

Request for Proposals (RFP)

Tennessee Appalachian Center for Higher Education (TnACHE)
SouthEast Educational, Incorporated (SEED, Inc.)

TnACHE-SEED, Inc. Program

This grant is competitive. Two information meetings are planned: September 16 in Jamestown (Pine Haven School Annex) and September 17 (9724 Kingston Pike, Suite 1401) in Knoxville. If you have questions about the RFP, you should plan to attend one of the meetings. Each meeting will last from 10 am – 2 pm with lunch served. You MUST pre-register for these meetings – the registration form can be found at www.tnache.com along with location details.

Table of Contents

Page 1:	Table of Contents
Page 2-3:	Program Overview
Page 4:	TnACHE Model Program
Page 5:	Selection Criteria
Page 6:	Form A 01
Page 7:	Form A 02
Page 8:	Sample Budget
Page 9:	Completion Checklist



Request for Proposals

Tennessee Appalachian Center for Higher Education (TnACHE) SouthEast Educational, Incorporated (SEED, Inc.)

Program Years 2009-2011

Overview

The Tennessee Appalachian Center for Higher Education invites proposals from Appalachian Regional Commission (ARC) -targeted high schools in East Tennessee.

The purpose of the ARC Tennessee Appalachian Center for Higher Education (TnACHE) Program is to encourage and assist high-school students to continue their education by enrolling in post-secondary education. TnACHE offers competitive grants to schools, provides technical assistance and training to school grantees, and serves as a community resource center offering information and data related to activities that improve post-secondary education access. Programs will especially target those individuals who do not consider post-secondary education to be an option.

The TnACHE focuses on future higher-education access efforts as identified by 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. The original, abridged version, and the full study can be found online (in PDF format) at www.oache.org.

In order to address the problems facing Appalachians as related to access to higher education, funds have been made available for Tennessee public high schools to implement strategies for improving both access to and success in post-secondary education for traditional and nontraditional students. The **TnACHE-SEED, Inc. CENTER** serves as the agency through which these grants are made available.

TnACHE has funds available to award for fiscal years 2009-2011. The amount of the grant award may not exceed \$10,000 for public high schools for the **two-year period**. Proposals will be evaluated and approved by the TnACHE-SEED Advisory Board and monitored through the CENTER. Proposals must provide **a minimum of 50% annual, documented match of either cash or in-kind services**. Proposals must support new or expanded strategies and **must not be used to supplant any current activities**. Because these grants are intended to support activities that improve access and success to higher education, **money for salaries for program directors or teachers is not permitted**.

In an effort to address the barriers delineated in the study, TnACHE-SEED, Inc. makes funds available to Tennessee public high schools ***on a competitive basis*** to implement expanded strategies for improving high school graduation and access to postsecondary and/or postsecondary for high school students. **Programs must especially target those individuals who do not consider postsecondary education to be an option.** Funds to schools are used to explore student career interests; inform them about

postsecondary education and financial aid options; and build self-confidence in their ability to succeed in postsecondary education and life.

Activities funded by TnACHE-SEED grants to schools include but are not limited to the following:

- ◆ parental involvement pertaining to postsecondary education and college selection, costs, and financial aid;
- ◆ active participation in college and career fairs;
- ◆ motivational speeches by college students;
- ◆ teacher and staff visits to schools and industry;
- ◆ networking with business alliances and partnerships;
- ◆ guest speeches by respected, well-known, successful adults who have overcome barriers to postsecondary education;
- ◆ assigned essays that inform students of postsecondary costs, programs, and economic advantages;
- ◆ campus visits to colleges, universities, and technical schools; and,
- ◆ a display in the common area of grant award schools identifying students who have applied to postsecondary or college.

These activities focus on three goals:

- ◆ building confidence and self-esteem;
- ◆ helping students and their parents explore postsecondary and college opportunities and career possibilities; and
- ◆ de-mystifying the postsecondary and/or college experience.

School Programs (Partner School TnACHE-SEED Program)

Selection criteria used to evaluate proposals are: (1) the quality of the written proposal, including the inclusion of all of the required supporting documentation, (2) the likelihood that the funded activities will lead to the achievement of the goals and objectives, (3) the infrastructure proposed to fully implement the program, and (4) the assurances of timely program and fiscal reporting

Also considered are issues of need, current *accurate* college-going rates, unemployment, and poverty level as well as the documented enthusiasm and commitment expressed by the school coordinator, the staff, the school principal, county/district superintendent and neighboring community.

