



SPRING/SUMMER 2021 SCHOOL & COMMUNITY PARTNERSHIP GRANTS OVERVIEW

Grant Overview

The Indiana Commission for Higher Education has identified that in order to reach the state's Big Goal of at least 60 percent of Hoosiers with a quality degree or credential by 2025 we must encourage and empower both traditional and non-traditional students to access and complete a postsecondary credential. There are several key programs in place to address this diverse and often intersecting population: Indiana GEAR UP, Workforce Ready Grant, Adult Student Grant and the 21st Century Scholars program. The goal of the School & Community Partnership Grant is to bring together K-12 schools, postsecondary institutions, employers and community organizations to plan and implement supportive efforts for students of all ages in completing education and training beyond high school.

The School & Community Partnership Grant is designed to support collaborative efforts focused on these main college and career readiness priorities:

1. 21st Century Scholars - Scholar Success Program (SSP) completion and maintaining academic eligibility
2. Family engagement programming (21st Century Scholar enrollment, Next Level Jobs promotion)
3. Pre-College/Postsecondary professional development (focused on Indiana's [college achievement gap](#))

Background on 21st Century Scholars

Indiana created the 21st Century Scholars Program in 1990 to ensure that all Hoosier students can afford a college education. Income-eligible seventh and eighth graders who enroll in the program and fulfill the Scholar Pledge are eligible to receive up to four years of undergraduate tuition assistance at an eligible Indiana college. To better prepare Scholars for college and career success, Indiana established the Scholar Success Program (SSP), a set of 12 college-readiness activities (three per year) that Scholars must complete before graduating high school. Participation in the Scholar Success Program is recommended for all Indiana students, but required for 21st Century Scholars. To learn more, visit [Scholars.IN.gov](#).

Completing the Scholar Success Program

21st Century Scholars must:

- 1) Register for an online **ScholarTrack** account at [ScholarTrack.IN.gov](#);
- 2) Complete the required **Scholar Success Program** activities to remain eligible to receive their scholarship; and
- 3) Confirm completion of all 12 Scholar Success Program activities via their ScholarTrack account before graduating high school.

The Scholar Success Program Activities are required for GEAR UP cohort students as well, but open to any Indiana high school student to complete for enhanced college and career readiness.

Background on Returning Adult Programs

The Indiana Commission for Higher Education currently offers two grants that are focused on adult students: the Workforce Ready Grant and the Adult Student Grant. These two programs provide eligible Hoosiers the opportunity to gain a postsecondary credential and become more competitive in meeting Indiana's growing workforce demand. For more information on the Workforce Ready Grant, visit [nextleveljobs.org/about.html](#). To learn more about the Adult Student Grant and You Can. Go Back., visit [Learnmoreindiana.org/adult-learners/](#).



Grant Timeline

December 21, 2020
February 5, 2021
February 19, 2021
July 19, 2021

Grant application window opens
Grant application deadline
Grant award notification
Final grant report and invoice due

What is the funding source?

Funding for the School & Community Partnership Grants are made possible through Indiana Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP). Indiana GEAR UP is led by a collaborative team of staff from Purdue University and the Commission. Indiana GEAR UP will follow and provide support to a targeted cohort of students over the course of seven years (2016-2023). One of the primary goals of Indiana GEAR UP is to increase the number of students who are prepared to enter and succeed in postsecondary education.

Who is eligible to apply?

Capacity building and collaboration are expected for this grant opportunity. Applications **must** demonstrate a collaboration with at least one or more school, postsecondary institution, employer or community-based organization in the area being served.

What funding is available to applicants?

Approximately \$80,000 is available for this grant cycle and funding is awarded on a first-come, first-served basis. Applicants are eligible to receive up to \$10,000 for the program, event or initiative(s) that are completed. Proposals for more than \$5,000 must directly serve students from a participating Indiana GEAR UP cohort school. Funds will be disbursed on a *reimbursement basis* once the proposed program has been completed. Grant reimbursement will be based on actual expenses used for the program, event or outreach effort(s) that take place after the award notification and prior to the close of the grant window. A final report and invoice will be due on or before **July 19, 2021**.

How will applications be evaluated?

