



**Nevada Public Education Foundation  
presents:**

**Nevada A.C.C.E.S.S.**

**(Academics + Careers + College and/or Training Equal Student Success)**

**COMPETITIVE GRANT PROGRAM**

**With support from:**



**Nell J. Redfield  
Foundation**

**Application Guidelines**

**Grant Period Ending December 31, 2009  
Programs for Grades 5-12 are Eligible**

# NEVADA PUBLIC EDUCATION FOUNDATION

IN PARTNERSHIP WITH

## USA FUNDS, ALCOA FOUNDATION AND THE NELL J. REDFIELD FOUNDATION

ANNOUNCES

**Nevada A.C.C.E.S.S**  
**(Academics + Careers + College and/or Training = Student Success)**

### I. OVERVIEW

Nevada's Regional School to Career (STC) Partnerships and nonprofit education organizations may apply for the School to Careers A.C.C.E.S.S. (Academics + Careers + College and/or Training = Student Success) grant monies. These funds have been provided to assist regional partnerships in their career and college fairs.

Applications will be accepted on an on-going basis; however, applications received by **May 11, 2009** will receive priority review. The Nevada Public Education Foundation (NPEF) Allocations Committee will review grant applications and adjustments to the awards may be made at their discretion.

The objective of the grant funds is to provide resources for events or planning for School to Careers A.C.C.E.S.S. projects that will be sustainable through other sources. Suggested categories and/or activities may include:

- Futures Expo
- College Fairs
- Career and College Exploration Events on College Campuses
- Middle School Career Exploration Day
- Financial Aid Training Sessions
- Local career development opportunities that fit the career fair and career exploration theme and access to higher education
- Parent events related to student preparation for higher education

All events should feature higher education access and provide financial aid information. The event must recognize Nevada Public Education Foundation as the funding entity along with our donors, depending on geography, as appropriate. The logos for each organization will be provided for your marketing materials.

The application must demonstrate how other funds/resources will be used to supplement the funds requested from NPEF in meeting the objectives. Examples such as donated space, donated volunteer time or staff paid through other grant funds are acceptable.

NPEF A.C.C.E.S.S - Grant Period Ending Dec. 31, 2009

Please note: Expenditure for equipment is not allowed, construction is not allowed, administrative and indirect costs are not allowed, costs for a research project are not allowed and conference travel expenses are prohibited.

The Nevada A.C.C.E.S.S. Grant Program is aligned with the Ready for Life® movement, a collaborative effort to improve Nevada's success at engaging and graduating "ready for life" students and re-engaging those who prematurely left school. Nevada Public Education Foundation is the statewide convener of Ready for Life®.

Through collaborative relationships among public and private youth-serving organizations, Ready for Life supports activities to ensure that:

- All youth are educated and ready to learn.
- All youth are experienced and ready for careers.
- All youth are connected to adults, peers, and services.
- All youth are confident and ready for life.
- A connected, operational infrastructure supports youth success.

Applications for programs that address one or more of these Ready for Life values, especially in collaboration with community partners, will be given preference. If your organization is involved in Ready for Life in your community, please be sure to indicate this in your narrative.

More information about Nevada Public Education Foundation's Ready for Life movement is available at [www.readyforlifenv.org](http://www.readyforlifenv.org).

## **II. PREPARING AND SUBMITTING YOUR APPLICATION**

All applicants must adhere to the following instructions. For questions contact Hilarie Robison, Nevada Public Education Foundation Executive Director, via email at [hrobison@nvpef.org](mailto:hrobison@nvpef.org).

### **A. APPLICATION INSTRUCTIONS (checklist)**

Each grant application must be complete and include these required components:

1. \_\_\_\_\_ Provide a two-page narrative that summarizes the goals of your School to Careers A.C.C.E.S.S project and describes its fulfillment of NPEF objective(s). The project must be summarized with a clear statement of anticipated outcomes and a plan for sustainability. Note your target audience. Also include your plan for securing and sustaining partnerships with business, youth service and care providers, and education organizations.
2. \_\_\_\_\_ The Evaluation Plan must include how the School to Careers A.C.C.E.S.S project will be measured. An evaluation review sheet for the proposed event should be included (see final report requirements below).
3. \_\_\_\_\_ A DRAFT press release with information about the School to Careers A.C.C.E.S.S event in your region and the proposal must be submitted.
4. \_\_\_\_\_ Completed signed budget narrative form briefly explaining each proposed budget expenditure. (enclosed)

5. \_\_\_\_\_ Completed Scope of Work chart (use enclosed form). This chart must list proposed objectives, the planned activities and deliverables to achieve those objectives, the associated timeline, and proposed budget expenditures (matching the budget form) for each activity/deliverable.
6. \_\_\_\_\_ Typed cover sheet (use enclosed form), with signature.
7. \_\_\_\_\_ Signed Assurances page (enclosed).

