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**REQUEST FOR APPLICATION**

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| **FY26 CTE INNOVATION and SUPPORT GRANT**   |  |  |  | | --- | --- | --- | | Deadline 4 p.m. (ET)  November 20, 2025  *(Applications received after 4 p.m. (ET) will NOT be reviewed)* | Issued By  Kentucky Department of Education  Office of Career and Technical Education |  | | Email All Questions To:  Kentucky Department of Education  Procurement Branch  [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov)  *(Questions will only be accepted via email)*  **September 4, 2025, at 4 p.m. (ET)** | **Submit Applications to:**  [**KDERFP@education.ky.gov**](mailto:KDERFP@education.ky.gov)  *(Only electronic applications will be accepted)* |  | | **Specific Instructions:**  **Failure to follow these specific instructions will deem an applicant’s response**  **non-responsive and will not be scored.**   1. The school district must submit a separate application for each CTE school or CTE program in a comprehensive high school. Area Technology Centers (ATC) can submit an independent application. 2. KDE reserves the right to waive minor technical issues. 3. Applicants are responsible for monitoring KDE’s Competitive Grants webpage for amendments and updates to the posted RFA and supporting materials. 4. Plagiarism is strictly prohibited.  The use of AI to generate application content will also be considered plagiarism. | |  | |

**KENTUCKY DEPARTMENT OF EDUCATION**

**Request for Application**

FY26 CTE INNOVATION and SUPPORT GRANT

| **Date** | **Event** | **Location** | **Participation** |
| --- | --- | --- | --- |
| July 15, 2025 | RFA released | Online | N/A |
| August 28, 2025, 10 a.m. ET | Technical assistance webinar  [CTEI Grant Technical Assistance Session Link August 28 10 am](https://teams.microsoft.com/l/meetup-join/19%3ameeting_NDgwZDVkZTktMDRiMy00NjZjLWFmYWMtZWU0NTY2YzRlNDk3%40thread.v2/0?context=%7b%22Tid%22%3a%229360c11f-90e6-4706-ad00-25fcdc9e2ed1%22%2c%22Oid%22%3a%22ff3a632e-2173-4386-9e7a-ed121ac633b8%22%7d) | Online | Attending or watching this recorded TA session is recommended |
| September 4, 2025 | Questions deadline | Email | N/A |
| September 9, 2025 | FAQ posted | Online | N/A |
| November 20, 2025 | Application deadline | Send to KDE | **Required** |
| December 15-19, 2025 | Application review and scoring | Online | N/A |
| January 20, 2026 | Awardees will be posted on the [KDE Competitive Grant Awards](https://www.education.ky.gov/districts/business/Pages/Competitive%20Grant%20Awards.aspx) website | Online | N/A |
| February-March 2026 | MOA process (KDE & LEA) | N/A | Awardees |
| February-March 2026 | Awardee plans reviewed | N/A | N/A |
| On or around July 1, 2026 | Funding available to LEA | N/A | Awardees |

Background

The Kentucky Department of Education (KDE), Office of Career and Technical Education, is issuing a Request for Application (RFA) for the CTE Innovation and Support Grant.

Funding

Through KRS 157.069, as amended by 2024 HB 499, for the purpose of supporting innovation in new or emerging career fields, the KDE Office of Career and Technical Education will make available $500,000.00 to support innovative career paths in Career and Technical Education schools. The KDE anticipates approximately 5 awards for up to $100,000.00. Funds may not be used, encumbered, or obligated until receipt of the approved contract. All grant funds must be used or encumbered by June 30, 2027.

The fiscal agent for the application for public schools shall be a local school district and for the Area Technology Centers, the KY Tech System of Schools. Each school will provide a budget and budget summary aligned to the allowable MUNIS codes to show how the funds will be spent.

Requirements for Funding

In this section, the applicant will provide detailed information to address the specific areas required in the four (4) areas of the Scoring Rubric: Needs Assessment, Plan for Implementation, Student Outcomes, and Budget. This information is on pages 7 and 8 of this RFA.

Allowable Use of Funds

Staff - Project Management – no more than 25%

Professional development related to the project

Equipment – May include technology associated with the equipment

Technology specifically related to the goals of the project

Construction/Remodel – Required to install or support approved equipment

Unallowable Use of Funds

Staff – Teachers

Construction requiring a building permit

Vehicle that is licensed

Entertainment

Food (for non-instructional purposes)

Bonding or debt reduction

Indirect costs

Transfer funds

Incentive items (for passing a certification, assessment, etc.)

