FY13 CTSO Grant Application

Spring 2012
Log in through IWAS
Hello Denise, you last logged in 4/23/2012 1:38:13 PM.

Messages:
- 261 unread Inbox message(s)
- 4 unread Archived message(s)

Require Action:
- 0 Sign-ups pending your approval
- 0 Documents pending your approval
- 0 Feedback messages pending review

We have your email address listed as: dburge@isbe.net
If this is NOT correct, click here to update.

News Items

How to Open and Close Public Schools: ISBE Notification Procedure

Each year some Public School Districts need to open or close schools. Click 'More...' to see the instructions for notifying ISBE about these changes...

More...

Changes in IWAS Administrative Accounts

Many organizations that do electronic business with ISBE have new administrators that officially take effect on July 1...

More...

Public School District Consolidations/Annexations/Convergence and IWAS

If your public school district is going through consolidation or annexation, the information below may be of
Grant will be added to system listing with other CTE programs
Who can access?

• When the system first opens, access will be provided to district administrators automatically
• Other staff will request access through IWAS, either through existing IWAS account or by creating new account
• District administrator will grant permission for district/organization employees
Click “Yes” box to create application
Select “Create New Project”
Application will open to Overview page with general information
Work from left to right, complete all pages

---

### Applicant Information

**Executive Director**

<table>
<thead>
<tr>
<th>Last Name*</th>
<th>First Name*</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address 1*</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address 2</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City*</th>
<th>State*</th>
<th>Zip + 4*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone*</th>
<th>Extension</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Summer Phone</th>
<th>Extension</th>
</tr>
</thead>
</table>

**Fiscal Agent (if different than Executive Director listed above)**

<table>
<thead>
<tr>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address 1</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address 2</th>
</tr>
</thead>
</table>
Asterisks denote required fields

Student Secretary

Last Name

Address 1

Address 2

City

State

Zip +4

Phone

Extension

Fax

Email

Grant Period:

Begin Date: 06/30/2013

End Date: July 1, or the submission date of the original application, whichever is later

Project activities must be complete and expenses must be incurred by June 30. In the rare event that an extension is needed, contact your grant coordinator no later than 30 days prior to the end date.

Applicant Comments:

Use this text area for any needed explanations to ISBE in regard to this program.

*Required field
A sub-tab strip will appear below, Program Specific, Budget Pages, and Assurance Pages

<table>
<thead>
<tr>
<th>Membership Worksheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ☐ How many chapters were affiliated in the 2010-2011 School Year?</td>
</tr>
</tbody>
</table>
| 2. ☐ How many CTSO members in the 2010-2011 School Year met the ISBE funding criteria: *  
  -- enrolled in class in an ISBE-approved career/occupational program  
  -- chapter was supervised by a LEA/staff in the CTSO career/occupational area  
  -- membership form signed by LEA Administrator |
| 3. ☐ How many members in the 2010-2011 school year belonged to the state and national CTSO but did not meet the ISBE funding criteria? |

Check the appropriate reasons for the CTSO members not meeting the funding criteria.

- Graduated seniors
- Junior high/middle level school members
- Elementary level members
- Chapters not advised by appropriate CTSO career area instructor
- Student members not enrolled in the respective CTSO career and technical education program
- National organization or school chapter did not submit the required membership information
- School administrator did not sign the class lists as required by ISBE
- Other (please identify)  

Please upload a copy of the documents listed below using the Browse and Upload buttons. You may upload a single scanned .pdf file or separate individual files for all three documents.

- Chapter Membership Application
- Student Membership Application
- Letter for staff member to serve as advisor

Any uploaded files will display in the space below.
No files have been uploaded.
Membership page requires you to upload required documents.
Enter the name of the path of the file to import or select the **Browse** button to select the file. A window will display, search for the desired file to be imported. Select the file that you wish to import. Press Open.
The name of the file will appear in the Input file area as in the example below. Press the Upload now button.
The uploaded file or files should appear with a checkbox in the box below the Browse area.
If you need to delete the uploaded file, click on the box next to the Uploaded document and click on “Delete Selected Files”.

Please upload a copy of the documents listed below using the Browse and Upload buttons. You may upload a single scanned .pdf file containing documents.
-- Chapter Membership Application
-- Student Membership Application
-- Letter for staff member to serve as advisor

Any uploaded files will display in the space below.

