

Western North Carolina Network for Access and Success
Funded by the Appalachian Regional Commission
Appalachian State University, University of North Carolina-Asheville, Western Carolina University

REQUEST FOR PROPOSAL (RFP)

For Public High Schools in Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Davie, Forsyth, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Stokes, Surry, Swain, Transylvania, Watauga, Wilkes, Yadkin, and Yancey counties

The purpose of the Western North Carolina Network for Access and Success is to extend the services established by the Appalachian Higher Education Network on the Appalachian State University campus. Specifically, this project identifies, assesses, and disseminates practices that improve college access and student success throughout the Appalachian region. The Network is housed at Appalachian State University in partnership with University of North Carolina-Asheville and Western Carolina University and serves the entire Appalachian region of North Carolina. High school administrators, guidance counselors, and teachers are encouraged to apply for mini-grants designed to achieve one or more of the listed outcomes.

Specifically, successful program proposals **will be expected** to document a \$5,000 match and **address the following critical needs:**

- increase number of students enrolled in college prep curriculum,
- increase high school graduation rates,
- increase post-secondary application rates,
- increase number of students taking SAT/ACT,
- increase number of students applying for financial aid for college,
- increase number of students enrolling in post-secondary education

Additionally, grant proposals **must** address at least **one** of the following strategic priorities:

- increase number of students interested in pursuing teaching careers in North Carolina,
- increase number of students from diverse backgrounds enrolling in post-secondary education institutions,
- increase opportunities for high school teachers and college/university faculty to collaborate on strategies that will increase college readiness of students from northwest North Carolina

The Network is funded by a grant from the Appalachian Regional Commission and builds on practices established in southern Ohio (OACHE) and West Virginia (WVACHE). OACHE resulted from a significant study called the *Appalachian Access and Success Project*. A copy of *Research Update*, an abridged version of the project, presents the outcomes, conclusions, and recommendations of the study and is available upon request or may be downloaded from <http://www.oache.org/A-Sstudy.html>. Since the publication of the study and the establishment of OACHE, high schools in southern Ohio that have created a College Access and Career

Exploration Program have experienced significant increases in the college-going rate for high school graduates.

The Network has approximately \$40,000 to be awarded for the 2009-2010 academic year. The Network will award at least five mini-grants for as much as \$8,000 each. **SCHOOLS THAT HAVE NOT BEEN PREVIOUSLY FUNDED AND/OR ARE IN COUNTIES WITH HIGH NUMERS OF LOW-INCOME STUDENTS ARE PREFERRED.** If a project makes significant progress in meeting project goals and providing services, a second year of funding will also be made available (pending continuation funding). Proposals will be evaluated and approved by Project leadership at ASU, UNC-A, and WCU. Proposals must provide a \$5,000 match of either cash or in-kind services (per year). Proposals must support new or expanded strategies and may not be used to supplant any current activities. Because these grants are intended to support activities that improve access and success to higher education, **budget requests for equipment will not be allowed and money for salaries for program directors or teachers are not permitted.** Grant requests should be made for the 2009-2010 academic year.

Schools interested in applying are **strongly encouraged to bring together a team that includes the person who will be responsible for implementing the project if the grant is successful.** Other members may include the school guidance counselor, a principal or assistant principal, a central office liaison who coordinates instruction & curriculum issues, a faculty member, staff from TRIO, GEAR UP or New Century Scholars programs, member of the business community and/or a member of the school improvement team.

Proposals will be due Monday, September 14, 2009 by 5 pm (EST).
Successful projects will be notified by Friday, September 25, 2009.

Application guidelines are attached and outline the specific areas a proposal should address. The program narrative should be between 5-8 pages in length. The Network will be responsible for verification that all fiscal and programmatic conditions of the grant are met. **Monthly and annual reports of programming, outcomes, and financial is required.**

An original and one (1) copy of the proposal package must be submitted to:

Joni Webb Petschauer
Director
Western North Carolina Network for College Access and Student Success
ASU Box 32154
Appalachian State University
Boone, NC 28608

Applications may also be submitted electronically as a Word document to:
petschaerjw@appstate.edu

PROPOSAL DEVELOPMENT WORKSHOPS

PLEASE NOTIFY THE CONTACT PERSON LISTED AT EACH LOCATION TO REGISTER FOR THE WORKSHOP AT THAT SITE. IT IS STRONGLY RECOMMENDED THAT INTERESTED COUNTIES WHO HAVE NOT PREVIOUSLY RECEIVED FUNDING SHOULD SEND A TEAM TO ONE OF THE WORKSHOPS LISTED BELOW.

