

Georgia Appalachian Center for Higher Education (GACHE) Request for Proposals 2010-2011

Overview

The Georgia Appalachian Center for Higher Education (GACHE) invites eligible high schools in the following Appalachian counties to submit a proposal for a grant to implement strategies that encourage and assist at-risk students to continue their education beyond high school. The counties named below have been targeted because, generally, their youth have rates of extremely low education attainment, high drop-out, and very low postsecondary enrollment and completion rates:

Banks	Elbert	Habersham	Madison	Walker
Barrow	Fannin	Hall	Murray	White
Bartow	Floyd	Haralson	Polk	Whitfield
Catoosa	Franklin	Hart	Rabun	Union (Woody Gap
Chattooga	Gilmer	Jackson	Stephens	HS)
Dade	Gordon	Lumpkin	Towns	

In an effort to address the barriers Appalachian students face regarding access to postsecondary education, The Georgia Appalachian Center for Higher Education (GACHE) makes funds available to eligible Georgia public high schools on a competitive basis. The grants are provided specifically to implement GACHE's Model Program along with other proven strategies for improving postsecondary enrollment rates to ensure future success in career choices for high school students. These grants are provided to schools that especially target first generation postsecondary enrollees and those students at-risk for not continuing their education beyond high school. Registration with the National Student Clearinghouse is provided at no cost to the schools in order to obtain accurate longitudinal data regarding student enrollment in and completion of postsecondary education programs. It is expected that schools will use the data to plan educational programs which will improve postsecondary enrollment, career success, and the economic development of the state.

For implementation of the GACHE Model Program (see description attached), funds are granted to support: (1) student exploration and research into career interests and postsecondary programs for those careers; (2) visits to postsecondary institution campuses as part of school field trips; (3) providing information to students and their parents/guardians about financial aid options; (4) implementing a postsecondary and career curriculum -the GACHE Model Program- that begins in 9th grade and continues through 12th grade, and (5) registration with the National Student Clearinghouse (NSC) to follow students entering and completing postsecondary education and/or training. Also supported are activities that focus on building relationships, understanding poverty, building students' self-esteem and self confidence in their ability to succeed in postsecondary education and life which include:

- involvement and participation with the feeder middle schools in postsecondary awareness activities and presentations
- HS students presenting to middle school students or holding a "Reality Store" event for them
- HS and MS parent information sessions pertaining to postsecondary selection, costs, and financial aid
- active participation in college, business and career fairs;
- motivational talks by former students involved in a postsecondary program
- building partnerships with business and community leaders
- guest speeches by former students enrolled in a postsecondary program (who, as high school students did not think college was an option) but who have overcome barriers to continue their education or training
- assigning essays that inform students of postsecondary costs, programs, and economic advantages
- assigning research projects regarding career choices, the educational requirements for the chosen career, institutions offering the required coursework or degree/training, and average salary for the chosen career
- displays in the commons area of school with names of students who have applied to and been accepted to any postsecondary institution
- demystifying the college experience and helping students and their parents explore postsecondary and career opportunities

Pending an award from the Appalachian Regional Commission (ARC), GACHE will have funds available for school awards for the 2010-2011 school year. The amount of the grant award may not exceed \$10,000. Proposals will be blind-scored by a trained reader committee with input and final decision on funding and grant amount by the GACHE staff **based on fulfillment of previous grant agreements (if previously funded)**. The funded activities will be monitored by the GACHE staff throughout the funding year to determine adherence to the proposed activities. In situations where a school is found in noncompliance with the Terms of School Award agreement (attached), any remaining grant funds will be required to be returned to GACHE.