Applications will be evaluated using the following criteria:

1. Clear description of the population being served through intended programs, events and outreach;*
2. Emphasis on meeting one or more of the previously identified college and career readiness priorities;
3. Clear goals and anticipated impact of the program for the community being reached;
4. Demonstration of a partnership/collaborative effort between one or more organizations (i.e. attached letters of support from partnering organizations);
5. Plan and commitment to sustain and/or expand program or initiative after the grant is complete;
NOTE: Additional consideration will be given to applicants who commit to integrating the Scholar Success Program activities into school programming for all students, both Scholars and non-Scholars.
6. Plan of evaluation for the effectiveness and impact of the program or initiative; and
7. Completion of subrecipient commitment/risk assessment to determine federal grant eligibility.

*Preference will be given to applications that focus on developing sustainable support for students and families at one or more of the 11 Indiana GEAR UP partner schools. Additionally, more points will be awarded to high-need focus areas.

For this round of grants, priority will be given to activities that are offered virtually (or can be modified to safely offer in-person). Priority will also be given to grants that include 21st Century Scholar enrollment and adult student engagement in their narrative.



High-Need Programming Areas:

Examples of high-need programming includes, but are not limited to, the following:

- **Career exploration and professional engagement events:** Schools partner with local employers and professionals to help students with the career exploration process. Scholars at these labs would receive assistance in taking their career interest assessment and are introduced to local employer(s) to participate in a job shadow, job skills lab or informational interview experience (virtually or in-person, safely).
- **Parent/adult student engagement events:** Organizations, schools and postsecondary institutions can host events for parents and/or recent high school graduates who are interested in starting or returning to higher education for a postsecondary credential. Information is shared about the Adult Student Grant, the Workforce Ready Grant, and/or potential reinstatement of other state financial aid (21st Century Scholars). These events would also provide assistance with accessing [Next Level Jobs](#), FAFSA filing and/or college applications.
- **FAFSA completion support/events:** Organizations can partner together to host activities that promote FAFSA filing and support for seniors and current college students in the state. These events will cover what is needed from parents/guardians and students as well as walk them through how to answer the questions or make edits.
- **Scholar enrollment labs:** Organizations partner with local schools to host enrollment labs with parents and students that explain the 21st Century Scholarship requirements and help them get registered in ScholarTrack and apply for the scholarship. *This could also be combined with a returning adult engagement program for parents.*
- **College/university-based Scholar Success Program (SSP) events:** High school counselors can work together to help educate high school students about ScholarTrack and SSP activities. In collaboration with a nearby college campus or campuses, Scholars are transported to the campus or campuses (virtually or in-person, safely) to tour the facilities, learn about academic programs and access a computer lab to log in to their ScholarTrack accounts to work through the SSP requirements. Or, college staff can work with partners to facilitate College SSP completion for current second and first-year Scholars enrolled.
- **School-based Scholar Success Program (SSP) activities:** Community organizations, postsecondary institutions, and/or employers partner with schools to educate 21st Century Scholars about the Scholar Success Program and begin to engage them in this program. Scholars who cycle through the labs receive assistance in registering for ScholarTrack accounts as well as completing Scholar Success Program requirements. Efforts have been shown to be most effective when work is integrated into classes.
- **Stipends for SSP completion assistants:** This will allow organizations to receive funds to provide a stipend for a volunteer, parent or community member to work individually with students and families to make sure they complete requirements for receiving state financial aid. The cap will be set at \$750 per assistant.
- **Indiana college achievement gap/equity training:** The Commission has set the goal to close achievement gaps for minority and low-income students across the state, especially as students make the transition into higher education. This type of training would be focused on postsecondary staff/educators, community organizations, and pre-college program providers. The workshop must cover the latest data from CHE regarding equity, college readiness and college completion. It should also provide an overview of ScholarTrack and all state financial aid opportunities and college resources. The Indiana GEAR UP initiatives are also highlighted to prepare for the students who will be matriculating to the state's postsecondary institutions. Attendees must also leave the training with a plan to implement strategies targeting equity gaps in Indiana college attainment.



Indiana GEAR UP Partner Schools

Jefferson High School (Lafayette)
Crawford County High School (Marengo)
Jeffersonville High School
Warren Central High School (Indianapolis)
Kokomo High School
Arsenal Technical High School (Indianapolis)

West Side Leadership Academy (Gary)
Maconaquah High School (Bunker Hill)
Charlestown High School
Muncie Central High School
Purdue Polytechnic High School (downtown Indianapolis)

How will applications be scored?

A team of three or more individuals will review each application. The team will be comprised of staff and related individuals with a background in education—specifically with low-income and first-generation students. Scoring will be based on the seven components required in the application (outlined on page two of this document).