Checked ApplicationSelect.pdf

Provide any necessary comments or explanations related to uploaded files below.

* Required Fields

Save Page
On the Planning and Reporting page, provide an Activity, Expected Outcome, Evaluation description as well as anticipated budget for each activity you plan on addressing.

Planning and Reporting

Quality Components of a Career and Technical Student Organization:
1. Strengthen academic and technical skills
2. Experiences in all aspects of the industry
3. Provides professional development
4. Preparing student for career success
5. Coordinating with standards

Activities to be Funded
Record the activities planned by the CTSO for FY13 which will address improvement of each of the five Quality Components listed above. All Quality Components identified above must be addressed.

Activity Number: 

Check the quality component(s) you are addressing with this activity. Check all that apply.
- [ ] Strengthen academic and technical skills
- [ ] Experiences in all aspects of the industry
- [ ] Provides professional development
- [ ] Preparing student for career success
- [ ] Coordinating with standards

Activity: Describe grant activity to be conducted (limited to 1,000 characters).

(0 of 1000 maximum characters used)

Expected Outcome: Describe the expected outcome(s) for the activity above (limited to 1,000 characters).

(0 of 1000 maximum characters used)

Evaluation: Describe how the activity will be evaluated to improve the quality component(s) identified (limited to 1,000 characters).

(0 of 1000 maximum characters used)

Anticipated budget for this activity:

The Additional Entries button will open another complete set of fields to describe another activity.
Each of the five components listed on the Progress Report page requires an outcome description.

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Academic and technical skills*</td>
<td>(0 of 5000 maximum characters used)</td>
</tr>
<tr>
<td>2. Experiences in all aspects of the industry*</td>
<td>(0 of 5000 maximum characters used)</td>
</tr>
<tr>
<td>3. Professional development*</td>
<td>(0 of 5000 maximum characters used)</td>
</tr>
</tbody>
</table>
Budget Detail page must be completed; use a separate line for each proposed expenditure.
Additional lines may be added as needed; total allotment and allotment remaining are displayed for your convenience.

Itemize and explain each expenditure amount that appears on the Budget Summary. Provide a complete breakdown of eligible employee benefits. Federal Funds: If teacher's retirement is not budgeted, indicate how it will be paid. Click on the "Create Additional Entries" button to enter additional information.

**Description of Function Codes and Object Codes**

<table>
<thead>
<tr>
<th>Function Code</th>
<th>Object Code</th>
<th>Expenditure Description and Itemization</th>
<th>StuOrg:3270 Funds</th>
<th>Delete Row</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

*Create Additional Entries*

**Total Direct Costs** 0
- Capital Outlay Costs 0
- Allowable Direct Costs 0
- Indirect Cost Rate % 0.00
- Maximum Indirect Cost 0

Indirect Cost 0

**Total Allotment** 20321

**Allotment Remaining** 20321

*If expenditures are budgeted in functions 2520, 2570, 2640, or 2660, the indirect cost rate cannot be used.*
Here's an example of a page that was saved, but there was a remaining allotment. If you leave this page before entering expenditures totaling the allotment, the page will not save. You must have a “0” Allotment remaining.

<table>
<thead>
<tr>
<th>Function Code</th>
<th>Object Code</th>
<th>Expenditure Description and Itemization</th>
<th>Delete Row</th>
</tr>
</thead>
<tbody>
<tr>
<td>2300</td>
<td>100</td>
<td>Test</td>
<td>20000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Allotment:** 20321

**Total Direct Costs:** 20000

**Capital Outlay Costs:** 0

**Allowable Direct Costs:** 20000

**Indirect Cost Rate %:** 0.00

**Maximum Indirect Cost:** 0
This page summarizes the budget detail and displays function/object totals.

<table>
<thead>
<tr>
<th>LINE</th>
<th>FUNCTION</th>
<th>EXPENDITURE ACCOUNTING</th>
<th>SALARIES 100</th>
<th>EMPLOYEE BENEFITS 200</th>
<th>PURCHASED SERVICES 300</th>
<th>SUPPLIES &amp; MATERIALS 400</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>General Administration</td>
<td></td>
<td>20,321</td>
<td></td>
<td></td>
<td></td>
<td>20,321</td>
</tr>
<tr>
<td>1</td>
<td>Total Direct Costs</td>
<td></td>
<td>20,321</td>
<td></td>
<td></td>
<td></td>
<td>20,321</td>
</tr>
<tr>
<td>2</td>
<td>Approved Indirect Costs X 0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Total Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20,321</td>
</tr>
</tbody>
</table>
Request payments in the months in which you expect to incur the expense