- Proposals must provide a 20% annual match of either cash or in-kind services.
- Proposals must provide the date of registration with the National Student Clearinghouse
- Proposal must include a budget with a narrative page which explains each line item on the budget
- Funds may not be used to supplant any current funds or programs or be used to pay salaries
- Funds are to be used to benefit all students and may not be given to individual students
(see additional restrictions, page 12)

The grants are specifically designed to increase the postsecondary enrollment rate; therefore, particular attention should be given to the following requirements:

- a. A goal statement (must be specific, measurable, attainable, relevant, and time oriented)

- b. A timeline for completing the proposed activities during the 2010-2011 school year, including the required presentation to the local board of education regarding the goals and activities of the grant by the principal

- c. An evaluation plan to measure the results of the activities proposed to improve the postsecondary enrollment rate

- d. Registration with the National Student Clearinghouse (NSC) and uploading student data for the 2009-10 seniors to obtain baseline data and determine accurate postsecondary enrollment rates for 2010-11 **AND the previous 4 years.**

- e. The commitment of the faculty, principal, superintendent, and board of education to support the grant coordinator in the activities described

A description of each **required** component follows:

1. **Completed Form A-01 Proposal Summary Form**
2. **Completed Form A-02 Proposal Application Form**
3. **A narrative which addresses each of the following seven (7) questions , one question to a page with a maximum of 1 single spaced page per question , except question # 7 which may be more:**

Questions:

1. **What is your goal regarding increasing your school's postsecondary enrollment rate? (State as a SMART goal).**
 - The goal should be specific, measurable, attainable, relevant, and time oriented (SMART) and include accurate data on your current and/or past postsecondary enrollment rates. This data must also be reflected in Application Form A-02.) *Example: Success High School will increase the number of graduates who enroll in a postsecondary education program from 30 in the fall of 2009 to 60 students who enroll by the fall of 2010 as documented by the National Student Clearinghouse report.*
2. **What specific activities or strategies from the Model Program or other proven practices will you implement to meet this goal during school year 2010-2011?**
 - Clearly outline the activities and timeline that will lead to achievement of the stated goal. The proposed activities should support the goal, the needs of the school and community, and involve all faculty, staff and all students (specifically targeting the middle tier of students and those at-risk for not continuing their education beyond high school)
3. **How will you measure the success of each activity or strategy implemented?**
 - Provide a detailed outline of your evaluation plan including collection, analysis, and use of the data to inform future strategies, activities and educational policies or practices
4. **How will you sustain the Model Program and other proven practices after funding from GACHE ceases?**
 - In answering this question, address partnerships, foundation grants, and commitment of partners to local funding of the activities and include the 20% required match (either in-kind or dollars) description. Include in the letters of commitment from the principal and school board chairperson how the 20% match will be provided and include as attachments.
 - Address several specific ways you will publicize your GACHE grant activities to your community, faculty, and student population to raise awareness and prepare for sustainability
5. **How will the proposed activities and strategies help to overcome barriers that students face in pursuing post-secondary education?**
 - Address barriers that currently exist and strategies you will implement to achieve principal, superintendent, board of education, and faculty support, as well as parent, community and student involvement
6. **Who will coordinate the grant and how will the entire school community be informed and involved with the grant activities?**
 - Address how the appointment of the grant coordinator was determined and how the principal presented the GACHE program and coordinator to the faculty. Provide evidence not only of administrative and board of education support for the coordinator but the commitment to and available time to implement the grant activities including making the quarterly and annual reports to GACHE.
 - Provide a date when the principal, with support from the grant coordinator, graduation coach/counselor, will present the GACHE grant activities to the local board of education at a regularly scheduled meeting. The presentation should address the activities to be conducted with the grant funds, the need for the grant (accurate data on current postsecondary enrollment), and the benefit to the community and state.
7. **What is the proposed budget for these activities for the school year 2010-2011? (provide the budget information on two pages)**
 - The answer must include (1) a budget page showing each line item and a total budget and (2) a narrative page describing each line item shown on the budget page with a justification provided. For instance, if t-shirts are planned as incentives, describe on the narrative page how many and the cost per shirt, then provide the total for that line item on the budget page; if field trips are planned, provide the locations and costs for each. Please be specific.

