveys; surveys of employers of graduates of career education programs; advisory committee review of programs and recommendations; student satisfaction surveys; and information from administrative/board reviews or evaluations. Attach sheets as needed for additional activities.

Program Improvement Activities:	CSIP Standard Addressed	MSIP Standard Addressed	Activity Beginning Date	Activity Completion Date	Activity Implementation/Follow-Up Strategies and Dates	Estimated Cost of the Activity
Activity 1:						

**Description of Need for Activity 1:**

Activity 2:						
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**Description of Need for Activity 2:**

**FINAL REPORT FORM B** (Complete this form providing information for each funded program improvement activity. Make copies of this form as needed.)

	Provide a brief description of the knowledge gained as a result of participation in this program development activity.	Provide a brief summary of the effectiveness of incorporating into the program the knowledge gained from the program development activity.	Explain briefly how this activity helped to achieve the Program Improvement Goal addressed.
<p><b>Program Improvement Activity:</b></p> <p>_____</p> <p>This program improvement activity focused on the following area(s). (Check all that apply):</p> <p><input type="checkbox"/> Curriculum  <input type="checkbox"/> Instructional Practices  <input type="checkbox"/> Assessment  <input type="checkbox"/> Leadership (Student) <input type="checkbox"/> (Teacher) <input type="checkbox"/>  <input type="checkbox"/> Family and Consumer Sciences Content  <input type="checkbox"/> Other</p> <p>Specify: _____</p>			
<p><b>Program Improvement Activity:</b></p> <p>_____</p> <p>This program improvement activity focused on the following area(s). (Check all that apply):</p> <p><input type="checkbox"/> Curriculum  <input type="checkbox"/> Instructional Practices  <input type="checkbox"/> Assessment  <input type="checkbox"/> Leadership (Student) <input type="checkbox"/> (Teacher) <input type="checkbox"/>  <input type="checkbox"/> Family and Consumer Sciences Content  <input type="checkbox"/> Other</p> <p>Specify: _____</p>			
<p>Describe how information regarding Family and Consumer Sciences Education teaching, as a profession, was provided to students as required through Assurance #4:</p>			
<p>_____</p>			