<table>
<thead>
<tr>
<th>Month</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>0</td>
</tr>
<tr>
<td>August</td>
<td>0</td>
</tr>
<tr>
<td>September</td>
<td>0</td>
</tr>
<tr>
<td>October</td>
<td>0</td>
</tr>
<tr>
<td>November</td>
<td>0</td>
</tr>
<tr>
<td>December</td>
<td>0</td>
</tr>
<tr>
<td>January</td>
<td>0</td>
</tr>
<tr>
<td>February</td>
<td>0</td>
</tr>
<tr>
<td>March</td>
<td>0</td>
</tr>
<tr>
<td>April</td>
<td>0</td>
</tr>
<tr>
<td>May</td>
<td>0</td>
</tr>
<tr>
<td>June</td>
<td>0</td>
</tr>
<tr>
<td>Total $</td>
<td>20321</td>
</tr>
</tbody>
</table>

An authorized user must save this page prior to Application Submission.
Only the district administrator can sign assurances by checking the box and saving the page.
District Administrator can sign off on assurances

<table>
<thead>
<tr>
<th>Overview</th>
<th>Applicant Information</th>
<th>Program Specific</th>
<th>Progress Report</th>
<th>Budget Pages</th>
<th>Assurance Pages</th>
<th>Submit</th>
<th>Application History</th>
<th>Page Limit Control</th>
<th>Application Print</th>
</tr>
</thead>
</table>

Assurances

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Certifications, Assurances and Standard Terms of the Grant hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so.

NOTE: These boxes will be automatically filled in as each of the separate certifications/assurances are read and completed.

- Assurances for Career and Technical Student Organizations
- Certifications and Assurances, and Standard Terms of the Grant

Signature of School District Superintendent / Agency Administrator
Signature of Board-Certified Delegated Authority for the School District Superintendent

Organization Approves
Consistency Check catches any errors or omissions in the grant before submitting for review.

Assurances must be reviewed and approved by your Local IWAS Administrator before you can submit your application.

Consistency Check  Lock Application  Unlock Application
Any errors or omissions in the grant will trigger red error messages at the top of the page.
After successfully completing all required fields, and running the Consistency Check, the “Submit to ISBE” button appears.

Attention!

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in each tab of this application shall constitute the grant agreement between the Illinois State Board of Education for the use of the funds described in the “Budget Detail” tab. This grant agreement shall be deemed to be entered into when the application has been submitted. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, regarding the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized on behalf of the applicant, and otherwise to act as the authorized representative of the applicant in connection with this grant agreement. This grant agreement may not be amended without approval from the State Board of Education. By hitting “Submit,” this grant agreement shall be deemed to be executed on behalf of the applicant.

Assurances were agreed on: 4/23/2012
Consistency Check was run on: 4/23/2012
District Data Entry
Business Manager
District Administrator
ISBE Program Administrator

Submit to ISBE
Processing Steps

• Once IWAS access has been obtained, applicants will create and complete application pages
• Applicant will run Consistency Check to catch any errors or omissions
• District administrator will sign assurances and submit to ISBE
• ISBE staff will review application and note any concerns or questions on a Review Checklist
Processing Steps - Continued

- If application is correct as submitted, ISBE reviewer will approve.
- Budget and payment schedule will be sent to FRIS so that payments can be vouchered as requested via the payment schedule.
- If application needs revisions or additions as noted on the Review Checklist, ISBE will return for changes.
Processing Steps - Continued

• IWAS e-mail notifications will be sent to district administrator and any other staff whose name appears on the Application History page when the application is either approved or returned for changes.

• Internal communication within the district or applicant organization is crucial for tracking application status, revising and/or resubmitting.
Processing Steps - Continued

• Once an application has been approved, any further changes must be requested through the amendment process.
• Accessing the grant through IWAS, the applicant will select the Career & Technical Ed. – Student Organizations system, select the current approved application, and click on the Create Amendment button.
• The original application will be copied into the amendment, and only those fields/pages that require revision need be addressed.
History will display once application has been submitted, returned for changes and/or approved
Once an application’s Consistency check is ran and the application is submitted to ISBE, the pages are locked.
Applicants can print one page at a time or the entire application using this page.