The Model Program description and the Components of a Program attached are resources that may be used in developing answers to the questions above. Applications should carefully consider all the components of each and take care to explain activities in addition to those in the Model Program below. Other resources and research information on increasing postsecondary enrollment rates and career development programs can be found on the GACHE website www.northgeorgia.edu/gache and on the following: www.gaeducationalliance.org, www.arc.gov, www.gacollege411.org, www.gowfd.org, and other links contained in these websites.

Example of GACHE’s Model Program

Title: This is the name your school will give to YOUR GACHE funded program (it should be a hook and something students and faculty can remember easily)

The Purpose: To provide a program for all high school students that will help them to plan, explore, and experience the various possibilities for selecting careers in order to promote the importance and opportunities of post-secondary education and increase the number of students participating in 2 or 4 year colleges, technical colleges or universities.

The Plan: The school will create or expand a program to promote and help students and parents through the process of career exploration, post-secondary school selection, financial aid, and admission. The school will implement the program with funding from the Georgia Appalachian Center for Higher Education, matching funds from the school, and assistance from the school’s advisory council. The program will include **all** high-school-age students in the building and for field trips, **the percentage of at-risk students in the school must be represented by that same percentage on field trips in order for GACHE funds to be used for visits to colleges, technical colleges, universities, other postsecondary institutions or businesses and corporations. Documentation will be provided.** Middle school activities for the feeder schools will be planned. The model program will be infused into the high school curriculum with each year providing further steps in the process.

Parents will participate in quarterly meetings to have their questions and concerns about postsecondary education answered. Topics addressed will include assistance in dealing with:

- application procedures;
- selection of a suitable postsecondary institution for career interests;
- timely completion of applications for admission and for financial aid, including grants, scholarships, and loans; and
- entrance exams.

The Process: I. Sophomore Year: All sophomores will continue to use the career information software in English Language Arts classes as part of a project in the career decision process to further their knowledge of the different careers available and their options. In addition to career fairs, **all** students will participate in field trips to a variety of businesses and manufacturers to experience different jobs/occupations. A selection of career and college videotapes or DVD’s will be acquired to further enhance the exploration. Sophomores will take the ACT PLAN test as an aid in forming career plans and identifying opportunities.

- II. Junior Year: **ALL** juniors will have access to all previously mentioned materials. They will participate in field trips to colleges, universities, technical colleges or other post-secondary training facilities, as well as different work sites in order to be exposed to as many career and postsecondary options as possible. In the spring, juniors will be assigned a research project pertaining to their career and postsecondary selections. Videotapes, computer software, and ACT/SAT prep classes will be available. Evening meetings will be offered to parents to answer their questions and provide other assistance as needed in the process.
- III. Senior Year: **All** seniors will continue to use the resources available to the other classes, especially the postsecondary campus visits. They will establish a GACollege411 account, research scholarships, utilize free test prep courses for SAT, ACT, GRE plus build their vocabulary. Scholarship information including GACHE At-Promise and The Hope Scholarship will be made available online. In addition, seniors will explore postsecondary schools, explore programs and majors, and apply to postsecondary schools online using GA College 411. Appointments, to which parents will be invited, will be made with each senior to discuss their opportunities and ideas during the fall semester. Deadlines will be set to help encourage students to stay on task and complete the process. Students will also have the opportunity to become part of a mentor program, working with a business or corporation in the community in an effort to begin training for a specific career and start earning money for postsecondary education.

