Requests for Perkins grant funds will only be accepted through November 30th, 2018. Priority will be given to those programs that have completed or actively engaged in program review and will be based on recommendations from that process. **Incomplete requests will not be considered**.

**Please keep in mind the following timelines:**

|  |  |
| --- | --- |
| **November 15th, 2019** | All encumbrances must be in Banner. |
| **December 1st, 2019** | All approved equipment purchases must be completed, equipment must be on site and installed. |
| **January 18th, 2020** | Unspent equipment funds will be swept and reallocated. |
| **March 1st, 2020** | Reallocated equipment funds should be spent, equipment should be on campus and installed. |

**Refer to the chart below for allowable Perkins expenses:**

|  |
| --- |
| **Allowable Perkins Expense Types** |
| **Equipment** | Equipment includes any physical component that students use to accomplish an instructional goal. State guidelines for equipment include: non-consumable supplies with a unit cost of $5,000 or more. |
| **Computer Hardware** | Central processing units (CPUs), laptops, monitors, keyboards, mice. |
| **Computer Software** | Includes purchasing copies of the media the software comes on as well as the licenses to be able to run the software on a specific computer. |
| **Materials & Supplies** | Consumables required to support instruction. Includes instructional aids, supplies, and equipment less than $5,000. |

**Department:** Click here to enter text.

**Program:** Click here to enter text.

**Summary:** Provide a clear and concise description of the equipment, computer, or other items requested and how the item(s) will meet specific outcomes of the program. Include descriptions of the benefits to students, knowledge gained and how the equipment will support departmental instructional goals and innovation.

Click here to enter text.

**List the equipment/item information, details, and amounts in the chart below AND answer the questions below for each program:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type of Expense** | **Quantity** | **Item** | **Model No.** | **Item Description** | **Price Per Unit** | **Total** |
|  |   |   |   |   |  |   |
|  |   |   |   |   |  |   |
|  |   |   |   |   |  |   |
|  |  |  |  |  |  |  |
|  |  |  |  |  | **TOTAL Request:** |  **$**  |

**Is this purchase a recommendation of the Advisory Committee for this program? If so, please attach the meeting minutes to your request, and/or supporting documentation. If not, why not?**

Click here to enter text.

**How will this item/s address and provide improvement to the following Perkins Core Element Indicators? Please select at least 2 of the indicators below, and explain how this project will support these. Be specific.**

[ ]  CTE Programs of Study use relevant technology that directly supports increasing student academic knowledge and technical skill attainment.

Click here to enter text.

[ ]  CTE is linked at the secondary and postsecondary levels.

Click here to enter text.

[ ]  CTE concentrators who complete the secondary or postsecondary component of their Program of Study demonstrate performance on valid and reliable technical skill assessments that align to industry-based standards.

Click here to enter text.

[ ]  CTE Programs of Study provide students with access to educational opportunities for careers that are non-traditional for a student’s gender.

Click here to enter text.

[ ]  Career Guidance and academic counseling are provided to CTE students, including linkages to future education and training opportunities.

Click here to enter text.

[ ]  Comprehensive professional development (including initial teacher preparation) for career and technical education, academic, guidance and administrative personnel is provided that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education, (including curriculum development)

Click here to enter text.

[ ]  3P1 Student Retention or Transfer

Click here to enter text.

[ ]  5P1 Non-traditional Participation

Click here to enter text.