

APPLICATION

FOR

KnowHow2GO Connecticut Post Secondary Access and Success Grant

In Cooperation with:

African American Affairs Commission (AAAC)

2009-2010

The purpose of this grant is to support economically disadvantaged and/or first-generation students to gain access to and succeed -- academically, socially and financially -- in post secondary education.

Applications Due: November 17, 2009

Informational Session: Monday, November 2, 2009 – Legislative Office Building, 300 Capitol Ave., Hartford, CT 06106 - 3 PM – 4 PM Room 1B

(Attendance is encouraged)

Published: October, 2009

The State of Connecticut African-American Affairs Commission (AAAC) is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the African-American Affairs Commission nondiscrimination policies should be directed to the Office of Joint Committee on Legislative Management, 300 Capitol Ave., Room 5100, Hartford, Connecticut, 06106 (860)-240-0100.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYEE

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Section	I	Purpose
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The purpose of this grant is to *support* economically disadvantaged and/or first-generation students to gain access to and succeed -- academically, socially and financially -- in post-secondary education. The long range purpose is to help increase the number of adults with a college degree from 28% to 60% by the year 2025.

Section	II	Background
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It is acknowledged that not all Connecticut high school graduates are college ready and many lack sufficient reading, writing and mathematics skills required to be successful in post-secondary education. Connecticut has one of the largest achievement gaps between white and minority students in the country. Today only one-fourth of Connecticut's ninth graders go on to complete their bachelor's degree program. In addition, Connecticut's retention and graduate rates in higher education are poor especially for the underrepresented groups.

This grant title is based on the ongoing work of the KnowHow2GoConnecticut Network (www.KnowHow2GoCT.org) that is part of the national network of KnowHow2Go, created under the leadership of the Lumina Foundation to enhance the efforts of many people and institutions to, in turn, increase access to higher education by minority, first generation, economically disadvantaged and other challenged youth. For two and a half years the Connecticut project has built a statewide partnership of several state agencies and private sector educational advocates to promote the KnowHow2Go approach, through its recognized web site, and through related planning and advocacy.

Organizations awarded grants under this supplementary initiative will be expected to participate in the KnowHow2GoConnecticut Network, to share their student data with the Network and to add their insights to the perspective and strategies that influence the broader, statewide goals.

Section	III	Eligibility
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To be eligible for a grant, each applicant must be either a non-profit, *tax-exempt*, community-based organization, or a school or college, serving the target population or their immediate families.

Section	IV	Funding
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There is \$31,700 available in the first year to fund academic, social and financial support activities. This funding is to be used to supplement not supplant existing program funds. Grants will be awarded competitively with a maximum grant of \$5,000. *All awards are subject to the availability of funds.*

Section	V	Allowable Costs
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This grant encourages grantees to implement strategies that will benefit students in need of academic, social and financial support in accessing post secondary education opportunities and successful graduation.

Activities that may be funded through this grant include, **but are not limited to:**

- before and after-school programs
- parent activities
- test preparation programs
- enrichment programs
- campus support retention services
- mentoring services
- supplemental reading and/or mathematics programs
- tutorial services
- participation in KnowHow2GoConnecticut
- increase college graduation rate

Allowable costs for this grant, in support of academic and social support activities such as those listed above:

- direct student support and services; and
- instructional supplies and materials

Costs may be approved if they support the purpose of the grant and target population served. All budgeted expenses must clearly support the proposed strategies.

Both budget and program revisions must be pre-approved by the AAAC at 30 days prior to the end of the grant award.

Section	VI	Grant Period
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It is anticipated that the grant period will begin January 1, 2010, and conclude by July 31, 2010. Status reports are due on April 16, 2010 and August 15, 2010. *Grantees must not assume automatic renewal of their grant in the second year. Continued funding is dependent upon available funds, successful site reviews, submission of acceptable and complete interim and final reports and other factors affecting the quality or delivery of services.*

Section	VII	Submission Requirements
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A completed application, the content and format of which appears in the grant, **IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL**, must be emailed (only) and received by **3:00 p.m. on November 17, 2009**. **EXTENSIONS WILL NOT BE GRANTED**. Facsimile copies of the application will not be accepted.

An electronic submission (email) must be submitted to glenn.cassis@cga.ct.gov by **3:00 p.m. on November 17, 2009**. Call 860-240-0258 for questions on submission process.

Section	VIII	Review of Proposals and Grant Awards
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Funds will be awarded to approved *applicants* as determined and described in Section IV, provided the applicant's proposal meets the criteria described in this grant application. We reserve the right to request additional information from applicants prior to making the award, including information about both program and cost effectiveness. *All awards are subject to the availability of funds.*

Section	IX	Freedom of Information Act
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All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act, Conn. Gen. Stat. Section 1-200 *et seq.* The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

Section	X	Management Control of the Program and Grant Consultation Role of AAAC Personnel
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The grantee has complete management control of this grant.

