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

Request for Grant Award

RFGA: Family Consumer Sciences Education Program Improvement Grant Award

ID CODE: 60.420FCS/15

ELIGIBLE ENTITIES: Missouri public school districts currently operating a Department-approved family and/or career-focused Family 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 Consumer Sciences Education teachers.

APPLICATION GUIDELINES: The Family 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 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 Consumer Sciences program as delineated in the ***Implementation Handbook for Family and Consumer Sciences, 2003*** and the Department Common Program Standards.
   a. http://dese.mo.gov/college-career-readiness/career-ed-programs/family-consumer-sciences-human-svcs-ed/approved-programs/implementation-handbook
   b. http://dese.mo.gov/sites/default/files/cte_common_criteria_and_quality_indicators_march2015.pdf
   c. http://dese.mo.gov/sites/default/files/MO_500_2457_08_11_ce-application-secondary-adult-only-programs-of-study-2014-12-30.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 providing a coordinated and a non-duplicative progression of courses. 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. Implementing critical science and practical problem solving into the Family Consumer Sciences Education core content program areas as defined in Section 2 of The ***Implementation Handbook for Family and Consumer Sciences, 2003.***
4. Enhancing professional practice in Family Consumer Sciences Education, FCCLA, or related content areas of career education. Requested funds must be used for, and in support of, the teacher's personal professional development plan. This includes, but is not limited, to developing curriculum, improving instructional practices, knowledge of content and enhancing assessments.
5. Participating in seminars, workshops, conferences, and continuing education supporting career education content appropriate for Family Consumer Sciences Education professionals.
6. Increasing knowledge about Family Economics and Financial Literacy, examples include participating in the Family Economics & Financial Education (FEFE) program, University of Arizona, Tucson; university workshops; and/or Federal Reserve workshops.

7. Seeking certifications in Family Consumer Sciences content, such as the American Culinary Federation's ACFEF Culinary Professional Certificate, the National Restaurant Association's Certified Secondary Foodservice Educator, American Hotel and Lodging Educational Institute's (AHLEI) Certified Hospitality Instructor(CHI), the Child Development Associate (CDA)certification, and the Youth Development Credential.

8. Increasing knowledge about FCCLA programs and enhancing leadership skills by attending and participating in 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, meeting registration fees and substitute pay;
- Purchasing professional development resources for Family 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
- 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.)
- Sets of classroom textbooks
- 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 may not be reviewed.

Required Information:

1. Using the fillable form on the web site, complete and submit the cover sheet.
2. Completed Form A-Program Improvement Activities:
   a. outlining the teacher's goal(s) to be addressed and the specific activities for which funds will be used;
   b. the district's CSIP and DESE CTE Approved Program Standards (addressed by each activity);
   c. explanation of impact or influence the annual program evaluation had on the program improvement plan;
   d. the beginning and completion dates of each activity;
   e. the implementation and/or follow-up strategies and dates for each activity;
   f. 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 Department's Website at:
http://dese.mo.gov/college-career-readiness/career-education/forms-applications

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. 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 Consumer Sciences Education programs, services, and activities.

DUE DATE: Requests must be received **no later than 4:00 p.m. on May 29, 2015.** 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 8, 2016:

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).Please indicate the district's contribution of 25% or higher on the form.

GRANT PERIOD: July 1, 2015 through June 30, 2016.

PERTINENT PROJECT DATES:

May 29, 2015 Due date for submitting Request For Grant Award.

May 8, 2016 Reimbursement claims (FV-2 form) and Final Evaluation Report.

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

Leone Herring, 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) 751-7964
Leone.Herring@dese.mo.gov

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 Consumer Sciences Education Program Improvement Grant Award

_____ _____
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 Consumer Sciences Education Program Improvement Grant Award Program they will:

1. Provide fiscal control, property management control, and fund accounting procedures;

2. Comply with all reporting requirements of the Department relating to this grant award program;

3. Make information available to students regarding careers within the Human Services, Hospitality and Tourism, and Education and Training pathways;

4. 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;

5. If requesting professional development funds to support training leading to certification as a Certified Secondary Foodservice Educator (ProStart), Certified Hospitality Instructor (CHI) for HTMP I and II, or ACF Accreditation, the district must be working toward full implementation of the program and the instructor will be working toward earning the certifications listed; 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 as soon as all related costs to an activity are paid.

**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 Consumer Sciences FY16 Equipment 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 2014 – 2015 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	Certification

If additional space is needed, please use the back of this form.
There is an active Career Education Advisory Committee specifically for Family 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 2014-2015 school year (course codes are identified):

Comprehensive FCS
☐ Discovering Family Consumer Sciences (below 9th grade) (096800)
☐ Career & Family Leadership (9th grade & above) (096801)

Family and Human Development
☐ Interpersonal Relationships (096823)
☐ Human Development (096828)
☐ Parenting (096830)
☐ Child Development I (096821)
☐ Child Development II (096826)

Nutrition and Wellness
☐ Nutrition and Wellness (096824)
☐ Food Science (096827)
☐ Family/Individual Health (096840)*

Family and Consumer Resource Management
☐ Personal Finance (996400)*
☐ Family/Consumer Resource Management (096814)
☐ Housing Environments & Design (096818)
☐ Career Development and Entrepreneurship (096803)

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: _____

* Meets graduation requirements. If additional space is needed, please us the back of this form.

FORM A-PROGRAM IMPROVEMENTACTIVITIES (Make copies as needed for each Program ImprovementGoal 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; CTE 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	CTE Program 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:						
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 ProgramImprovement Goal addressed.**
Program Improvement Activity: _____ This program improvement activity focused on the following area(s).(Check all that apply): ☐Curriculum ☐ Program of Study ☐Assessment ☐Leadership (Student) ☐ (Teacher) ☐ ☐Family Consumer Sciences Content ☐Instructional Practices ☐Other Specify:_____			
Program Improvement Activity: _____ This program improvement activity focused on the following area(s). (Check all that apply): ☐Curriculum ☐Program of Study ☐ Assessment ☐ Leadership (Student) ☐ (Teacher) ☐ ☐ Family Consumer Sciences Content ☐ Instructional Practices ☐Other Specify:_____			
Describe how information regarding Family Consumer SciencesEducation careers, was provided to students as required through Assurance #3:			