

Preparation Pathway Grant

Q & A

State Fiscal Year 2025

Eligibility

Q. Who may apply for a Preparation Pathway grant?

A. The following applicants are eligible:

- A public school district
- A charter school district
- A service cooperative
- A partnership between one or more teacher preparation providers, school districts, or charter schools

Funding Amounts & Uses

Q. Is there a funding range for proposals?

A. Due to the competitive nature of the grant, we are unable to provide specific funding amounts or a specific number of awardees. However, the amount requested should be based on a detailed account of the cost to enroll a teacher in a higher education based or alternative initial licensure teacher preparation program or the cost to support a teacher through the licensure via portfolio process.

Q. What can Pathway Preparation grant funds be used for?

A. Funds must be used to:

- Support teachers holding a Tier 2 license and seeking a Tier 3 license through completion of a teacher preparation program or the licensure via portfolio process.
- A grant recipient must provide teachers holding a Tier 2 license with professional development, mentorship, and coursework aligned to state standards for teacher licensure.

Q. Can awarded funding be used to support teachers seeking the licensure via the portfolio process?

A. Yes, Pathway Preparation Grant funds may be utilized to financially support teachers utilizing the licensure via portfolio process to obtain an initial professional license (Tier 3 license). For more information about licensure via portfolio, please contact PELSB Alternative Pathways Specialist, Melissa Miller at melissa.a.miller@state.mn.us (651) 539-5994.

Q. Can grant funds be used to pay portions of a salary for a mentor or program coordinator?

A. Per statute, grant funds must be used to support teachers seeking an initial professional license. Funds may be used for professional development, mentorship, and coursework. They cannot, however, be used to fund a salaried position. Administrative costs, if requested, should be kept to a 10% maximum budget ratio, pursuant to state [statute](#).

Q. How long can the awarded funds be used?

A. Funds are awarded by state fiscal year. Fiscal years end the year that they are named: for example, state fiscal year 2025 begins on July 1, 2024 and ends on June 30, 2025.

FY25 awards will span two state fiscal years: from the date the agreement is fully signed after July 1, 2024 through June 30, 2026. Reports on the use of grant funds are due by September 30 at the end of each fiscal year the award is active.

Grant activity should be planned to occur within the time frame noted in the Request for Proposals (RFP).

Please note that, in the event of two active and overlapping grant awards, grant work may be conducted for both, but older awards must be fully expended before newer award funds may be reimbursed.

Q. Can funds be used to support a Tier 3 teacher who needs to obtain an OFP (Out of Field Permission)?

A. No, funds cannot be used to support a Tier 3 teacher, who needs or uses an out-of-field permission to teach a particular subject or in a particular grade level. State law requires this grant funding be used to support Tier 2 teachers seeking Tier 3 licensure. Specifically, [Minnesota Laws 2023, Chapter 55, Section 65, Subd. 7 \(c\)](#) states: "Grant funds must be used to support teachers holding a Tier 2 license and seeking a Tier 3 license through completion of a teacher preparation program or the licensure via portfolio process. A grant recipient must provide teachers holding a Tier 2 license with professional development, mentorship, and coursework aligned to state standards for teacher licensure."

Q. There was nothing in the presentation about current Tier 3 and 4 teachers adding an additional license to their teaching license as stated in the description [on the website] copied below. Is supporting this an option as part of the grant?

"Support teachers holding a Tier 2 license and seeking a Tier 3 license through completion of a teacher preparation program, including financial support for PELSB's Licensure via Portfolio process. Licensure via Portfolio is an alternative pathway for earning a Tier 3 teaching license or to add additional licensure fields to an existing Tier 3 or Tier 4 teaching license. Through this process, a teacher can submit a portfolio, which is a collection of evidence with accompanying narratives describing how the teacher has the knowledge, skills, and competencies required for a specific licensure field. More information on the portfolio process can be found [here](#)."

A. Although the licensure via portfolio process is relevant for all licensure tiers, this particular grant award is currently focused only on Tier 2 teachers seeking Tier 3 licensure. [Minnesota Laws 2023, Chapter 55, Section 65, Subd. 7 \(c\)](#)

Application & Review Process

Q. Are applicants required to find additional funding?

A. No, but applicants are encourage to seek assistance from sources such as school districts, postsecondary institutions, foundations, and the private sector.

Q. Do application narratives need to be formatted a specific way (line spacing, font size, etc.)?

A. Proposals must use the application template, but are not required to be formatted in a specific way. However, we would prefer narratives be double-spaced and use 12-point Times New Roman font (or similar).

Q. How strict are the page limits? Do tables of contents and/or appendices count towards the narrative page count?

A. Applicants will not be penalized for exceeding page limits. However, lengthy applications may affect a reviewer's perspective. Tables of contents and/or appendices do not count as part of the narrative page count.

Q. How will awards be made?

A. Applications will be reviewed by multiple reviewers serving on an advisory group. The criteria and components to be scored are summarized in a rubric within the RFP. Reviewers may recommend the funding of specific items listed in the program budget. The state reserves the right to offer award amounts that differ from the applicant's request.