



Career and Technical Student Organization (CTSO) Grants Overview

May 2026

ISBE Career and Technical Education (CTE) Staff

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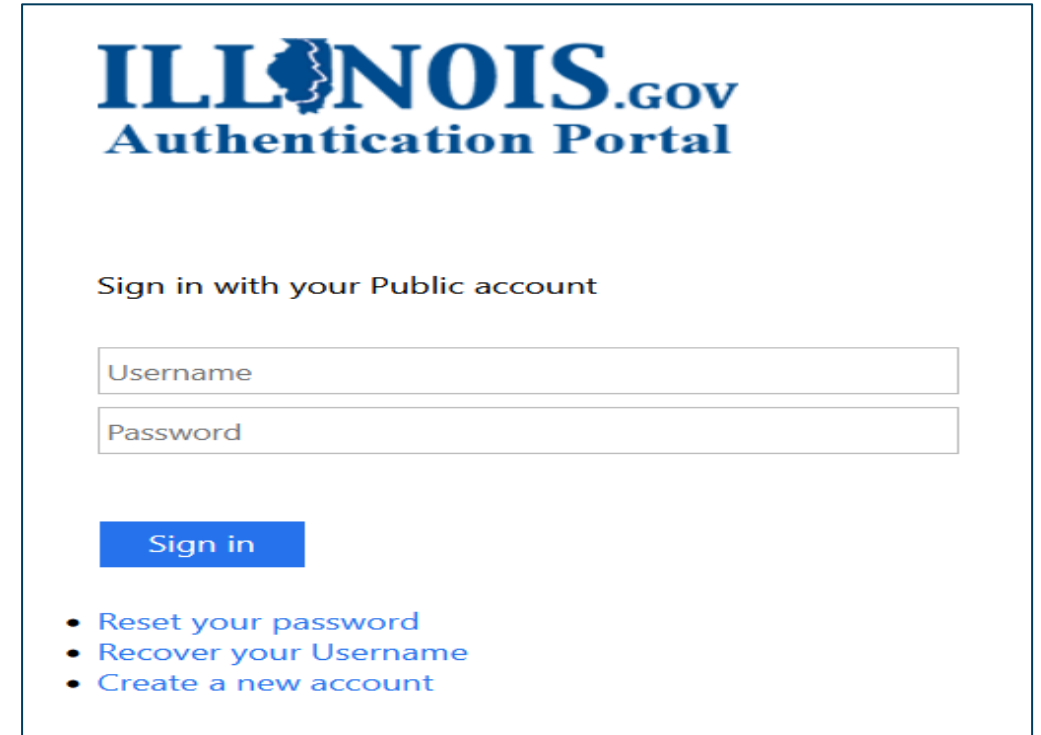
cte@isbe.net

GATA Information

- Grant Accountability and Transparency ([GATA](#))
 - Overview Page - <https://www.isbe.net/Pages/Grants-Administration.aspx>
 - [Prequalification](#) is required for grant access. This includes the registration and fiscal risk assessment ICQ.
 - Renewal of numbers required (notice upon expiration).
 - Programmatic risk assessment will be part of the grant application and must be completed prior to approval.
 - [Risk Conditions](#)
 - Questions – gata@isbe.net

GATA Registration Process

- [GATA website portal](#)
 - Main Menu
 - Pre-Qualification Status
 - ICQ
 - Grantee Portal Access
 - Organization Contacts
 - FEIN Relation



The screenshot shows the login interface for the ILLINOIS.gov Authentication Portal. At the top is the logo with the text "ILLINOIS.gov" and "Authentication Portal" below it. The main heading is "Sign in with your Public account". Below this are two input fields: "Username" and "Password". A blue "Sign in" button is positioned below the password field. At the bottom, there are three links: "Reset your password", "Recover your Username", and "Create a new account".