Section	XI	Timeline
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Mon., October 26, 2009	Release Date
Mon. November 2, 2009	Information Session – Legislative Office Building, 300 Capitol Ave., Hartford 06106, Room 1 B from 3 PM – 4 PM
Tue., November 17, 2009 (3 PM)	Applications Due
Fri., December 18, 2009	Grant Award Notification
Fri., April 16, 2010	Interim program report
Fri., August 13, 2010	Final program report

Know How 2 GO
Connecticut

Post Secondary Access and Success

Application Packet

COVER PAGE

Know How 2 GO Connecticut Post Secondary Access and Success

**African American Affairs Commission
Hartford, Connecticut**

GRANT APPLICATION FY 2009-10

Name of Applicant	
Contact Person's Name and Title	
Address	
Phone	
Fax	
E-mail	
Funds Requested	
Name of CEO	

I hereby certify that the information contained in this application is true and accurate to the best of my knowledge and belief. Signature:	Date
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Program Narrative (5 Page Maximum)

1. Describe your organization's mission and goals.

2. Describe the need to be addressed with this funding. How did you determine there was a need in this area?

3. Describe the strategy to be implemented, including the research base to support the strategy or other evidence of effectiveness. How will your project contribute to increasing the number of college graduates? How will your project connect to and support KnowHow2GoConnecticut? Please include a timeline for implementation and a description of the population to be served.

4. What is your intended outcome?

5. How and when will you measure progress towards this outcome?

GRANTEE NAME:

GRANT TITLE: Know How 2 Go Connecticut Post Secondary Access and Success

PROJECT TITLE:

GRANT PERIOD: 01-01-10 to 07-31-10

REQUESTED AMOUNT: \$

	DESCRIPTIONS	BUDGET AMOUNT
	Materials and Supplies	
	Travel	
	Meetings	
	Direct Student Support Services	
	Other	
	TOTAL	

BUDGET NARRATIVE

	OBJECT DESCRIPTION	AMOUNT
	Materials and Supplies	
	Travel	
	Meetings	
	Direct Student Support Services	
	Other	
	TOTAL AMOUNT	

STATEMENT OF ASSURANCES
(Only submit if proposal is approved and funds awarded)

PROJECT TITLE: _____

THE APPLICANT _____ **HEREBY ASSURES THAT:**
(Insert Agency/School Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- E. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- F. The applicant will submit a final project report by deadline noted in the grant;
- G. African American Affairs Commission reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- H. The grant award is subject to approval of the African American Affairs Commission and availability funds.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Signature _____

Name (typed) _____

Title (typed) _____

Date _____

(THIS DOCUMENT MAY BE FAXED OR DELIVERED IF PROPOSAL IS AWARDED)

APPENDIX B

Know How 2 GO Connecticut Post Secondary Access and Success Status Report

Instructions: Use this form to report on the status of your grant. Provide information on the following:

- Implementation of strategies
- Progress of students
- Expenditures to date
- Projected expenditures through end of grant year (mid-year report only)

Reports should relate directly to the program narrative and budget provided in the grant application.

The mid-year report is due on April 16, 2010, and the final report is due on August 13, 2010.

Definitions:

- **Description of Strategy:** Describe the strategy implemented with the funds. Include whether this is a district-wide strategy or a school-based strategy and the grade levels served.
- **Implementation to Date:** Describe the services/activities provided as of the date of this report, including the number of students/staff/family members/others served by grade level.
- **Progress Towards Intended Outcome:** Provide data indicating progress towards the intended outcome described in your application.
- **Method of Measuring Progress:** Describe how such progress was measured.

Description of Strategy	Implementation to Date	Progress Towards Intended Outcome	Method of Measuring Progress

Additional Comments:

Definitions:

- **Budgeted Amount:** Amount budgeted for the budget code per approved budget.
- **Expended:** Amount expended per budget code through the date of this report.
- **Projected Expenditures:** Amount that you expect to spend by the end of the grant year per budget code, including funds already expended.
- **Timeline for Projected Expenditures:** Describe how you will ensure that all remaining funds are expended by the end of the grant year.

	Budget Object	Budgeted Amount	Expended	Projected Expenditures
	Materials and Supplies			
	Travel			
	Meetings			
	Direct Student Support Services			
	Other			
	TOTAL AMOUNT			

Timeline for Projected Expenditures:

Mail or hand deliver report to:

Glenn Cassis
Executive Director
African-American Affairs Commission
210 Capitol Ave. – Room 509
Hartford, CT 06106
860-240-8444 (Fax)

An electronic copy of the report must be submitted to Glenn Cassis at glenn.cassis@cga.ct.gov.

Appendix B is to be used if grant is awarded