Clothing (that is not part of official CTSO attire)

Student wages

Non-instructional student travel

Permits

Dues and fees (for professional associations or CTSOs)

Infrastructure

Building permits

Lawn care

Building maintenance

Scholarships

Personal services

Catering

Items for sales

Food services

Library books

Tuition or tuition reimbursement

Snow removal

Storage cabinet for non-CTE usage

Decorations

Supplies for non-CTE programs

Any items or activities that are required by the district

**Questions**

All questions about this Request for Application (RFA) must be emailed to the KDERFP inbox at [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov) by the deadline in the solicitation schedule.

### **Application Components**

The application should contain the following items presented in the order listed below. Each component should be clearly labeled within the application.

1. Application Cover Page
2. Narrative responses
3. Budget Narrative Form

Formatting Requirements

Failure to follow the formatting requirements may deem your application non-responsive.

1. The Narrative shall not exceed 10 pages. Additional attachments or pages will not be considered in scoring. The budget form is not included in the narrative limit.
2. Narrative text shall be in Times New Roman 12-point font and be double-spaced. Do not use condensed or narrow versions.
3. Bullets should be in 12-point font, but may be single-spaced.
4. Charts and Graphs can be in 10-point font and single-spaced.
5. Bullets, charts, and graphs may not exceed more than 20% of the narrative.
6. Pages should be numbered consecutively, with the narrative beginning on page one. Do not number the application cover page or the Table of Contents.
7. The narrative must be on single-sided pages.

**Redacting Instructions**

Blinding/Redacting is the removal of identifying information from an application. Identifying information is district name, school name, county name, and city name. Names of Individuals and Signatures should NOT be blinded/redacted.

Redacted copies should be completely redacted electronically using Black highlighting or X’d out - using the find and replace feature - ex: XXX.

Please review redacted copy before submitting to ensure all identifying information is redacted and all required pages and attachments are included.

Redacted copies will be scored as received.

### **Submission of Application**

1. Scan or save the completed application in its entirety, including all signatures, to PDF format. Save the original application as ***CTEIS26 District Name*** ***School Name*** (For example: Barren County ATC in the Kentucky Tech School District would save the original application as ***CTEIS26 KTS Barren***.)
2. Scan or save a blinded/redacted copy of the application in its entirety to PDF format. Save the redacted application as ***CTEIS26 District Name School Name B***. (For example: Barren County ATC in the Kentucky Tech School District would save the redacted application as ***CTEIS26 KTS Barren B*.)**
3. Email the original copy and the redacted copy to [KDERFP@education.ky.gov](mailto:KDERFP@education.ky.gov).

* On the subject line of the email, type ***CTEIS26 District Name School Name***.
* **Send all attachments in the same email**. **ALL PARTS MUST BE RECEIVED- DATE/TIME STAMPED BY THE DEADLINE of November 20, 2025, by 4 p.m. ET.**
* Keep in mind that email coming into the KDE is routed for security purposes through multiple networks and servers. Allow ample time for this, and the possibility that email is not always received on the first try.
* Applications received after the deadline will not be reviewed or considered for award.
* Applicants can request confirmation of receipt in their submission email. KDE will confirm receipt of the email and attachments (if any). Please note that KDE does not open attachments to check for accuracy.
* Do not add others to application submission emails.
* Do not send Google documents or documents from Google drives.
* Each PDF attachment **MUST** be less than 10,000 KB (or 10 MB) in size. Please work with your technology staff to ensure the correct file size. Files that are above the size limit will not be reviewed or eligible for an award.

Application Deadline

**The KDE must receive, in its email inbox, the application by November 20, 2025, by 4 p.m. ET.** Applications received after this time and date will not be accepted. Furthermore, applications not complying with any of the technical requirements may be deemed non-responsive.

It is the district’s/school’s responsibility to check the [KDE Competitive Grants webpage](http://education.ky.gov/districts/business/Pages/Competitive%20Grants%20from%20KDE.aspx) regularly for new information (including amendments) regarding this solicitation. Applicants are responsible for contacting the KDE to confirm receipt of their application.

**Contract Award**

Awards will be posted on the KDE Competitive Grant Awards page on or around **January 20, 2026.**

**Evaluation of Application**

Internal reviewers will be trained for this specific competition, and they will evaluate applications using the RFA and scoring rubric aligned to the criteria established in this RFA.

