

2014-2015 *Jump Starting* Jump Start Grants Application Process Instructions



Grant Objectives

1) Increase career counseling capacity

Increasing career counseling capacity will help high school students better understand their college and career opportunities. *Jump Starting* Jump Start grants will help Louisiana students receive guidance on how they can attain employment in one of Louisiana’s high-growth job sectors, while also determining what type of traditional or non-traditional college and career training pathways might work best for them.

2) Develop regional approaches to developing portfolios of authentic workplace experiences

Historically students in different school districts have not had equal access to the types of authentic workplace experiences (e.g., guest speakers, job location visits, internships, etc.) that help students learn about career paths they might pursue. Jump Start seeks to make it possible for every Louisiana student to learn more about careers and life opportunities based on the input and guidance of industry experts, both experienced industry leaders and “near peer” recent graduates who have attained employment in high-growth job sectors.

Allowed Grant Expenditures	
Career Counseling	Regional Workplace Experience Exchanges
<ul style="list-style-type: none"> • Funding training / professional development for school counselors and teachers • Funding for investments in third-party career counseling capacity 	<ul style="list-style-type: none"> • Funding regional coordinators to develop and maintain portfolios of workplace experiences • Funding for recruitment, training and oversight of “school champions” and “near-peer mentors” • Funding for teacher externships and student summer activities
<p>Grant winners will be required to present their plans and accomplishments-to-date at the January 15 <i>Jump Starting</i> Jump Start Convention in Lafayette. (Grant fees can be used to cover the travel expense of K – 12 educators attending this convention)</p>	

Grant Qualifications

Only recognized Jump Start Regional Teams – and “sub-teams” that choose to apply after discussions with the Department of Education – are qualified to apply for these grants.

To qualify for this second round of *Jump Starting* Jump Start Grants, the Jump Start Regional Team must have submitted to the Department a minimum of four graduation pathways (statewide and/or regional) and a draft of a regional team Jump Start Proposal by October 4, 2014 (or indicated their intention to do so by December 15, 2014). *The Department is available to help regional teams develop graduation pathways and regional team proposals.*

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Grant Evaluation Criteria

- 1) Quality of planned expenditures (i.e., can the described action steps be achieved?).
- 2) Level of multi-district (and charter school) collaboration.
- 3) Documented industry support, including the requirement that a minimum of four industry, economic development and/or workforce development stakeholders participate in the development of the grant application.
- 4) Documented school principal support.
- 5) Potential sustainability, including but not limited to: a) commitment of matching funding; b) involvement of business, economic development and workforce development stakeholders; and c) school principal commitment.

Grant Requirements: Career Counseling

All applications must indicate how they will fund either: a) internal career counseling; and/or b) external career counseling resources across all school systems in the region or sub-region.

All applications must indicate (if applicable) which external career counseling resources they will use and the experience / track record of these external resources. This must include an indication of how external career counseling resources will document their activities with students (what format, what frequency).

All applications must indicate (if applicable) how internal career counselors will be staffed, trained and dedicated (in part or in full) to career counseling activities. This must include an indication of how internal career counselors will document their activities with their students (what format, what frequency). Applications seeking funding for internal career counselors should include confirmation that involved school superintendents and principals support this vision of career counseling using school counselors, and intend for this program to be sustained in future years.

All applications must indicate how each district within the regional team will report on the results of each year's career counseling. Regional teams may collaborate with the Department to develop user-friendly reporting processes.

Grant Requirements: Regional Workplace Experiences Exchanges

All applications must indicate how their regional team (or sub-team) will coordinate the development of workplace experiences (e.g., in-school industry speakers, workplace visits, job fairs, internships, externships, etc.) through the collaboration of school-level and industry stakeholders.

All applications must indicate in their application narrative (and accompanying budgets) the scope and objectives of their intended regional workplace experiences exchange. The table below offers guidance on different levels of scope and scale for regional workplace experiences exchanges.