Each of the criteria outlined above will be scored using the following rubric:

0	None of the criteria are addressed.
1	Some of the criteria are met but many areas are incomplete or underdeveloped.
2	Most of the criteria are met but some areas are incomplete or underdeveloped.
3	Meets criteria.
4	Exceeds criteria.

What is the application deadline?

Applications must be submitted to Grants@che.in.gov by 11:59 p.m. (Eastern) on **February 5, 2021**. Only electronic submissions will be accepted.

**Programs, events, and outreach must take place prior to the closeout of the grant (submission of report and invoice).*

Where can questions be directed?

Questions regarding the grant application process can be submitted via email to Grants@che.in.gov.



SPRING/SUMMER 2021 SCHOOL & COMMUNITY PARTNERSHIP GRANTS APPLICATION INSTRUCTIONS

Applications must be submitted to the CHE Grants inbox by 11:59 p.m. (Eastern) on February 5, 2021. Only email submissions to Grants@che.in.gov will be accepted.

Note: Incomplete applications will be ineligible for funding and will not be submitted for review.

A COMPLETE GRANT PROPOSAL MUST INCLUDE THE FOLLOWING PARTS:

Part 1: GRANT CONTACT INFORMATION—The information submitted will be where all subsequent information will be routed regarding the grantee’s application.

Part 2: PROGRAM DESCRIPTION - 2-3 pages, typed and double spaced providing an adequate overview and description of the proposed program or event. It must include the following:

- a. **Description.** Describe the design and implementation of the project. Include the “who, what, where, when, why, and how” of the proposed program(s). Description must also include clear alignment with one or more of the outlined college and career readiness priorities:
 - i. 21st Century Scholars - Scholar Success Program (SSP) completion;
 - ii. Engaging families about state financial aid opportunities/college resources, including promotion of 21st Century Scholars Enrollment, Next Level Jobs Sign Up, FAFSA Completion; and
 - iii. Pre-College/Postsecondary staff professional development (focused on Indiana’ college achievement gaps)
- b. **Partnership.** Explain how partnerships within your community will help to support programming.
- c. **Goals.** What are the goals and objectives of the program?
- d. **Impact.** What is the expected short-term impact of the program? What is the expected long-term impact of the program? What will be different in the community as a result of your program?
- e. **Evaluation.** What are you trying to change or improve? How will you know that your goal has been accomplished? What tools will you use for evaluation? How will you indicate success?
- f. **Sustainability.** Explain how programming will be expanded for subsequent classes of students. How will you use this programming to help other cohorts complete the Scholar Success Program requirements? How will you continue to support adults returning to college? How will you use what you learn through this grant opportunity and apply it to all Hoosier students?
- g. **Timeline.** Provide implementation timeline. The implementation timeline should indicate dates for program set-up, participant outreach and recruitment efforts, program logistics, and any additional details pertinent to the project.

Part 3: BUDGET FORM - Please follow the budget form provided on page 8. All budgets must follow the format provided. Be as detailed as possible.

Part 4: LETTER(S) OF SUPPORT - Letters should come from collaborating schools, employers and/or community agencies that are supporting project efforts.

Part 5: SUBRECIPIENT COMMITMENT FORM & Active SAM Registration Information - This should be approved and signed by your organization’s Authorized Organizational Representative (AOR) to determine federal grant eligibility. [DUNS number and SAM registration](#) should be completed prior to the beginning of the grant window.

Part 6: VENDOR FORMS—Please include a completed W-9 and Direct Deposit form if your organization is not already an approved and active vendor with the Auditor of State (Forms can be found [here](#)).



SPRING/SUMMER 2021 SCHOOL & COMMUNITY PARTNERSHIP GRANTS GRANT CONTACT INFORMATION & DESCRIPTION

Applicant (School or Organization)	
Contact Name	
Contact Title	
Contact Phone Number	
Contact Email	
Mailing Address	
County or Counties Served	
Federal Employer Identification Number (FEIN)	
DUNS Number (How to obtain linked here.)	
SAM Registration Status (In Process/Active/Expired)	
Is your organization a registered vendor with the state of Indiana? (If yes, provide Vendor ID #.)	
Program Title(s)	
Other Participating Partner Organizations	
Brief Description of Program(s)	



SUBRECIPIENT COMMITMENT FORM

This form must be approved and signed by your organization's Authorized Organizational Representative (AOR). Please ensure all applicable documents (Statement of Work, Budget, etc.) are included with the request.

