

Career and Technical Education Guidelines and Application Process for Perkins Funding

APPLY FOR PERKINS FUNDS

Steps to Apply

1. Determine a project and budget that will deliver program improvement and conform to the Carl Perkins Act 2018.
2. The project leader needs to fill out the [Perkins application](#).
3. Each project participant must read the terms and conditions before application submission.
4. The signature on the application means that the applicant accepts the terms and conditions.
5. After a final review of the application the project leader will be notified via email of the funding decision.

Application and Approval Process

Eligibility:

Funds Source and Availability: Central Ohio Technical College's Office of the Provost receives formal funding notification from the State of Ohio within the first quarter of the academic fiscal year. The COTC Office of the Provost is approved to spend up to one-third of its approved allocation before October 1 of the current year. The remaining funds can be spent after COTC has received state notification within the second quarter of the year.

Application Requirements:

1. Responsible applicants may apply for funding consideration for one-time, short-term projects that can be completed within the funding cycle and that adhere to the federal guidelines and are compliant with the objectives of the Comprehensive Community Needs Assessment. Funds awarded, but not utilized within the funding period will be reclaimed and re-distributed.
2. Supplement Not Supplant. Funds made available under this Act for career and technical education activities shall supplement, and shall not supplant, non-Federal funds expended to carry out career and technical education activities.
3. Those interested in applying for professional development, outreach or pathway projects can apply at any time, but allow 30 days for processing before a decision is made.

Approval Process:

1. A completed application will go through three levels of approvers, the Program Director, the Dean, and the CTE Director, Sandy Walker, EJD, MS, RN. The CTE Director is the final approver of the application and decides if the application is approved, denied or needs to be revised and the CTE Director will determine the amount of funds to allocate to the project.
2. After a final review of the application the project leader will be notified via email of the application decision.
3. For any additional questions contact the the Office of the Provost or Dean Sandy Walker at 740.366.9285.

PERKINS DOCUMENTATION

Project Documentation

1. The Office of the Provost will manage documentation to show compliance that Federal funds are spent appropriately.
2. The Office of the Provost maintains a project file on all proposals submitted. The Office of the Provost will formally notify all non-approved and approved Perkins applicants by sending them a Perkins Notification.
3. All approved Perkins applications will be sent a Perkins Award Allocation document. This allocation will need to be signed by the project lead (recipient), program director, college dean and returned to the Office of the Provost before any requisitions or expenditures are approved by the CTE Director.

Documentation Requirements

The purpose of procurement standards are designed to ensure appropriate expenditures and empower managers to make good spending decisions and be responsible stewards of college funds. The Office of the Provost requires that materials and services are obtained in an effective manner and in compliance with the provision of applicable Federal statutes and executive orders.