*GACHE's model program has been **adapted** from a program developed by a counselor at Newcomerstown High School in Appalachian Ohio. As a result of this program, Newcomerstown High School increased its postsecondary enrollment rate from 28 percent to 80 percent over a five-year period. This program has been successfully replicated in many high schools since 1998 with similar success.*



**Terms of School Award
2010-2011**

Name of School: _____

Amount of Award: _____

School GRANT Coordinator for GACHE Grant: _____

Program Name: _____

Federal Tax ID# _____

DUNS # _____

1. This award is made on the basis of specific items delineated in the approved budget (original and revised), and the funds are authorized only for specific activities and categories in the approved budget. Budget revisions may only be made by GACHE, with written request to and written approval from the GACHE Director.
2. Payment will be made upon receipt by GACHE of this signed copy of "Terms of Award." Unexpended funds are to be returned no later than June 30 unless written permission has been obtained from the GACHE Director prior to the end of the fiscal year to carry over funds with no cost to GACHE.

3. _____ agrees to:
School Principal's Printed Name Signature

- a. Manage the program in accordance with the grant guidelines.
- b. Submit detailed description of expended GACHE grant funds and matching funds on the **Financial Report** form (bi-annually by December 30 and June 30). Report must be signed by system financial manager or school business manager and the principal.
- c. Provide, if requested, information related to the program to other school districts and institutions of higher education as well as to other interested parties.
- d. Complete and return **End of Year Report** by June 30.
- e. Actively participate in GACHE functions during the program year by attending GACHE Principal's Network meetings, annual check presentation meeting, maintaining contact with the GACHE Director, and networking with other GACHE schools.

- f. **Subscribe to and join the National Student Clearinghouse; upload names of all current senior students for the funded year; upload graduating senior names for four (4) previous years; provide data on the postsecondary enrollment rate of the school to GACHE by requesting and obtaining postsecondary enrollment reports from the NSC.**

This agreement shall be terminated by either party giving the other party (60) days written notice thereof. In event of such termination, GACHE agrees to pay the actual cost incurred to that date and any noncancellable commitments within the approved guidelines made prior to that date. Any remainder of funds not encumbered or justifiably expended by June 30 shall be returned to GACHE.

On behalf of _____ I accept the conditions
Name of School

and requirements set forth for the _____
School's Program Name
program cited above.

School Principal Date

GACHE School Grant Coordinator Date

District School Superintendent Date

Shirley Davis, GACHE Director Date

Dean Bob Michael, Project Manager Date

All correspondence should be addressed to:

**Shirley L. Davis, Director
Georgia Appalachian Center for Higher Education
North Georgia College & State University
Dahlonega, GA 30597**

**Phone: 706-864-1995
Fax: 706-867-2880
Email: gache@northgeorgia.edu**

Form A-01
Summary Page

School Name:
Address:
County/District Name and Federal Tax ID number:
Grant Coordinator's Name
Position:
School's Program Name:
Funding Requested: (not to exceed \$10,000)
Program Year 2010-2011
Bulleted Summary of Activities:
<ul style="list-style-type: none">•••••••
Submitted by: _____ Principal's Printed Name: _____ Signature: _____ Phone: _____ Email: _____ <p style="text-align: right;">Date: _____</p>

Application

Program Year 2010-2011

Amount of Funding Requested \$ _____

School District: _____

Contact Information for school's grant coordinator: ____ Mr. ____ Mrs. ____ Ms. ____ Dr.

Name: _____

Position: _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-mail: _____

NUMBER OF HIGH SCHOOL GRADUATES ATTENDING POSTSECONDARY INSTITUTIONS

	Total student Population (Fall FTE Count)	Number of 9 th graders at beginning of academic year (Fall FTE count)	Number of Seniors at Beginning of Academic Year (Fall FTE Count)	Number of Seniors Graduating from HS *	Number of Graduates serving in the Military	Number of Graduates Attending Vocational , Technical colleges, 2 -4 year Colleges or Universities (from National Student Clearinghouse data)
School Year 2010-11				XXXXXX	XXXXXXXX	XXXXXXXXXXXXXX
School Year 2009-10				XXXXXX	XXXXXXXX	XXXXXXXXXXXXXX
School Year 2008-09						
School Year 2007-08						
School Year 2006-07						
School Year 2005-06						

*reflects graduates in May/June of school year.