SECTION A: Project Information

Subrecipient Legal Name: Subrecipient PI: Subrecipient Central Email: Subrecipient Admin Contact Email: Total Costs: \$ Period of Performance: to Project Title: Performance Address:

SECTION B: Subrecipient's Institutional Information

DUNS #: Expiration Date: EIN: County:

- 1. Yes No N/A Is your organization or PI and/or employees on this project presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any federal department or agency or delinquent on repayment of any federal debt including direct and guaranteed loans and other debt as defined in Uniform Guidance?
2. Yes No N/A If application is to a federal or federal pass-through sponsor, have any lobbying activities been or will any be conducted regarding this proposal?
3. Yes No N/A If applicable, does your organization certify that it currently has a PHS-compliant Financial Conflict of Interest (FCOI) policy and a PHS Financial Disclosure for each of the Subrecipient's key personnel?
4. Yes No Does your organization have a federally negotiated F&A rate? If yes, please provide a copy of your F&A rate agreement.
5. Yes No Does your organization receive a single audit in accordance with Uniform Guidance §200.514 (formerly A-133)? If no, please provide an explanation on a separate sheet as to why this doesn't pertain to your organization or why your organization did not receive a single audit despite the Uniform Guidance pertaining to your organization. If yes, please provide a copy of your most recent audit report.
6. Yes No Does your organization have prior experience with the same or similar subawards? If yes, please provide documentation on a separate page.
7. Yes No Has your organization had significant new personnel or substantially changed systems in the past year?
8. Yes No Has your agency been monitored by a federal awarding agency for other federal awards in the past year? If yes, please provide monitoring results documented on a separate page.

SECTION C: Subrecipient's Authorized Official Representative (AOR) Approval

I certify that the information provided is true and correct. I am the authorized official representative (AOR) of the Subrecipient named herein, and I have the authority to legally bind my organization in grants administration matters. I understand that: (a) any work we begin and/or expenses we incur related to our proposal prior to full execution of a subaward agreement will be at my organization's own risk. The appropriate programmatic and administrative personnel of each organization involved in this grant application are aware of the agency's consortium agreement policy and are prepared to establish the necessary inter-organizational agreement(s) consistent with that policy.

Subrecipient's Authorized Official Name: Date:



SPRING/SUMMER 2021 SCHOOL & COMMUNITY PARTNERSHIP GRANTS BUDGET FORM

EXPENSE	DESCRIPTION	AMOUNT
TOTAL		

If selected, grantees understand the following:

- a) A signed contract, invoice, vendor paperwork (W-9 and Direct Deposit Form) and bidder registration must be completed and returned to Indiana Commission for Higher Education (ICHE) in order for funds to be disbursed.
- b) **Funds will be disbursed on a reimbursement basis only.** The budget must reflect expenses for programming that will occur during the 2020 grant period (**February 20, 2021 - July 19, 2021**). For final reimbursement, grantees must also provide an event agenda, any marketing and promotional materials used, and an attendee registration list. Appropriate expenses include: transportation, mileage reimbursement, resource development, marketing/promotional items (no apparel), hospitality and meeting space.
- c) A final report and invoice will be due on or before **July 19, 2021**
 - 1) **Invoice** - An invoice outlining program expenses must be submitted on or before the deadline. Please include the following information on the invoice: Where to send payment, Contact Information, Invoice Number, Title (Spring/Summer 2020 School & Community Partnership Grant) Date, Payment Amount, and Payment Details (itemized list of expenses). **Notice:** Grantees are not required to submit supporting documentation with the invoice, but must retain receipts and all other supporting documentation for a minimum of 3 years in the event of an audit.
 - 2) **Report** -A final report template can be found on pages 8-9 of this document. Format can be altered as long as all sections are provided and addressed in the report. An electronic version will also be made available.
- d) Payment will be made via electronic funds transfer/ACH pursuant to IC 4-13-2-14.8.
- e) Invoice for funds must be submitted to ICHE no later than **July 19, 2021**. The grant award will be paid within 35 days from the submitted invoice date.
- f) Funds cannot be used for the following purposes: to buy gifts (or gift cards), order t-shirts, make charitable donations, or to purchase equipment or capital assets or equipment that will last beyond the project (e.g., purchasing a new laptop, etc.). A more detailed list of allowable expenses can be found on page 10.