## B. SUBMISSION INSTRUCTIONS

1. One electronic copy and one original application with 5 copies must be submitted. An appropriate authority must sign all applications. Faxed applications will not be accepted. The electronic copy should be sent to [hrobison@nvpef.org](mailto:hrobison@nvpef.org). Mail applications to:

Nevada Public Education Foundation  
ATTN: Allocations Committee  
c/o Nevada Department of Education  
9890 S. Maryland Parkway #243  
Las Vegas, NV 89183

**REMINDER: Complete applications received by May 11, 2009 will receive priority review.** Applications received after that date may take up to 120 days for a response.

2. The application must be submitted in the format provided in this application package. The cover page must be shown as the first page of the application. Additional material not specifically requested by the Allocations Committee may not be included in the review process.
3. Format guidelines – Applications must be single-sided, paginated and stapled in the upper left-hand corner, not bound. Pages must be on standard 8 1/2" x 11" paper.
4. Failure to follow the format provided in the application package or follow the instructions may result in the application being rejected and not considered for funding.
5. Items requiring signatures are:
  - Cover Sheet
  - Assurances
  - Budget Narrative Form

Information Contact: For questions, email Hilarie Robison, [hrobison@nvpef.org](mailto:hrobison@nvpef.org).

## C. FINAL REPORT REQUIREMENTS

If the applicant is awarded this grant, a brief final report, including the following must be submitted to the Nevada Education Foundation by **January 31, 2010**.

1. Summary of project/activities conducted, including the number of participants and partners. Please share photos electronically if available.
2. Complete evaluation of project/activities, including summary of survey data (if applicable) from students, teachers, partners, etc.
3. Final report including budget expenditures, utilizing form and template included with this application package, and copies of receipts or other appropriate backup documentation.
4. **Any unused funds remaining must be returned to Nevada Public Education Foundation by check.**

Please submit final reports (including check with unused funds) to:

Nevada Public Education Foundation  
ATTN: Grant Final Report  
c/o Nevada Department of Education  
9890 S. Maryland Pkwy #243  
Las Vegas, NV 89183

### **IMPORTANT NOTE:**

**Schools/organizations that do not submit required final reports are ineligible for future funding from Nevada Public Education Foundation.**

## D. AWARD PROCESS

Upon completion of the review, the Nevada Public Education Foundation (NPEF) shall make a formal notice of award. This notice shall be provided, in writing, to all respondents of this grant solicitation. The NPEF reserves the right to revoke this notice of award if it is subsequently found to be in error, or is made on the basis of inaccurate information, or it is otherwise in the best interest of the NPEF to do so.

**Please note: Any changes** to grant implementation plans or budget expenditures after an award is made **MUST BE APPROVED** by Nevada Public Education Foundation.

## E. COMPLAINT AND APPEAL PROCEDURES

A written appeal must be made to the Nevada Public Education Foundation within 10 days of written notification of the grant. The matter will be heard before the NPEF Board of Trustees and referred to the Nevada Department of Education Superintendent for an administrative hearing if necessary. This process may take up to 90 days.

**Nevada A.C.C.E.S.S PROJECT**  
**(Academics + Careers + College and/or Training = Student Success)**

**Application Cover Sheet**

This application is submitted for  
grant period ending December 31, 2009

**Applicant Organization:**

\_\_\_\_\_

**Fiscal Agent:**

\_\_\_\_\_  
(Designated organization responsible for receiving and managing funds)

**Fiscal Manager:**

\_\_\_\_\_  
(Name, position and telephone number of the fiscal manager)

**Address:**

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

**Contact Person:**

\_\_\_\_\_  
(Name and position of contact person)

**Contact Phone/Email (required)**

\_\_\_\_\_  
(Phone number and email address for contact person)

**Address:**

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

**Application Submitted By:**

\_\_\_\_\_  
(Fiscal Agent)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
(Fiscal Agent)

\_\_\_\_\_  
Signature

**Amount of Funds Requested:**

\_\_\_\_\_

**Approximate Number of Students Served:**

\_\_\_\_\_

**Approximate Percentage of Students Served that are Eligible for Free or Reduced Lunch Program (FRL):**

\_\_\_\_\_

# NEVADA PUBLIC EDUCATION FOUNDATION

## ASSURANCES

### Nevada A.C.C.E.S.S. GRANT

These funds have been provided to the Nevada Public Education Foundation to assist schools/partnerships in supporting access to education.