Regional Workplace Experiences Exchange: Different Levels of Scope and Scale	
Level 1: Basic	<ul style="list-style-type: none"> a part-time staff person placed in a regional economic development, workforce development, industry association organization or technical college responsible for operating the regional exchange a multi-stakeholder advisory board (minimum 8 members, minimum 4 industry stakeholders) that collaborates in-person or telephonically at least quarterly an exchange that matches opportunities for workplace experiences provided by industry with desired workplace experiences for students and teachers indicated by educators <i>across the entire region</i> an exchange that holds at least one regional junior high school and one regional high school multiple school system job fair (or equivalent) annually
Level 2: Expanded Basic	<ul style="list-style-type: none"> <i>plus</i> a program that implements "near-peer mentors" and/or "school champions¹" (including instructions, orientation / training, stipends, semester individual impact reports)
Level 3: Advanced	<ul style="list-style-type: none"> a full-time staff person placed in a regional economic development, workforce development, industry association organization or technical college responsible for operating the regional exchange <i>plus</i> a program that implements "near-peer mentors" and/or "school champions¹" (including instructions, orientation / training, stipends, semester or quarterly individual impact reports) <i>plus</i> a program that offers summer activities to students and summer externships for teachers² <i>and/or</i> <i>plus</i> a program that emphasizes and secures substantive internships and apprentices <i>and/or</i> <i>plus</i> a program that develops a multi-year commitment from industry to support the regional exchange
<p>¹ – school champions must be secondary teachers, counselors or administrators; school champions may serve for a maximum of two years; the Department is available to help teams develop "user-friendly" impact report formats</p> <p>² – externships may be for teachers and counselors only; the Department is available to provide assistance on externship guidelines</p>	

Applying regional teams may collaborate with the Department on the format for their projected exchange budgets.

All applications must indicate how the regional team will report on each year's regional workforce experience exchange results. Regional teams may collaborate with the Department to develop user-friendly reporting processes.

Grant Application Deadlines

Regional teams or sub-teams may submit a *Jump Starting* Jump Start Grant application from Wednesday, September 8, 2014 until Friday, September 26 at 6pm CDT.

Complete grant applications (which must include both: a) the Word application; and b) the Excel budget spreadsheet) must be submitted via email at JumpStart@la.gov.

The Department will hold two webinars to describe this grant application process and answer any questions:

First Webinar: 09/03/2014 3:30 to 4pm (or longer if necessary)

Second Webinar: 09/08/2014 4 to 4:30pm (or longer if necessary)

Webinar Login Information: (*No pre-registration required)

- Meeting Name: Jump Starting Jump Start Grants
- Click [here](#) to join the meeting or go to <https://louisianaschools.adobeconnect.com/jumpstartgrants/>
- Enter meeting room as a **guest** and provide your **name**

Audio access: **(800) 832-0736** / room number: **6246632**

Regional teams or sub-teams may submit a draft application to the Department on or before Monday, September 22 to get feedback and direction from Jump Start team members, prior to submitting their official application by the September 26 final deadline. Regional teams or sub-teams may only submit one draft application. Feedback on draft applications will come in the form of written comments with an invitation to a follow-up conference call if requested by the regional team / sub-team.

Regional teams or sub-teams may submit questions or requests for clarification to the Jump Start team at any time via email at JumpStart@la.gov. These requests for clarification may include a request for a one-on-one consultation with a member of the Jump Start team, either in-person or over the phone. The Department will publish and distribute a FAQ document if it determines that the answers to certain questions should be shared with all applying regional teams / sub-teams.

Grant Goals

This grant process will help achieve five key goals indicated in the Department's 8g grant proposal: 1) Catalyze the formation of regional teams; 2) Enable regional teams to develop coursework for graduation pathways; 3) Develop a sustainable inventory of authentic workplace experiences; 4) Increase the number of Louisiana students graduating with a Jump Start Career Diploma from 1% to 25%; and 5) Increase the percentage of certificates among Career Diploma graduates from 33% to 66%.