SPRING/SUMMER 2021 SCHOOL & COMMUNITY PARTNERSHIP GRANTS FINAL REPORT TEMPLATE

	PROJECTED	ACTUAL
Number of Attendees/ Participants:	Program 1.... Program 2....	
Marketing/ Communications Plan for Program(s)		
Total Expenses:		
Goals and Objectives/ Impact or Outcome		
Barriers to Success:		

Grantees must also provide an event agenda, any marketing and promotional materials used, and an attendee registration list in order to be reimbursed. Grantees may also upload additional relevant attachments regarding the program(s) that took place (i.e. summarized participation survey results, pictures or videos from events, etc.).

Questions regarding the final report process can be submitted via email to Grants@che.in.gov.



SPRING/SUMMER 2021 SCHOOL & COMMUNITY PARTNERSHIP GRANTS

ALLOWABLE EXPENSES

Meal, Beverage and Snack Allowances

(COVID-19 Update: Requested funding for food is subject to be reduced or eliminated to support more social-distanced events and activities.)

Purpose	Description	Amount
Family or parent night event	Refreshments or meals.	Up to \$5/attendee for refreshments or up to \$8/ attendee for meal. If you are doing a combined event with non-GEAR UP families, you must share the cost in proportion to actual attendance.
Meals for field trips and college visits (in-state only)	Meals. We recommend that one meal per day be provided through school food service to reduce costs.	Up to \$10 per student per meal. Up to \$15 per meal if provided by a college campus food service program will be reimbursed at full cost. Reimbursement is based on actual attendance. Staff/ chaperone meals: Either the student meal allowance or the district per diem is allowable, not to exceed the state per diem (\$6.50 lunch, \$13.50 dinner).
Snacks for field trips, college visits and testing	Healthy, nutritious snacks (granola bars, string cheese, fruit, popcorn, trail mix, pretzels, crackers, milk, juice, yogurt, bagels, muffins).	Up to \$3 per day per student.
College and career fairs (on school campus)	Meals or light refreshments for full day events, for presenters only.	Up to \$8 per presenter (may not provide food for students or staff) and only if the career fair extends over the lunch hour. OR Up to \$3 per presenter for light refreshments if the event is at least 4 hours.
Student meals or snacks while on school campus, during the school day.	Not allowable unless prior permission is given. Contact Grants@che.in.gov .	Limited exceptions may be made for student events that limit access to regular meal time. Prior permission is required. In general, food or snacks will not be approved for lunch time activities.



SPRING/SUMMER 2021 SCHOOL & COMMUNITY PARTNERSHIP GRANTS

ALLOWABLE EXPENSES

Miscellaneous Expenses: GEAR UP allows expenses related to dual credit options, credit recovery, student camps and placement tests. When using GEAR UP funds to pay these expenses, priority should be given to low-income students who do not have the family resources to pay for them. It is allowable to pay these expenses for other students if you have confirmed that family resources are not available. Use the following guidelines when planning for these expenses.

Purpose	Description	Amount
Academic coursework	Classes for credit retrieval or enrichment, or Dual-Credit	Tuition is allowable for dual-credit, credit retrieval, and online classes offered on the school campus.
Summer college campus experience	Individual student camps on a college campus	
Placement tests (PSAT, Aspire, ACT, SAT, ACCUPLACER)	Pre-college and college placement tests, including re-takes	Published amount when no waiver is available. FRPL students are eligible for waivers for most tests.
Guest Speakers:	College/career planning and preparation or motivational	Up to \$1,000, one per year.
Professional Development (on school campus)	Provided to school staff in support of achieving GEAR UP goals.	Reasonable fees for the service provided are allowable. Staff pay for participation is generally not an allowable expense. Substitutes are allowable.
Conference/Meetings	Provided to educators and administrators in support of achieving GEAR UP goals.	Please contact Grants@che.in.gov for prior approval of potential conference/ meetings.



SPRING/SUMMER 2021 SCHOOL & COMMUNITY PARTNERSHIP GRANTS ALLOWABLE EXPENSES

General Guidance		
NECESSARY	The expense is critical to implementing the program.	
REASONABLE	A prudent person would determine that the cost is appropriate.	
ALLOCABLE	The expense can be allocated to the objectives of Indiana GEAR UP.	(See below)
COMPLIANT	The expense is compliant with the federal administrative regulations that govern the program.	

For more questions regarding allowable expenses, please reach out to Grants@che.in.gov.



- Objective 1: Increase academic performance and preparation
- Objective 2: Increase high school graduation and postsecondary enrollment rates
- Objective 3: Increase students’ and families’ knowledge of postsecondary options, preparation and financing
- Objective 4: Grow statewide capacity to support college and career readiness and postsecondary access and success