

## Request for Family Consumer Sciences and Human Services Education Program Improvement Grant Award

**GRANT PERIOD:** July 1, 2016 through June 30, 2017.

**ELIGIBLE** Missouri school districts currently operating a Department-approved Career Education Family Consumer Sciences and Human Services Education program.

**APPLICATION GUIDELINES:** The Family Consumer Sciences and Human Services Education Program Improvement Grant Award provides funding to support program improvement which includes giving educators 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 and Human Services Education teacher. Grants are awarded on a reimbursement basis.

Grants may be submitted addressing a need in one or more of the following grant emphasis areas:

1. Meeting/implementing the components of a Department-approved Career Education Family Consumer Sciences and Human Services program.
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 course work. 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. Enhancing professional practice in Family Consumer Sciences and Human Services Education, FCCLA, or related content areas of career education. Requested funds must be used for, and in support of, the educator's personal professional development plan. This includes, but is not limited to, developing curriculum, improving instructional practices, knowledge of content and enhancing assessments.

4. Participating in seminars, workshops, conferences, and continuing education supporting career education content appropriate for Family Consumer Sciences and Human Services Education professionals.
5. Increasing knowledge about Family Economics and Financial Literacy, examples include participating university workshops; and/or Federal Reserve workshops.
6. Seeking certifications in Family Consumer Sciences and Human Services content, such as the American Culinary Federation's ACFEF Culinary Professional Certificate; the ProStart Certified Secondary Foodservice Educator from the National Restaurant Association Educational Foundation; the CHI I and II Hospitality and Tourism Educator from the American Hotel and Lodging Educational Institute; the Child Development Associate (CDA) certification, and the Youth Development Credential.
7. 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 educators certificated to teach in an approved Career Education Family Consumer Sciences and Human Services 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 and Human Services 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,
- Professional organization dues
- Equipment
- Items from the FCCLA emblematic supplier (membership pins, logo items, etc.)
- 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. Completed Assurances sheet signed by the chief administrator of the school district.
2. Completed Cover sheet.
3. 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. Completed FV-4 signed by the chief administrator of the district. The FV-4 and FV-2 forms are available through the Department's web site at <http://dese.mo.gov/college-career-readiness/career-education/forms-applications>

**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 Consumer Sciences and Human Services Education programs, services, and activities.

**DUE DATE:** Requests must be received **no later than 4:00 p.m. on May 15, 2016.** 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 May 1, 2017, for reimbursement:**

**May 1, 2017:**

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.

<http://dese.mo.gov/college-career-readiness/career-education/forms-applications>

**PERTINENT PROJECT  
DATES/**

**DELIVERABLES:**

**May 15, 2016**

Due date for submitting: Assurances, Cover Form, Form A and FV4. One copy of each emailed to: [dese.fcs@dese.mo.gov](mailto:dese.fcs@dese.mo.gov)

**May 1, 2017**

Due date for submitting: Reimbursement claims (FV-2 form), receipts and Final Evaluation Report. One copy of each emailed to: [dese.fcs@dese.mo.gov](mailto:dese.fcs@dese.mo.gov)



# Family Consumer Sciences Program Improvement Grant Award Program for FY17 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 2015 – 2016 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	

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:

Check all core courses taught during the 2015-2016 school year -course codes are identified

Course Name	Course Number	Course Name	Course Number
<b>COMPREHENSIVE FAMILY CONSUMER SCIENCES</b>		<b>NUTRITION AND WELLNESS</b>	
Career and Family Leadership (9 <sup>th</sup> Grade &	096801	Family/Individual Health *	096840
Career Exploration in Family Consumer Sciences and Human Services (middle, junior	096802	Food Science	096827
Discovering Family and Consumer Sciences (below 9 <sup>th</sup> Grade)	096800	Nutrition and Wellness	096824
		ProStart I	096815
		ProStart II	096816
<b>FAMILY AND HUMAN DEVELOPMENT</b>		<b>FAMILY AND CONSUMER RESOURCE MANAGEMENT</b>	
Child Development I	096821	Career Development and Entrepreneurship	096803
Child Development II	096826	Consumer Resource Management	096814
Human Development	096828	Hospitality and Tourism Management Program I	096904
Interpersonal Relationships	096823	Hospitality and Tourism Management Program II	096905
Parenting	096830	Housing Environments and Design	096818
Pathways to the Teaching Profession	096842	Personal Finance	996400
Practicum in Teaching Pathways	096902	Apparel, Textiles, and Fashion	096820

\*Meets graduation requirements

**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; 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	MSIP 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:							
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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"/> Program of Study  <input type="checkbox"/> Assessment  <input type="checkbox"/> Leadership (Student) <input type="checkbox"/> (Teacher) <input type="checkbox"/>  <input type="checkbox"/> Family Consumer Sciences Content  <input type="checkbox"/> Instructional Practices  <input type="checkbox"/> Other                      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"/> Program of Study  <input type="checkbox"/> Assessment  <input type="checkbox"/> Leadership (Student) <input type="checkbox"/> (Teacher) <input type="checkbox"/>  <input type="checkbox"/> Family Consumer Sciences Content  <input type="checkbox"/> Instructional Practices  <input type="checkbox"/> Other                      Specify: _____                 </p>			
<p>Describe how information regarding Family Consumer Sciences Education careers, was provided to students as required through Assurance #4:</p>			
<p>_____</p>			