Career & Technical Ed. – Student Organizations Grant

- IWAS
- System Listings
 - Career & Technical Ed. - Student Organizations
 - Create New Application

Career & Technical Ed. – Student Organizations

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
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- **Application - Main Tab Structure**

- Overview
- Applicant Information
- Amendments
- Program Specifics
- Budget Pages
- Program Risk Assessment
- GATA Pages
- Exhibits and Program Information
- Assurance Pages
- Submit
- Application History
- Page-Lock Control
- Application Print

Applicant Information Tab

<u>Overview</u>	<u>Applicant Information</u>	<u>Amendments</u>	<u>Program Specific</u>	<u>Budget Pages</u>	<u>Program Risk Assessment</u>	<u>GATA Pages</u>	<u>Exhibits and Program Information</u>	<u>Assurance Pages</u>	<u>Submit</u>	<u>Application History</u>	<u>Page Lock Control</u>	<u>Application Print</u>
Applicant Information												<u>Instructions</u>

- Instructions link - <https://www.isbe.net/FTPFiles/2022-StuOrgInst.pdf>
- Complete Program Contact Information
- Budget Contact Information
- Student President Information
- Student Secretary Information
- Select the area affected by the project
- Activity Period
- Grant End Date
- Applicant Comments
 - Use the text area for any needed explanations to ISBE in regard to this program.

Click Instructions tab on each webpage for details

Amendments Tab

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Amendments												
Instructions												

- Instructions link - <https://www.isbe.net/FTPFiles/2022-StuOrgInst.pdf>
- If this is an Original application, you still need to respond to the first question, save the page, and continue completing your application.
- For any grant changes, use this page to report **Amendment** details.
- **Grant Changes Text Box**
 - Use this text box to provide a brief description of changes, including the function/object codes which have been amended.
 - Amendments are required when there is a variance in Object total of 10% or 1,000 whichever is greater.

Program Specific Tab – Uploads

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Uploads						Planning						

Membership Uploads[Click for Instructions](#)

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

No file selected.

Any uploaded files will display in the space below. NOTE: The PDF file size may not exceed 10MB or the upload will fail.

- **Membership Uploads**

- Click on Browse to select and upload files (pdf).
- Maximum size file up to 10 MB.

- **Text Box**

- Use this text box to provide any necessary comments or explanations related to uploaded file.
- # of chapter for previous school year.
- # of CTSO members for previous school year.
- # of CTSO members not meeting ISBE criteria.

Program Specific Tab – Planning Tab

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Uploads							Planning					
Planning												
Quality Components of a Career and Technical Student Organization: 1. Enhancing student learning through contextual instruction; 2. Student leadership and student personal development; and 3. Applied learning and real-world application via CTSO activities, programs and competitive events.												
Activities to be Funded:												

[Click for Instructions](#)

- Instructions link - <https://www.isbe.net/FTPFiles/2022-StuOrgInst.pdf>
- **Activity #1:** Record the activities planned by the CTSO for FY 2026 which will address improvement to student learning through contextual instruction.
 - **Activities:** Describe grant activities to be conducted.
 - **Expected Outcome:** Describe the expected outcomes or goals for these activities.
 - **Evaluation:** Describe how the activities will be evaluated and measured to improve the quality components identified.

Program Specific Tab – Planning Tab (cont.)

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Uploads						Planning						
Planning												
Click for Instructions												
Quality Components of a Career and Technical Student Organization: 1. Enhancing student learning through contextual instruction; 2. Student leadership and student personal development; and 3. Applied learning and real-world application via CTSO activities, programs and competitive events.												
Activities to be Funded:												

- **Activity #2:** Record the activities planned by the CTSO for FY 2026 which will address student leadership and student personal development.
 - **Activities:** Describe grant activities to be conducted.
 - **Expected Outcome:** Describe the expected outcomes or goals for these activities.
 - **Evaluation:** Describe how the activities will be evaluated and measured to improve the quality components identified.