All proposals should include Forms A-01 (page 6) and A-02 (page 7) and should be no longer than 10 pages exclusive of title page, attachments, and exhibits. Applications should contain all of the components in the attached Model Program (page 4) **and** applicants should take care to fully explain *all* activities that exceed the components of the attached Model. The **proposal must be submitted electronically** no later than 5 pm, Friday, October 2, 2009. Proposals received after the deadline will not be considered. A fully signed copy must be mailed to the TnACHE Director and postmarked on Friday, October 2, 2009

Send proposals to:

Chuck English at SouthEast Educational, Inc.
9724 Kingston Pike, STE 1401, Knoxville, TN 37922

Electronically at chuck.english@southeasted.com

Components of the TnACHE Model Program

1. Research and Explore Electronic Resources – Online and other electronic resources for students **and** parents to research/explore careers, programs, post-secondary schools and scholarships. Examples include *Education and Career Opportunities (ECOS)*, *DISCOVER*, *CHOICES*, *Tennessee Scholars*, *TCIDS*.
2. Business Alliances - Organizations 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. Parent Meetings - Planned and prepared by the principal and staff to provide information on school policies, upcoming events, and postsecondary application and enrollment procedures, including financial aid, admissions, and college placement exams. Parents should 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 postsecondary institutions for future reference.
6. Career Fairs - This program should be set up to include representatives from postsecondary 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. This event can also include senior interviews as part of a requirement in English classes.
7. Field Trips - Provide opportunities for students and staff members to visit and observe different post-secondary institutions, businesses, and career settings.
8. 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.

Selection Criteria for TnACHE-SEED Partner School Proposals to Improve Access to Higher Education

Proposals must begin with a summary page (Form A-01) and followed by the application form (Form A-02) with letters of commitment from the school superintendent, principal, and the person who will be coordinating the program. The proposal also needs to include any additional information listed below – please note that applications will be evaluated against the following criteria:

- 1) Description of the Proposal
 - ◆ Demonstrated need of school district, including: educational attainment, poverty level, and unemployment rates.
 - ◆ Resume of school coordinator.
 - ◆ List of names/titles of all faculty, staff, teachers, or other personnel involved in program.
- 2) Program Support
 - ◆ Documentation of total school buy-in.
- 3) Methodologies Used to Improve Access to Higher Education
 - ◆ Activities to be used to improve access to postsecondary education.
 - ◆ Procedures to accurately report postsecondary rates for current/future graduating classes.
 - ◆ Collaboration with other agencies/businesses, including career and technical schools, colleges and universities.
- 4) In-Service Activities
 - ◆ Description of in-service activities necessary to execute the program.
 - ◆ Explanation of how these activities are to be developed and implemented.
- 5) Timetable for the Program
 - ◆ Detailed schedule of the program to include names of persons responsible for various activities, nature of activities, and the various locations for site visits.
 - ◆ Calendar of events for submission to the TnACHE Director.
- 6) Evaluation of Program
 - ◆ Description of evaluation method used to judge the effectiveness of the program.
 - ◆ Methods of data collection and documentation and responsible person for collecting the data.
- 7) Capacity Building Plan
 - ◆ Information regarding continuation of the program beyond the funding period.
 - ◆ Strategic plan to implement the continuation.
- 8) Itemized Budget
 - ◆ Itemized budget for the program indicating source of matching funds.
 - ◆ Detailed narrative explaining projected expenditures.

FORM A-01**Summary Page**

Appalachian Regional Commission's Tennessee Appalachian Center for Higher Education at SouthEast Educational, Inc. (ARC TnACHE-SEED, Inc.)
2009-2011 Access Proposal

School Name:

Address:

County/District:

School Program Coordinator's Name:

PLEASE NOTE THE PROGRAM TITLE MUST START WITH ARC TnACHE:

*Program Title: ARC TnACHE: _____

Funding Requested: Maximum of \$10,000 for high schools for the **two-year period**
Program Year 2009-2011 (*Year 1*) \$_____00

Summary of Program to include Itemization of Activities with Bullets:

(Include additional sheets if needed.)

