**Attachment A**

**Superintendent’s Memo No. 014-19**

**January 17, 2019**

# Career and Technical Education Competitive Innovative Program Equipment Grants

**Application Packet  
Due  
March 15, 2019  
to   
  
Office of Career, Technical, and Adult Education**

**Virginia Department of Education  
P. O. Box 2120  
Richmond, Virginia 23218**

**Virginia Department of Education**

**Career and Technical Education**

**Competitive Innovative Program Equipment Grants**

## APPLICATION PACKET

### PART I

1. Provide contact information for the Career and Technical Education administrator.
2. Prepare an abstract (not to exceed two pages) that briefly outlines the need for modern equipment to provide students with classroom experiences that are relevant to the 21st century workplace.
3. Submit a proposed budget for the purchase of equipment.

Submit the completed application packet in a WORD format to the Virginia Department of Education, Office of Career, Technical, and Adult Education, by email at [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov) on or before **March 15, 2019.**

**GRANT ALLOCATION:** The proposed budget application must not exceed $37,500.

The CTE office will notify the grant recipients’ school division superintendent and CTE director of the grant award approval by April 5, 2019.

### PART II: Contact Information

**Virginia Department of Education**

**Career and Technical Education**

**Competitive Innovative Program Equipment Grants**

**Application**

**School Division:**  *Click here to enter text.*

**Name and contact information of Division Superintendent:**

Name: *Click here to enter text.* Title: *Click here to enter text.*

Telephone: *Click here to enter text.* Fax: *Click here to enter text.*

Email: *Click here to enter text.*

**Name and contact information of the CTE Director:**

Name: *Click here to enter text.* Title: *Click here to enter text.*

Telephone: *Click here to enter text.* Fax: *Click here to enter text.*

Email: *Click here to enter text.*

### PART III: Abstract

**Virginia Department of Education**

**Career and Technical Education**

**Competitive Innovative Program Equipment Grants**

**Application**

**DIRECTIONS:** Describe the purpose and how the need for modern equipment will be used to prepare students with classroom experiences that are relevant to the 21st century workplace. Please be concise (limit to two pages).

Click here to enter abstract text.

### PART IV: Proposed Budget

**Virginia Department of Education**

**Career and Technical Education**

**Competitive Innovative Program Equipment Grants**

**Application**

**Name of School Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Division Code\_\_\_\_\_\_\_\_\_\_**

**Name of High School/CTE Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Code\_\_\_\_\_\_\_\_\_\_**

**PROPOSED BUDGET**

| **Budget Categories** | **Total State Funding**  **Requested** | **Optional**  **Local and/or Other Funds** |
| --- | --- | --- |
| OBJECT CODE 8000  ITEM:  Description |  |  |
| OBJECT CODE 8000  ITEM:  Description: |  |  |
| OBJECT CODE 8000  ITEM:  Description: |  |  |
| OBJECT CODE 8000  ITEM:  Description: |  |  |
| **TOTAL** |  |  |

### PART V: Signed Agreement

**Virginia Department of Education**

**Career and Technical Education**

**Competitive Innovative Program Equipment Grants**

**Application**

**STATEMENT OF ASSURANCE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of School Division)

The above named school division agrees to utilize the *Career and Technical Education Competitive Innovative Equipment Grant* to purchase equipment that provides students with classroom experiences that translate to 21st century workforce. The purchase of all equipment will comply with high-demand and fast-growth industry sectors based on data from the Bureau of Labor Statistics and the Virginia Employment Commission.

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Division Superintendent’s Name Division Superintendent’s Signature Date  
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
CTE Director’s Name CTE Director’s Signature Date

**Virginia Department of Education**

**Career and Technical Education**

**Competitive Innovative Program Equipment Grants**

**Application**

**Name of School Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Division Code\_\_\_\_\_\_\_\_\_\_**

Submit to:

Office of Career, Technical, and Adult Education

Virginia Department of Education

P. O. Box 2120

Richmond, VA 23218-2120

Competitive Innovative Program Equipment Grants Application

Email to [CTE@doe.virginia.gov](mailto:CTE@doe.virginia.gov)

by **March 15, 2019**  
Note: Please submit application in WORD format

FOR VDOE USE ONLY

Reviewed on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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