The following assurances must be signed and observed during the term of the grant ending December 31, 2009.

1. The application assures career and college exploration activities that will support access to education.
2. These funds are intended for the education excellence and enhancement of learning for students.
3. Nevada Public Education Foundation members and/or representatives of the donors may visit the school/activity.
4. The grantee understands that Ready for Life® is a registered trademark owned by Nevada Public Education Foundation. If so authorized by NPEF, the grantee will use the Ready for Life trademark in all correspondence and marketing relative to this project, for the term of the grant.
5. Recognition will be given to Nevada Public Education Foundation and the donors (in Northern NV: NPEF, USA Funds, Alcoa Foundation and Nell J. Redfield Foundation; in Rural and Southern NV: NPEF and USA Funds) through a press release and their names will be used on all informational materials.
6. A final report, including an evaluation on the success of the project and a budget summary, will be provided to the Foundation **no later than January 31, 2010**. The grantee will cooperate with a third party evaluation process as part of the grant, if requested.
7. If for any reason the activity is not conducted or funds remain from the activity, these will be returned to the Nevada Public Education Foundation by January 31, 2010.
8. The Nevada Public Education Foundation Allocations Committee must approve modifications in the activity or budget, after the grant award.

Name of Partnership \_\_\_\_\_

\_\_\_\_\_  
Signature of Administrator



**Nevada Public Education Foundation  
Nevada A.C.C.E.S.S. Grant  
BUDGET/EXPENDITURE NARRATIVE**

**For Grant Period Ending Dec. 31, 2009**

Budget Class	Program Function Object Code	Title of Position Purpose of Item	Project Time (FTE)	Quantity	Salary, Rental or Unit Cost	Budgeted	Expended

Agency Representative Signature \_\_\_\_\_

<b>NPEF USE ONLY</b>	
_____	_____
<b>Initial</b>	<b>Date Approved</b>

**Nevada Public Education Foundation**  
**Nevada A.C.C.E.S.S. Grant**  
**BUDGET EXPENDITURE SUMMARY**

Applicant Organization \_\_\_\_\_

OBJECT DESCRIPTION	COMPETITIVE FUNDS	<i><b>TOTAL</b></i>
100 <b>Salaries</b>		
200 <b>Benefits</b>		
300 <b>Purchased Professional Services</b>		
400 <b>Purchased Property Services</b>		
510 Other		
580 Staff Travel		
500 <b>Purchased Services (Total)</b>		
610 General Supplies		
640 Books & Periodicals		
650 Audio/Visual Materials		
660 Instructional Kits		
670 Software		
600 <b>Supplies (Total)</b>		
810 Dues & Fees		
890 Miscellaneous		
800 <b>Other Objects (Total)</b>		
<b>Subtotal: 100-600 &amp; 800</b>		
<b>Indirect Costs Rate _____%</b>	<b>Not Allowed</b>	
710 Other		
730 Equipment	<b>Not Allowed</b>	
700 <b>Property (Total)</b>		
<b>Total</b>		

**NPEF USE ONLY**

Initial \_\_\_\_\_ Date Approved \_\_\_\_\_

**Nevada Public Education Foundation**

**Nevada A.C.C.E.S.S. Grant**

**FINAL REPORTING FORM**

**Recommended Final Report Template** (use additional pages if necessary)

Funded Organization Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount funded: \$ \_\_\_\_\_

Reporting Contact Person: \_\_\_\_\_

Phone, Fax, email: \_\_\_\_\_

Required Reporting Data:

Participating Schools	ES, MS HS or Higher Ed., Etc.	County Served	# of participants	# or % of FRL Students	Ethnic Breakdown	Type of Activity	*Name and type of other participating/partner organizations

Summary of project/activities conducted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note key outcomes for youth: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide quotes, testimonials, or stories of impact that participants made while participating in your NPEF-funded programs:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is your agency a participant in a local Ready for Life collaborative?  Yes  No

If not, are you interested in linking to a local Ready for Life collaborative?  Yes  No

**REMINDER: Submit your Evaluation Report and Final Budget in addition to this reporting form.**

**PLEASE PROVIDE ELECTRONIC PHOTOS of the activity via email to [info@nvpef.org](mailto:info@nvpef.org).**