Program Specific Tab – Planning Tab (continued)

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Uploads						Planning						
Planning												
Click for Instructions												
Quality Components of a Career and Technical Student Organization: 1. Enhancing student learning through contextual instruction; 2. Student leadership and student personal development; and 3. Applied learning and real-world application via CTSO activities, programs and competitive events.												
Activities to be Funded:												

- **Activity #3:** Record the activities planned by the CTSO for FY 2026 which will address applied learning and real-world application via CTSO activities, programs and competitive events.
 - **Activities:** Describe grant activities to be conducted.
 - **Expected Outcome:** Describe the expected outcomes or goals for these activities.
 - **Evaluation:** Describe how the activities will be evaluated and measured to improve the quality components identified.

Budget Pages – Indirect Cost Calculation Tab

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Indirect Cost Calculation				Cost Sharing		Budget Detail		Budget		Payment Schedule		
Indirect Cost Calculation											Instructions	

- Refer to
 - Indirect Cost Calculation Instruction Page - <https://www.isbe.net/FTPFiles/2026-ICRCalcUnrestricted.pdf>
 - State and Federal Grant Administration Policy, Fiscal Requirements, and Procedures Handbook - https://www.isbe.net/Documents/fiscal_procedure_handbk.pdf

Budget Pages – Cost Sharing Tab

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Indirect Cost Calculation				Cost Sharing		Budget Detail		Budget		Payment Schedule		

Cost Sharing

Cost sharing is the portion of project costs not paid by federal or state grant funds or contributions, unless authorized by federal or state statute. This term includes matching, which refers to required levels of cost sharing that must be provided ([2 CFR 200.306](#)).

Grantees funded in programs with a cost sharing requirement must 1) click "Yes," 2) complete the cost sharing information, 3) click "Calculate Totals," and 4) click "Save Page." Grantees in programs that do not have a cost sharing requirement should 1) click "No," then 2) click "Save Page."

- **Cost Sharing**
 - Yes or No

Budget Pages – Budget Detail Tab

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Indirect Cost Calculation				Cost Sharing		Budget Detail		Budget		Payment Schedule		

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., \$2536) [Instructions](#)

Itemize and explain each expenditure amount that appears on the Budget Summary. Provide a complete breakdown of eligible employee benefits. Federal Funds: Please review the Instructions link for details that apply to your specific grant regarding the Teachers' Retirement System (TRS). Contact your program consultant with any additional questions you may have regarding TRS contributions. Click on the "Create Additional Entries" button to enter additional information.

[Description of Function Codes and Object Codes](#)

Function Code	Object Code	Exclude from MTDC**	Expenditure Description and Itemization	StuOrg-3270 Funds	Delete Row
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• Budget Detail

- Instructions Page - <https://www.isbe.net/FTPFiles/2022-StuOrgInst.pdf>
- Itemize and explain each expenditure amount that appears on the Budget Summary.
- Provide a complete breakdown of eligible employee benefits.
- Be specific in descriptions & breakout dollar amounts.

Budget Pages – Budget Tab

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Indirect Cost Calculation				Cost Sharing		Budget Detail		Budget		Payment Schedule		
Budget (Read Only)												Instructions
LINE	FUNCTION	EXPENDITURE ACCOUNTING			SALARIES 100	EMPLOYEE BENEFITS 200		PURCHASED SERVICES 300		SUPPLIES & MATERIALS 400		TOTAL

- Budget**

- Instructions link - <https://www.isbe.net/FTPFiles/2022-Budget.pdf>
- Itemize and explain each expenditure amount that appears on the Budget Summary.
- Provide a complete breakdown of eligible employee benefits.

Budget Pages – Payment Schedule Tab

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Indirect Cost Calculation				Cost Sharing		Budget Detail		Budget		Payment Schedule		

Payment Schedule

[Instructions](#)

An authorized user must save this page prior to Application Submission.