Certification & Signature: To the best of my knowledge, the information contained in this application is accurate.

I understand that our school system is expected to provide a minimum 20% match in dollars or in-kind services:

Name of Principal (print): _____

Signature and Date: _____ Date _____

Business and Community Partners

1. Business/Organization Name _____
Contact Person/Title _____
Phone/Email _____
Services to be provided: _____

2. Business/Organization Name _____
Contact Person/Title _____
Phone/Email _____
Services to be provided: _____

3. Business/Organization Name _____
Contact Person/Title _____
Phone/Email _____
Services to be provided: _____

PROPOSED BUDGET
(Narrative supporting each line item on next page)

College Campus/Business visits \$ _____

- Lunch for students in postsecondary institution visited

Total Bus Driver Costs \$ _____ (# of visits _____)

- Bus Mileage Costs
- Materials
- Contracts
- Rent

Middle School Activities \$ _____

Parent Activities \$ _____

Partnership Activities for sustainability \$ _____

Substitute Teachers \$ _____

- Replace regular teachers who accompany students on postsecondary field trips, and business and industry field trips.
- Provide release time for professional learning community meetings/workshops.

Materials (excluding furniture or equipment) \$ _____

- Software and textbooks for college testing.
- Various media pertaining to colleges, careers, financial aid, scholarships, college entrance exams, etc.
- Newsletters for parents

Incentive Programs (t-shirts, etc.,) \$ _____

(If t-shirts or other items are provided, they must contain printed reference to the School's program name **and** the GACHE logo, for funding)

Travel \$ _____

- After school hours from GACHE sponsored events
- Participation by principal, counselors, grant coordinator, graduation coach in GACHE check presentation and workshops
- Participation in GACHE Bus Tour

Postage for newsletters, letters to colleges, posting of acceptance letters, etc., \$ _____

Discretionary (not to exceed 10% of total budget) \$ _____

- May be transferred to above accounts as needed.
- May be expended for items other than above categories upon written permission from GACHE.
- Will be returned to GACHE if not used.

TOTAL BUDGET* (Funds may not be used for salaries)

\$ _____

* The school system is required to provide a minimum match of 20% (up to \$2,000, depending on requested amount) in actual dollars or in-kind service, which must be identified in the superintendent's letter of commitment.

**Guidelines for Using GACHE funds
2010-2011**

Since GACHE funds are specifically granted to high schools to increase their postsecondary enrollment rates (including ALL students but specifically targeting the middle tier of students, those at-risk financially or at-risk for not continuing their education beyond high school graduation) these guidelines apply to funded schools. Each proposed expenditure must be explained fully in the Narrative section of the proposal:

- 1) GACHE provides funds to benefit all students, not individual students; therefore,
 - a. funds cannot be paid directly to a student or a student's family for test registrations, application fees, individual trips to colleges, or for scholarships.
 - b. Students who are financially at need, are eligible for **fee waivers** for SAT/ACT/AP /PSAT/ASVAB/NMSQT testing by applying for the waiver. Information and application for fee waivers for each testing service is on their website.
 - c. GACHE funds **may be used** to pay all participants lunch fees while on a school sponsored field trip to postsecondary institutions and/or businesses.
- 2) For all postsecondary campus and/or business visits paid for by GACHE funds, the percent of at-risk and economically disadvantaged students in the grade level must be represented by that same percentage on the field trip.
- 3) Equipment may not be purchased with GACHE funds; however, career software and videos may be purchased as well as books on poverty, curriculum rigor, (common core state standards for college readiness), relationships, and relevance for faculty book studies as a professional learning community; to engage speakers for whole faculty workshops on topics such as increasing postsecondary enrollment, understanding the culture of poverty, building a culture aimed at postsecondary and career success, or team-based improvements, etc .
- 4) GACHE funds may not be used to pay salaries other than for substitute teachers to allow classroom teachers to attend postsecondary field trips and Reality Store with students
- 5) GACHE funds may not be used to supplant any funds or programs provided by the system, state, or local school
- 6) Funds may be used to send newsletters to parents regarding postsecondary events, deadlines, Apply to College week information, GA411, or information about scholarships, conferences with counselors, etc., or to host dinner meetings pertaining to postsecondary selection, costs, and financial aid
- 7) Funds may be used to conduct middle school awareness activities and presentations