Submitted by:

Date:

Title:

FORM A-02**Application**

Career and Post-Secondary Exploration and Experience

1. Funding Requested: Yr: 1\$ _____ Yr: 2\$ _____
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: _____ Zip Code: _____
 Phone: _____ Fax: _____ E-mail: _____
 Home Address: _____
 City: _____ Zip Code: _____
 Phone: _____ Fax: _____ E-mail: _____
6. Number of High School Graduates attending a form of Continuing Education

Academic Year	9 th Grade Enrollment*	# Enrolled Senior Year	# Graduating Senior Year	# Attending 4 Year Inst.	# Attending 2 Year Inst.	# Attending Voc./Tech	# Enrolled in Armed Services
2005-06							
2006-07							
2007-08							
2008-09							

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

7. **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 of 50%** match in dollars or in-kind service:

Name of Coordinator (print): _____

Title (print): _____

Signature and Date: _____

TnACHE Model Program

S A M P L E B U D G E T

A.	College Visits	\$2,500
	<ol style="list-style-type: none"> 1. Bus Driver Costs 2. Bus Mileage Costs 	
B.	Substitute Teachers	\$1,000
	<ol style="list-style-type: none"> 1. Replace regular teachers who accompany students on college visits. 2. Provide release time for in-service meetings/workshops. 3. Oversee classroom while regular teachers accompany students on business/industry field trips. 	
C.	Materials	\$500
	<ol style="list-style-type: none"> 1. Software and textbooks for college testing. 2. Various media pertaining to colleges, careers, financial aid, scholarships, college entrance exams, etc 	
D.	Postage	\$50
E.	Travel	\$450
	<ol style="list-style-type: none"> 1. Participation in annual conference. 2. Participation in coordinator meetings or TnACHE workshops 	
F.	Discretionary	\$500
	<ol style="list-style-type: none"> 1. May be transferred to above accounts as needed. 2. May be expended for items other than above categories upon written permission from TnACHE. 3. Will be returned to TnACHE if not needed. 	
TOTAL BUDGET*		\$5,000*

* The Appalachian Regional Commission's (ARC) deemed 'At-Risk' county/district is required to provide a **minimum match of 50% in actual dollars or in-kind service**, which must be identified in the county/district superintendent's letter of commitment.

This form is intended as a guide. It may be modified for individual use.

TnACHE-SEED RFP Checklist

_____ **Completed Forms A-01 and A-02.**

_____ **Included one letter of commitment with signatures of approval from both the school principal and county/district Director.**

- a. The letter of commitment **must** address the following items:
- i. Abilities and commitment of the coordinator.
 - ii. How the school or county/district will provide the **minimum of 50%** match, either in dollars or in-kind services. (Please explain.)
 - iii. **The understanding that trimester and annual reports of activities and expenditures are vital components of the program and must be submitted by designated deadlines.**
 - iv. Why the school or county/district is interested in increasing the college-going rate.

_____ **Included letter of commitment from program coordinator.**

_____ **Submitted the 1-page resume of the school program coordinator.**

_____ **Included the information, in narrative or chart format, as stated on page 5.**

- Demonstrations of school need (educational attainment, poverty, unemployment, etc...?)
- Activities to be used to improve access to higher education.
- Procedure to accurately report college-going rate for current/future graduating classes.
- Show evidence of total school buy-in by staff, administrators, and community.
 - Recommended evidence is signatures of school staff, administrators and community members willing to assist in the grant implementation.
- Compile a chart identifying area businesses that will be involved in the school business alliance/advisory council. **Signed letters of support are strongly encouraged.**
- Description of in-service activities necessary to execute the program.
- Timetable for the Program along with the person responsible for the activities
- Evaluation of Program including a procedure to accurately report your school's post secondary going rate
- Capacity Building Plan (how will this be sustained after TnACHE-SEED funding)

_____ **Included Itemized Budget**

- Itemized budget for the program indicating source of matching funds.
- Detailed narrative explaining projected expenditures.
- Indicate the source of the school's 50% match

Questions?

Mr. Chuck English at SouthEast Educational, Inc.
9724 Kingston Pike, STE 1401, Knoxville, TN 37922

Phone: (865) 357-3280 Fax: (865) 357-3281

Electronically at chuck.english@southeast.com