**FY26 CTE INNOVATION and SUPPORT GRANT SCORING RUBRIC**

The narrative description should be written in the chronological order in which the criteria are written below.

|  |
| --- |
| **Part I: Needs Assessment** |
| **Needs Assessment: Points 27**  Address each of the following in the order shown:   * Describe what innovation means to you. How does this project support your vision of innovation? (3 points) * Describe the project or initiative for which you are seeking funding. Please include details on how it supports innovation in new/emerging career fields, or any other purposes reasonably related to improving student outcomes in career and technical education. (3 points) * Proof of need: (12 points, 2 per bullet)   1. CLNA   2. Community input   3. Partners, i.e. local/regional workforce, state agencies, community organizations, etc.   4. Supporting data   5. Advisory/Steering   6. Student interest * Describe how students contributed to the project planning, and what were the findings? (3 points) * Describe how the teachers were involved in the decision about any equipment or planning of the project. (3 points) * Provide any additional information that supports your application. (3 points) |
| **Part II: Plan for Implementation** |
| **Plan for implementation: Points 15**   * Provide the project timeline in table form. (5 points) * Describe professional development to be provided. (5 points) * Describe how you will ensure the project's sustainability. (5 points) |
| **Part III: Student Outcomes** |
| **Student Outcomes: Points 20**   * Describe how this project will improve student outcomes in career and technical education. (10 points) * What are the anticipated student outcomes? i.e., student placement, postsecondary outcomes, etc.(10 points) |
| **Part IV: Budget** |
| **Budget: Points 35**   * Have you received any other funding for this project? If yes, please provide details. (5 points) * What other funding sources have you considered, and how much funding is available for this project? (5 points) * The proposal shall include a completed Budget Narrative Form with sufficient line-item detail to see the relevance and purpose of expended funds. (5 points) * Describes how the outlined expenditures are relevant to the applicant’s Part I Needs Assessment and Part II Plan for Implementation. (5 Points) * Complete a budget form that demonstrates reasonable   and allocable expenses. (15 points) |
| TOTAL POINTS: **97 Points**  **Applications scoring less than 75 points will not be considered for award.** |

**FY26 CTEIS Grant Application Cover Page**

| **DISTRICT NAME** |  | |
| --- | --- | --- |
| **DISTRICT ADDRESS** |  | |
| **SCHOOL/ATC NAME** |  | |
| **SCHOOL/ATC ADDRESS** |  | |
| **SUPERINTENDENT/OCTE DIVISION DIRECTOR** |  | Phone:  Email: |
| **SCHOOL/ATC PRINCIPAL** |  | Phone:  Email: |
| **GRANT CONTACT/WRITER** |  | Phone:  Email: |
| **Grant Collaborators, if any** |  | |

I assure the attached application contains accurate information. I understand that grant applications with incorrect or falsified information will not be considered for review or will be revoked once awarded. I assure the application has been reviewed and approved for implementation by all shareholders and the district and school will comply with all requirements, both technical and programmatic, pertaining to the grant. Failure to continuously meet compliance requirements and deadlines could result in partial or complete loss of funding for the grant and may impact future funding.

**Assurance of Commitment from the Superintendent/OCTE Division Director and School/ATC Principal. Must be notarized at the time of signing.**

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Superintendent/OCTE Division Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/ATC Principal Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Signature Date Commission Expiration Date

**BUDGET NARRATIVE FORM**

The budget narrative must be completed and submitted with the application. Each category should include specific, itemized expenses. An in-kind column is provided if needed, but is not required. **Not to exceed 2 pages.**

|  |  |  |
| --- | --- | --- |
| **Budget Category** | **Amount** | **In-Kind** |
| **1. Personnel** (Project Manager) | **$** | **$** |
|  | |  |
| **2. Fringe Benefits** (Project Manager) | **$** | **$** |
|  | |  |
| **3. Professional Development** (Use of Equipment/Technology) | **$** | **$** |
| . | |  |
| **4. Travel** (for PD) | **$** | **$** |
|  | |  |
| **5. Equipment** | **$** | **$** |
|  | |  |
| **6. Technology** | **$** | **$** |
|  | |  |
| **7. Construction/Remodel** (Required to install or support approved equipment) | **$** | **$** |
|  | |  |
| **12. Other** (Specify) | **$** | **$** |
|  | |  |
| **TOTAL BUDGET** | **$** | **$** |