**Career and Technical Education**

**Competitive Innovative Program Equipment Grants**

**Application Packet  
Due  
March 1, 2024   
  
  
Office of Career, Technical, and Adult Education**

**Virginia Department of Education  
P. O. Box 2120  
Richmond, Virginia 23218**

**Virginia Department of Education**

**Office of Career, Technical, and Adult Education**

**Competitive Innovative Program Equipment Grants**

### PART I:

**STATE FUNDING AUTHORITY:** $600,000 in FY 2023 general funds appropriated in Item 137, Chapter 2, 2022 Special Session I.

**SCHOOL DIVISION GRANT ALLOCATIONS:** The award for the competitive grant for skilled trades programs is a maximum of $37,500 per school division, and applications with budget totals less than $37,500 will not be considered. Applications with budgets in excess of $37,500 will be considered, but however, the remaining funds would need to be covered with other funding sources available to the school division.

**APPLICATION DEADLINE:** On or before 5 p.m. on Friday, March 1, 2024.

**SUBMISSION INSTRUCTIONS:**

* **Complete Part II:** School Division Information
* **Complete Part III**: Abstract
* **Complete Part IV**: Proposed Budget
* **Complete Part V:** Signed Statement of Assurance

Email the completed and signed application packet in PDF format to the Virginia Department of Education (VDOE), Office of Career, Technical, and Adult Education (CTE), at [CTE@doe.virgina.gov](mailto:CTE@doe.virgina.gov).

**GRANT AWARD NOTIFICATION:** The Office of Career, Technical, and Adult Education will notify the grant recipients’ school division superintendent and CTE administrator of the grant award determinations by

April 12, 2024.

**Virginia Department of Education**

**Office of Career, Technical, and Adult Education**

**Competitive Innovative Program Equipment Grants**

### PART II: School Division Information

**School Division:**

**School/Governor’s Academy/Technical Center Name:** *.*

**Superintendent’s Region #:** *.*

**Name and contact information of Division Superintendent:**

**Name:** *Click here to enter text.* **Title:** *Click here to enter text.*

**Telephone:** *Click here to enter text.* **Fax:** *Click here to enter text.*

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

**Name and contact information of the CTE Administrator:**

**Name:**  *Click here to enter text.* **Title**: *Click here to enter text.*

**Telephone**: *Click here to enter text.* **Fax:** *Click here to enter text.*

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

**Virginia Department of Education**

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### PART III: Abstract

**DIRECTIONS:** Please be concise and address in the following format: (Limit to two pages, Times Roman, 12 point).

* Innovative Equipment:
  + Description of the innovative program equipment (for high-demand, fast-growth industry sectors), the purpose, and how the need for the equipment will be used to provide students with classroom experiences that are relevant to the 21st century workforce.
* Program Alignment:
  + Description of CTE program area(s) and course(s) competencies that will align with the equipment. Also include the name of the school(s), Governor’s Academies, or technical centers that will benefit from the equipment.
* Labor Market:
  + Data that supports the employment needs related to the requested equipment for in-demand and fast-growth industry sectors. Using labor market data, i.e., [Virginia Office of Education Economics (VOEE): Job Posting Analytics Explorer](https://voee.org/job-posting-analytics-explorer/), include the number of job openings in the region served by the local school division for which the desired innovative equipment will be used to make a student a competitive candidate.
* Scope:
  + Description of how the equipment will impact a significant number of students in the school, school division, or region.

Grant Title:

Proposal Narrative:

**Virginia Department of Education**

**Office of Career, Technical, and Adult Education**

**Competitive Innovative Program Equipment Grants**

**Part IV: Proposed Budget**

* Provide line item detailed information for requested equipment.
* The award for the competitive grant for skilled trades programs is a maximum of $37,500 per school division, and applications with budget totals less than $37,500 will not be considered. Applications with budgets in excess of $37,500 will be considered, but however, the remaining funds would need to be covered with other funding sources available to the school division.
* Grant funds may only be used for new equipment; do not include refurbished equipment or non-equipment items such as consumable supplies.

**PROPOSED BUDGET**

| **Budget Categories** | **Total Grant Funding**  **Requested** | **Optional Local and/or Other Funds** |
| --- | --- | --- |
| **OBJECT CODE 8000**  ITEM:  Description |  |  |
| **OBJECT CODE 8000**  ITEM:  Description: |  |  |
| **OBJECT CODE 8000**  ITEM:  Description: |  |  |
| **OBJECT CODE 8000**  ITEM:  Description: |  |  |
| **TOTAL\*** |  |  |
|  | \*Must equal $37,500 |  |

**Virginia Department of Education**

**Office of Career, Technical, and Adult Education**

**Competitive Innovative Program Equipment Grants**

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### PART V: Signed Statement of Assurance

**STATEMENT OF ASSURANCE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NAME OF SCHOOL DIVISION)

agrees to utilize the *Career and Technical Education Competitive Innovative Program Equipment Grant* to purchase equipment that provides students with classroom experiences that translate to 21st century workforce. The purchase of all equipment will comply with high-demand and fast-growth industry sectors based on employment projections that includes data from the Bureau of Labor Statistics, Virginia Employment Commission, and Virginia Office of Education Economics. I understand that any awarded grant funding to the school division is one-time funding only.  
  
  
  
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Division Superintendent’s Name Division Superintendent’s Signature Date  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
CTE Administrator’s Name CTE Administrator’s Signature Date

**Virginia Department of Education**

**Office of Career, Technical, and Adult Education**

**Competitive Innovative Program Equipment Grants**

**Name of School Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Division Code\_\_\_\_\_\_\_\_\_\_**

Submit to:

Office of Career, Technical, and Adult Education

Virginia Department of Education

P. O. Box 2120

Richmond, VA 23218-2120

Competitive Innovative Program Equipment Grants

Email to [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov)

By **5 p.m., March 1, 2024**  
Note: Please submit application in PDF format

FOR VDOE USE ONLY

☐ Reviewed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
  
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