**Purpose of Legislation and Funding:**

* To develop, implement, and improve CTE programs, not GE programs
* To improve or expand programs, not maintain, programs
* To improve programs of study, not isolated courses

**Application Process:**

1. Determine if you will apply individually or in collaboration with another program. Collaborations are encouraged, for example outreach efforts.
2. Analyze labor market data, core indicator data, and program review action plans as well as establish priority activities for which you will request funding. Core Indicators are:

1) student attainment of industry-standard proficiencies;

2) student attainment of certificates or degrees;

3) student persistence in postsecondary education or transfer to baccalaureate program;

4) student placement in employment and apprenticeship programs; and

5) student participation and completion of nontraditional program.

1. Prepare a separate **Narrative** form for *each priority/activity.*

Limit to 2 pages, 12 pt font, 1” margins.

1. Complete the **Budget Detail** form for *each priority/activity.*
2. Complete one **Summary** **Activity Plan** for *all priorities/activities* listed in priority order.

*Activities must be linked to improvements needed in Core Indicator areas and program review recommendations.*

**Proposal Review**

*The intent will be to provide at least some funding for each eligible program. This way, each program will be able to request CTEA funds mid-year if unanticipated needs arise, and/or another program does not spend their awarded funding. Please note, such modifications, as well as any other proposed changes from the initial accepted proposal, require a written justification to the Special Projects Office at BCC for approval by the District.*

**All applicants are invited to participate in reviewing Proposals** on Monday April 29 (9-12:00). Each applicant will present his/her request in a forum open to all applicants. The following factors will be considered:

* Need for the program’s improvement is supported with evidence;
* Activities are consistent with departmental objectives and workforce development needs;
* Impact on student outcomes, including core indicators, is addressed;
* How activities will improve outcomes for special populations is clearly identified; and
* The budget is reasonable and sufficient to improve program.

Once all proposals have been presented, the group will have the opportunity to provide comment upon the requests and make recommendations for funding the projects. The deans, VPI, and Director of Special Projects will decide on the final allocation of resources to ensure funds are allocated to those areas with greatest need first.