Sample Program Components

Business Alliance - Organization formed to connect community, area businesses, and corporations to provide seamless communication with schools. This organization is instrumental in creating career and job fairs for students to inform them of careers and needs and options.

Career Fair - This program should be set up in the fall to include representatives from schools, businesses, and corporations to speak to students in a professional manner. This works as an all-day event with scheduled speakers instead of regular class periods. Morning and afternoon periods should be scheduled to allow for reflection and evaluation.

College Fairs - Funds are utilized to transport students to college fairs outside the local district and to establish contact with post-secondary institutions for future reference.

Computer Information Systems - software for students and parents to research/explore careers, programs, post-secondary schools and scholarships. Examples include Education and Career Opportunities (ECOS), Georgia Career Information System (GCIS) DISCOVER, CHOICES, Credit Recovery

Field Trips - Provide opportunities for all students and staff members to visit and observe different postsecondary institutions, businesses, and career settings. **(the same percentage of at-risk students in the grade level must be documented on the bus for the field trip)**

Job Fair - An event should be planned, during which area businesses and corporations set up displays for discussions with juniors, and then interview seniors as part of a requirement in English classes.

Monthly Newsletter - Written by students with staff assistance and mailed to each student's home to notify parents of calendar events, special meetings, and current activities and accomplishments at school.

Monthly or Quarterly Parent Meetings - Planned and prepared by the principal and staff to provide information on school policies, upcoming events, and postsecondary procedures, including GA411, financial aid, admissions, and college placement exams. Parents have the opportunity to ask questions as well as offer input.

Staff Visits - Staff members are encouraged to visit and observe other colleges and businesses to become more informed of various career options for students. A series of visits should be scheduled so every teacher becomes involved.

Video or DVD Library - Created and updated with funds to provide visual prompts for research.

CHECKLIST

Did you remember to...

State your goal in SMART terms?

Demonstrate your school's need for the grant?

Include the resume of the person appointed as grant coordinator and his/her letter of commitment as attachments?

Include two commitment letters; one from the chairman of the board of education and superintendent and one from the principal? This should include a commitment for the 20% match.

Outline your plan to achieve faculty buy-in and include a description of activities for faculty and staff to insure their knowledge of and commitment to the grant activities?

Provide a list of activities planned during the year to improve the postsecondary enrollment rate?

Describe a procedure to collect and accurately report your school's postsecondary enrollment rate (if additional data collection will be done in addition to the reports from National Student Clearinghouse)?

Provide a description of the data collection, reporting, and archival methods by which you will determine the effectiveness of the grant activities year-by-year and over time?

Include a listing of active community and business partners and the services they can provide?

Include a timetable for program activities with person responsible named?

Explain how the program will continue beyond funding by GACHE? Include any partnership, foundation, or other grants for funding?

Include an itemized budget and narrative of the proposed expenditures?

Indicate the source of your school's 20% match?

Proposal Submission

**An original, signed proposal must be postmarked
no later than April 30 2010 to be considered for funding.
In addition, email an electronic copy to this address: gache@northgeorgia.edu**

Mail the completed application to:

**Shirley L. Davis, Director
Georgia Appalachian Center for Higher Education,
North Georgia College & State University
212 Dunlap Hall
Dahlonega, Georgia 30597**

Voice: 706-864-1995 Fax: 706- 867-2880