Month	Payment Amount
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- **Payment Schedule**
 - Instructions link - <https://www.isbe.net/FTPFiles/2022-PaymentSched.pdf>
 - In accordance with Federal regulations, payments should be requested to meet actual monthly cash needs of the project. All payments requests should be based on the projected date of expenditure.

Program Risk Assessment Page – PRA-ISBE Specific

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
PRA - ISBE Specific												
ISBE portion of Program Risk Assessment												
Responses are reflective of specific grant program.												

- **PRA- ISBE Specific**
 - Responses are reflective of specific grant program.
 - Quality of Management System
 - History of Performance
 - Reports and findings from audits performed
 - Applicant’s ability to effectively implement statutory, regulatory, or other requirements
 - Agency Specific Questions

GATA Pages – Notice of State Award (NOSA) Tab

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print	
Notice Of State Award							Uniform Grant Agreement						
NOSA Grant Information					ICQ Conditions			Program Risk Conditions				Prequalification Status	
Notice of State Award													

- **NOSA Grant Information, ICQ Conditions, Program Risk Conditions, and Prequalification Status tabs**
 - Read and verify all information for accuracy in each tab.
 - Review and check boxes accordingly.

GATA Pages – Uniform Grant Agreement (UGA) Tab

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Notice Of State Award							Uniform Grant Agreement					
UGA Overview	UGA Parts One, Two, and Three						Exhibits	UGA Summary				

- **UGA Overview, UGA Parts One, Two, and Three, Exhibits, UGA Summary tabs**
 - Read and verify all information for accuracy in each tab.
 - Review and check boxes accordingly.

Exhibits and Program Information Page

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Exhibits and Program Information												
Use the appropriate link below to access the correct set of Exhibits and program information for your project. Review the information and confirm that you have read the attachment and understand the contents. Career and Technical Student Organizations Illinois Coordinating Council Career and Technical Student Organizations												

- There are two options (select one only):
 - Career and Technical Student Organization (CTSO)
 - Click this for all CTSOs
 - CTSO Exhibits link - <https://www.isbe.net/FTPFiles/2026-CTSOExhibits.pdf>
 - Illinois Coordinating Council Career and Technical Student Organizations (ICCCTSO)
 - Click this for ICCCTSO
 - ICCCTSO Exhibits link - <https://www.isbe.net/FTPFiles/2026-ICCCTSOExhibits.pdf>

Assurance Pages

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Program Assurances			State Assurances			GATA Assurances			Assurances			

- **Program Assurances, State Assurances, GATA Assurances, and Assurance tabs**
 - Instructions link - <https://www.isbe.net/FTPFiles/2022-Assure.pdf>
 - Read all information in each tab.
 - Review and sign electronically.

Submit Page

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Instructions												

- **Submit**

- Instructions link - <https://www.isbe.net/FTPFiles/2022-Approval.pdf>
- Run Consistency Check
- Review
- Submit

Application History Page

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
Application History(Read Only)												Instructions

- **Application History**

- Read Only
- Instructions link - <https://www.isbe.net/FTPFiles/2022-ApplicHistory.pdf>

Page Lock Control Page

Overview	Applicant Information	Amendments	Program Specific	Budget Pages	Program Risk Assessment	GATA Pages	Exhibits and Program Information	Assurance Pages	Submit	Application History	Page Lock Control	Application Print
The application has been approved. No more updates will be saved for the application.												
Page Review Status Instructions												

- **Page Review Status**

- Instructions link - <https://www.isbe.net/FTPFiles/2022-PgLock.pdf>
- Only unlock the page you want to go back and change

Helpful Tips

- Review the 'Review Checklist' prior to completing the application so you know what your reviewer will be looking for.
- Do not use special characters in any text boxes, such as '&'
- Be sure to save each page as you go.
- Provide justifications as applicable.
- Provide timely returns on grant applications, amendments, & quarterly expenditure reports.
- Practice good communication & participate in applicable trainings/meetings.
- Turn around time on approval, typically 15 days.

thank you