Appalachian State University
1st Floor Admissions Conference Room
John E. Thomas Building
Boone, NC
Monday, August 24, 2009
4:00-6:00 pm
<http://maps.appstate.edu/>
Joni Webb Petschauer
petschaerjw@appstate.edu
828-262-3878

University of North Carolina-Asheville
016 Karpen
Tuesday, August 25, 2009
4:00-6:00 pm
<http://www.unca.edu/welcome/directions.html>
Melinda Bullen
mbullen@unca.edu
828-251-6304

Western Carolina University
218 Killian Building
Thursday, August 27, 2009
4:30-6:30 pm
<http://www.wcu.edu/directions.html>
Janice Holt
holt@wcu.edu
828-227-7027

Attachment A

College Access and Student Success Programming

Sample Programming for College Access and Student Success

This is a sampling of activities that may be supported through the mini-grants. Applicants are encouraged to survey existing programs in the school and identify areas that need supplementation, expansion and support.

1. Field Trips - Provide opportunities for student and staff members to visit and observe different post-secondary institutions, businesses, and career settings.
2. 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 post-secondary needs and options.
3. 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.
4. Monthly Parent Meetings - Planned and prepared by the principal and staff to provide information on school policies, upcoming events, and post-secondary procedures, including financial aid, admissions, and college placement exams. Parents have the opportunity to ask questions as well as offer input on any procedure or controversy.
5. 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.
6. Career Fair - This project should be set up in the fall to include representatives from post-secondary 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.
7. Job Fair - A late spring event should be planned, for which area businesses and corporations set up displays in the morning for discussions with juniors, and then interview seniors in the afternoon as part of a requirement in English classes.
8. Staff Visits - Staff members are encouraged to visit and observe other colleges and businesses to become more informed on behalf of the students. A series of visits should be scheduled so **every teacher** becomes involved.
9. Special College Focus Days – An after-school or Saturday event for filling out college applications on the CFNC website; Financial Aid/Scholarships; SAT applications
10. Saturday Academies – Opportunities for additional tutoring, assistance with academic courses, SAT preparation workshops, and/or college visits.

Attachment B

Selection Criteria for a College Access and Student Success Program

Selection Criteria for College Access and Student Success Programs

A complete proposal will include the following:

- Part I.** Application Face Sheet
- Part II.** Abstract of the proposed project (1 page summary of the project and anticipated outcomes)
- Part III.** Program narrative
- Part IV.** Project budget
- Part V.** Letters of commitment

PART I: Application Face Sheet

College Access and Student Success Programming

1. Funding Requested: Project Year 2009-2010 \$ _____
2. School name sponsoring/administering the program: _____
3. School County/District: _____
4. Approximate number of students who will be served by the program: _____
5. Contact Information (Program Coordinator): Mr. Ms. Dr.

Name: _____

Title: _____

Department/Division: _____

School Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail _____

Home Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail _____

NUMBER OF HIGH SCHOOL GRADUATES ATTENDING HIGHER EDUCATION INSTITUTIONS				
Academic School Year	Size of 9 th Grade Cohort*	# Enrolled Beginning of Senior Year	# Graduating from High School	# Actually enrolled in 2- or 4-yr. Institutions
Class of 2009				
Class of 2008				
Class of 2007				
Class of 2006				

*Number of students who were enrolled during their ninth grade enrollment period.

PLEASE EXPLAIN HOW DATA WAS COLLECTED. THIS WILL BE YOUR BASELINE SO IT SHOULD BE ACCURATE.

