## PELSB Logo

## Fiscal Year 2025 Preparation Pathway Grant (PPG) Application Application materials must be submitted by Friday, April 19, 2024, 4:30PM, Central Daylight Time, to [PELSB.grants@state.mn.us](mailto:PELSB.grants@state.mn.us). A complete application submission includes: (1) the application form (PDF), (2) a budget (Excel), and (3) a completed Out-of-State Travel Request Form (if applicable).

### Only one application per school district will be eligible for review. Additional copies sent to PELSB’s grants administrator will not be accepted. APPLICATION COVERSHEET

| Applicant Information | Entry Column |
| --- | --- |
| **Legal Name of Applicant and/or Organization** |  |
| **Total Grant Request** |  |
| **If your organization is a non-governmental organization and your request is for more than $25,000, did you attach the necessary documentation for financial review?** (See Request for Proposals, pp. 15-16) | ☐ Yes ☐ No |

### OFFICIAL WITH AUTHORITY INFORMATION

| Name of Identified Official with Authority (IOwA) to Sign |  |
| --- | --- |
| Title |  |
| Address |  |
| City, State and Zip Code |  |
| Phone Number and Email |  |

### REQUIRED IDENTIFICATION NUMBER

| MN SWIFT Vendor ID Number |  |
| --- | --- |

### PRIMARY PROGRAM CONTACT

| Name of program contact |  |
| --- | --- |
| Title |  |
| Address |  |
| City, State and Zip Code |  |
| Phone Number and Email |  |

### BUSINESS MANAGER

| Name of business manager |  |
| --- | --- |
| Title |  |
| Address |  |
| City, State and Zip Code |  |
| Phone Number and Email |  |

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## NARRATIVE COMPONENTS

Please refer to the instructions in the Request for Proposals (RFP) document. The application instructions in the RFP detail the content expected in each response, related to the criteria below based on the purpose of the funding. The response will be scored based on the criteria outlined in [Minnesota Session Laws – 2023 Regular Session, Chapter 55, Article 5, Section 65, Subd. 7](https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/55/), which inform the instructions.

When creating a proposal, keep in mind that state funding is appropriated and awarded by fiscal year.[[1]](#footnote-2) Proposed grant activity for this award should occur from approximately December 2023 – June 30, 2025, since the grant funds two fiscal years during this particular grant cycle.

## SECTION 1: APPLICANT INFORMATION

1. Are you applying as a:

☐ School district

☐ Charter school district

☐ Education service co-operative

☐ Partnership between one or more teacher preparation providers and school districts,   
 including charter schools districts

1. Please list all schools, districts, and teacher education institutions involved in the grant work proposed.

## SECTION 2: PROGRAM NARRATIVE (40 Points)

Please describe program need and detail proposed activities to be funded by this grant related to the required objectives:

* Supporting 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.
* Providing teachers holding a Tier 2 license with professional development, mentorship, and coursework aligned to state standards for teacher licensure.

If applicable, which teacher preparation providers will you partner with to enroll teachers seeking initial licensure in a teacher preparation program?

How will you support the teachers to ensure they make meaningful progress toward licensure?

# SECTION 3: TEACHER PARTICIPANTS (35 Points)

|  | **Total Tier 2 Teachers** |
| --- | --- |
| **Number of teachers who will be enrolled in an initial licensure program** |  |
| **Number of teachers who will be supported through the licensure via portfolio process** |  |

|  | **Total Tier 2 Teachers** |
| --- | --- |
| **Of the teachers you plan to support, how many are teachers of color and/or Indigenous teachers?** |  |
| **Of the teachers you plan to support, how many work in** [teacher shortage areas](https://www.ohe.state.mn.us/Documents/Student%20Teacher%20Grants/Licensure%202023_ADA.pdf)**?** |  |

**Please list the shortage areas and number of teachers seeking initial licensure in those areas.**

## SECTION 4: EXPERIENCE AND CAPACITY FOR EFFORTS TO SUPPORT TEACHERS (20 Points)

Describe existing or prior efforts in your district(s) or school(s) relevant to your proposal, focusing on the experience and capacity of your district or coalition to successfully implement the proposed activities.

# SECTION 5: EXCEL BUDGET WITH DESCRIPTIONS (5 Points)

Create and attach a **plainly formatted** Excel budget for the requested grant funds. Specify the grant amount requested and detail all ***necessary and reasonable*** expenditures anticipated during the project period that align with project goals and activities. Necessary means it is important to the success of the project. Reasonable means that fair market price is paid for the item or services.

**Submissions with decorative colors, logos, non-standard fonts, blocked out sections, and/or information related to other grants or prior awards will be returned for revision.** The budget must include a brief narrative description of each line-item.   
  
Please use the suggested format below:

| **Program Item** | **Budget Amount** | **Narrative Description** |
| --- | --- | --- |
| Item A | $X | Abcdefghijklmno…. |
| Item B | $X | Abcdefghijklmno…. |
|  |  |  |
|  |  |  |
| **Total Requested:** | $X |  |

Reviewers should be able to determine if the budget aligns with the project activities and primary purpose of the funding. The planned budget expenses must be **necessary, reasonable** and fundable by statute [see Appendix A].

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**Grant Contract Agreements**State grant contract agreements are found in the [Forms and FAQs tab](https://mn.gov/admin/government/grants/policies-statutes-forms/) located on the Office of Grants Management website.

# Financial Review Process

All organizations other than municipal school districts must submit a financial review prior to receiving a grant award made of $25,000 and higher.

In order to comply with the [Policy on the Financial Review of Nongovernmental Organizations](https://mn.gov/admin/assets/08%2006%20grants%20policy%20revision%20Dec%202016%20final_tcm36-265656.pdf) and PELSB’s policy, **one of the following documents must be included with your application. Please select the document that is included.**

* Grant applicants with annual income of under $50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
* Grant applicants with total annual revenue of $50,000 or more and less than $750,000 should submit their most recent IRS Form 990.
* Grant applicants with total annual revenue of over $750,000 should submit their most recent certified financial audit.

## SIGNATURE AND DATE

## \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify I am the person with authority to sign and I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization.

1. For example, state fiscal year 2024 began on July 1, 2023 and ends on June 30, 2024. State fiscal year 2025 will begin on July 1, 2024 and will end on June 30, 2025. Please see the FAQ document for an example. [↑](#footnote-ref-2)