

Fiscal Year 2026

Preparation Pathway Grant (PPG) Application

Application materials must be submitted by **Thursday, November 20, 2025, 4:30PM, Central Daylight Time**, to grants.pelsb@state.mn.us. A complete application submission includes: (1) the application form (PDF) and (2) a budget (Excel).

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	
In accordance with Minnesota Statute §16B.981 and OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees , it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more. Did you include required documentation, including Exhibits C-H, as referenced in the RFP, as applicable. (See Request for Proposals, pp.9)	☐ 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	
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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	

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 Laws 2025, Chapter 10, Article 3, Section 16, Subd. 5](#), which inform the instructions.

When creating a proposal, keep in mind that state funding is appropriated and awarded by fiscal year.¹ Proposed grant activity for this award should occur between the date the award contract was signed and June 30, 2027, since the grant funds two fiscal years during this particular grant cycle.

SECTION 1: APPLICANT INFORMATION

A. Are you applying as a:

- ☐ School district
- ☐ Charter school
- ☐ Education service co-operative
- ☐ Partnership between one or more teacher preparation providers and school districts, including charter schools
- Please list all schools, districts, and teacher education institutions involved in the grant work proposed.

¹ For example, state fiscal year 2026 began on July 1, 2025, and ends on June 30, 2026. State fiscal year 2027 will begin on July 1, 2026, and will end on June 30, 2027. Please see the FAQ document for an example.

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 1 or Tier 2 license and seeking a Tier 3 or Tier 4 license through completion of a teacher preparation program or the licensure via portfolio process.
- Providing teachers holding a Tier 1 or 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 1 Teachers	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 1 Teachers	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 ?		

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

Shortage Area	Total Number of Tier 1 and Tier 2 teachers seeking a Tier 3 or Tier 4 license in that area

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 [Minnesota Laws 2025, Chapter 10, Article 3, Section 16, Subd. 5](#).

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Grant Contract Agreements

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Financial Review Process

In accordance with [Minnesota Statute §16B.981](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more. Granting agencies will request, review, and analyze information, including Exhibits C-H, as referenced in this RFP, as applicable.

SIGNATURE AND DATE

Signature:

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.