6. **Certification and Signature:** To the best of my knowledge, the information contained in this application is accurate and I understand that our county/district is expected to provide a **minimum** \$5000 match in dollars or in-kind service:

Name of Superintendent (print): _____

Signature of Superintendent/Date: _____

PART II. Abstract of the proposed project (1 page summary of the project and anticipated outcomes)

PART III. Program Narrative (5-8 pages double-spaced, size 12 font)

- A. Need: what is the need for this project? (10 points)** Please describe the educational attainment levels, the poverty levels, the unemployment rates and the Appalachian Regional Commission (ARC) designation for the county. (See <http://www.arc.gov/programs/distresd/discnlst.htm>). Describe the needs of the designated school and any other factors that limit the educational opportunities of students in the designated school and/or community.
- B. Goals and objectives: What goals and objectives will the project accomplish? (10 points)** Please provide specific goals that are related to increasing the number of students enrolling in postsecondary education.
- #of students applying to college
 - #of students completing college prep program of study
 - #of students taking SAT/ACT
 - #of students applying for financial aid
 - #of students interested in teacher education
 - #of students enrolling in college
- C. Plan of Operation: Please describe the services and activities that the Project will offer to students and families. (40 points)** As you detail the services and activities, please address the following:
- Who are the personnel responsible for the services and activities and the amount of time each is committed to the project? Please include the resume of the person who will serve as the project coordinator.
 - What is the timeline for accomplishing the services and activities?
 - Explain how the proposed services and activities of the project are related to the goals and objectives.
 - What efforts are currently in place to increase college enrollment?
 - How will this project collaborate with and enhance other school efforts to increase the college-going rate? Please detail the services that are already being offered and indicate how these services improve or extend those services.
- D. Evaluation plan: How will the effectiveness of the project be evaluated? (15 points)** Please address the following questions:
- How will you accurately report the college-going rate for current and future graduating classes?
 - How will you collect data on participation in project activities and evaluate the effectiveness of activities and services?
 - How will you ensure that accurate and timely programmatic and financial reports are submitted?

- How will you address problems as they arise? How will you determine what corrective measures to take?
- E. Continuation of the project after grant funding ceases: How will you develop a plan to continue the project after the grant period is finished? (10 points)**
Who will be involved in developing this plan? What existing structures are in place that will support the sustainability of the project?
- F. Budget and financial management plan: How will you use grant and matching funds to implement the proposed services and activities? (15 points)** Please provide a brief narrative that explains the line items you have submitted in Part IV: Budget. Also describe how the grant funds will be managed and distributed, who will oversee the distribution of the funds, and how the matching funds (both in-kind and cash) will be documented.

PART IV. Project budget (see attached guide)

PART V. Two letters of commitment: One from the school superintendent and principal. The second one from an educational partner - (examples include an institution of higher education, local business, Chamber of Commerce, another access program such as GEAR UP, Upward Bound, Talent Search, Communities in Schools, etc.)

One letter of commitment with **signatures of approval from both** the school principal **and** county/district superintendent.

The letter of commitment **must** address the following items:

- ◆ Abilities and percentage of time the coordinator will commit to the project.
- ◆ How the school or county/district will provide the \$5000 match, either in dollars or in-kind services. (Please explain.)
- ◆ The understanding that **monthly and annual reports** of activities and expenditures are vital components of the program and must be submitted by designated deadlines.
- ◆ Why the school or county/district is interested in increasing the college-going rate.

Attachment C

Sample Budget Form

BUDGET

SAMPLE – Please use this format

Please note – these funds cannot pay salaries or equipment purchases.

Category	Item	Federal Funds	Matching Funds
Personnel			
	Coordinator (10%)		\$4000
	Substitute Teachers, 10 @ \$70/day		\$700
Travel			
	2 college visits, 500 miles @ \$.32	\$160	
	Coordinator to OACHE conference	\$300	
	1 overnight college visit for 30 students @ \$100/student	\$3000	
Supplies			
	SAT Prep Books, 300 @ \$10/each	\$3000	
	Copying, newsletter		\$500
	Postage to mail newsletter		\$100
	Food for parent meetings, 4x year @ \$50	\$200	
Other			
	College Tour for Guidance Counselors	\$300	
Total		\$6960	\$5300