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# Concurrent Enrollment Grant Program

Fiscal Year 2025 Proposal Narrative Template

Minnesota Statutes 136A.91

## Important Dates

Proposal Available: November 27, 2024

Technical Question Deadline: December 18, 2024

**Proposal Submission Deadline EXTENDED: January 13, 2025 at 4:00 p.m. central time**

**Award Notice to Applicants: February 05, 2025**

**Mandatory Grantee Orientation: March 03, 2025**

Project Period: March 2025 – June 30, 2026

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## Contact

### **Grace Ferdinandt**

State Program Administrator

Tel: 651-259-3926

[Grace.Ferdinandt@state.mn.us](mailto:Grace.Ferdinandt@state.mn.us)

## Proposal Narrative Parameters

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The proposal narrative (PDF format) is emailed to State Program Administrator, Grace Ferdinandt at [grace.ferdinandt@state.mn.us](mailto:grace.ferdinandt@state.mn.us). **This form is fillable.**

1. Need and Significance of Project **(25 Points)**:
  - a. Identifies how high school student or school need shapes the course development or program expansion request
  - b. Documents how course or program implementation will meet high school student or school need
  - c. Identifies how course or program implementation will meet larger community need
  - d. Addresses the overall goal of providing rigorous postsecondary coursework for high school students
  - e. If applicable, documents how the program is at capacity and how the grant would allow for program expansion
2. Quality of Project Design **(25 Points)**:
  - a. Goals, objectives, activities, and outcomes to be achieved are clearly specified and measurable
  - b. Project will complement and coordinate with other concurrent enrollment programming
  - c. Timeline and milestones for accomplishing tasks are clearly defined and achievable
  - d. Staff size, time commitment, and responsibilities are clearly defined and are appropriate for the project
3. Commitment to Equitable Access, Outreach, Recruitment, and Student Support **(25 Points)**:
  - a. Postsecondary institution and high school create a recruitment plan that targets traditionally underrepresented participants in concurrent enrollment program to achieve course enrollment that reflects the diversity of the school community
  - b. High schools identify all students who are eligible to participate and actively promote concurrent enrollment course offerings to students and families
  - c. Students are informed about how concurrent enrollment selection decisions are made (including the appeal process), course rigor, applicability to their intended career pathway, and impact to their transcripts
  - d. Enrollment materials requiring parental signature/consent are translated into languages other than English
  - e. Concurrent enrollment student supports leverage postsecondary staff, faculty, students, and/or resources that are available to all students on a postsecondary campus
  - f. Pedagogies are culturally relevant and encourage student development
4. Quality of Project Evaluation **(10 Points)**:
  - a. Course or program evaluation provides a rigorous assessment of the student outcomes for each course developed
  - b. Course/program is aligned with postsecondary offerings
  - c. Student feedback is incorporated into the course/program evaluation
5. Quality of Personnel, Resources, and Management **(5 Points)**:
  - a. Qualifications, training, and experience of key personnel are appropriate for their assignments
  - b. Resources are adequate to meet project's goals and objectives

- c. Adequacy of the management plan to achieve the proposed project on time and within budget
- d. Project timeline and milestones for accomplishing tasks are clearly defined

# Proposal Narrative Coversheet

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Project Title: \_\_\_\_\_

Applicant Authorized Official (administers proposal process): \_\_\_\_\_

Applicant Authorized Official Title: \_\_\_\_\_

Applicant Authorized Official Email Address: \_\_\_\_\_

Applicant Authorized Official Phone Number: \_\_\_\_\_

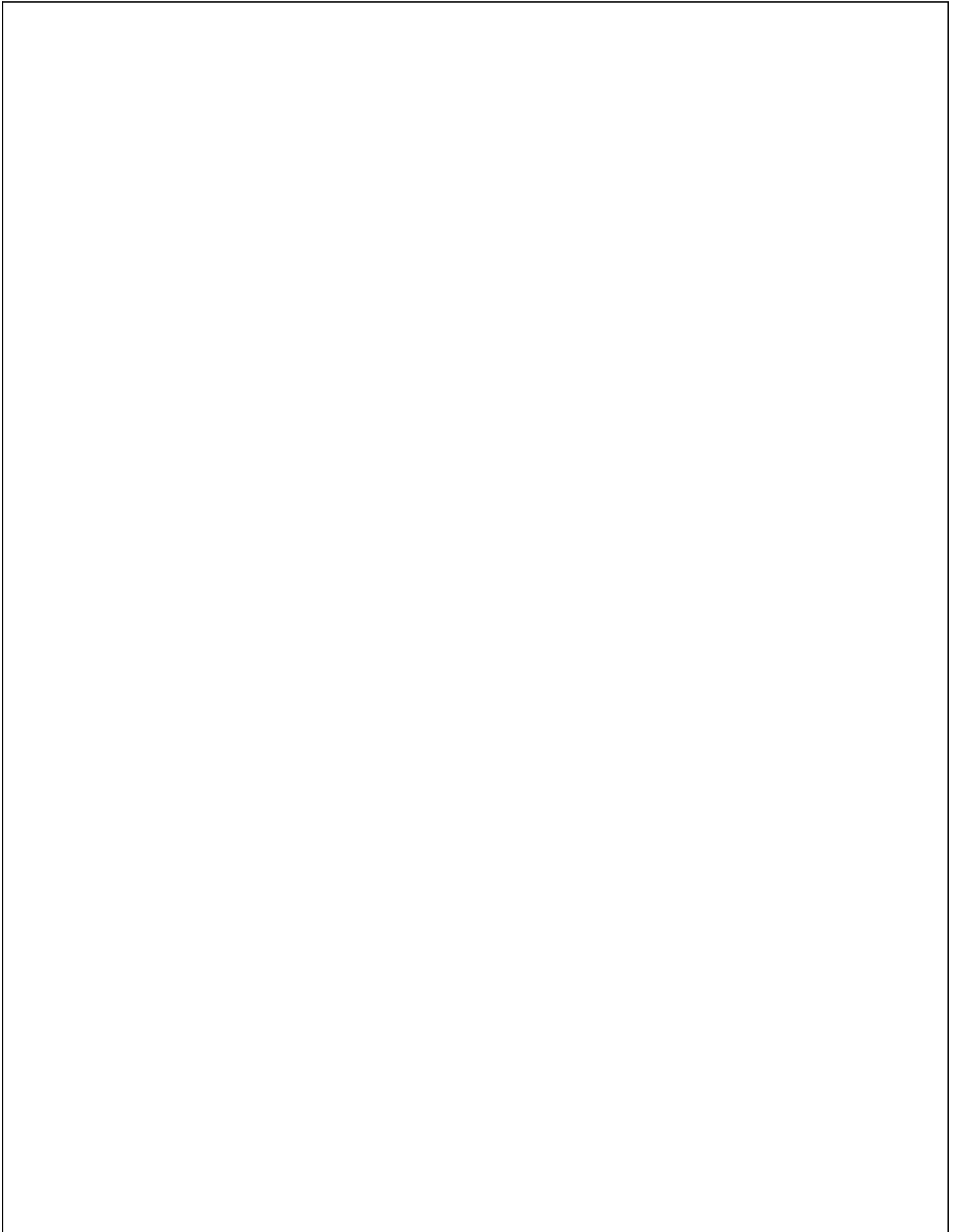
Postsecondary Institution (Applicant): \_\_\_\_\_

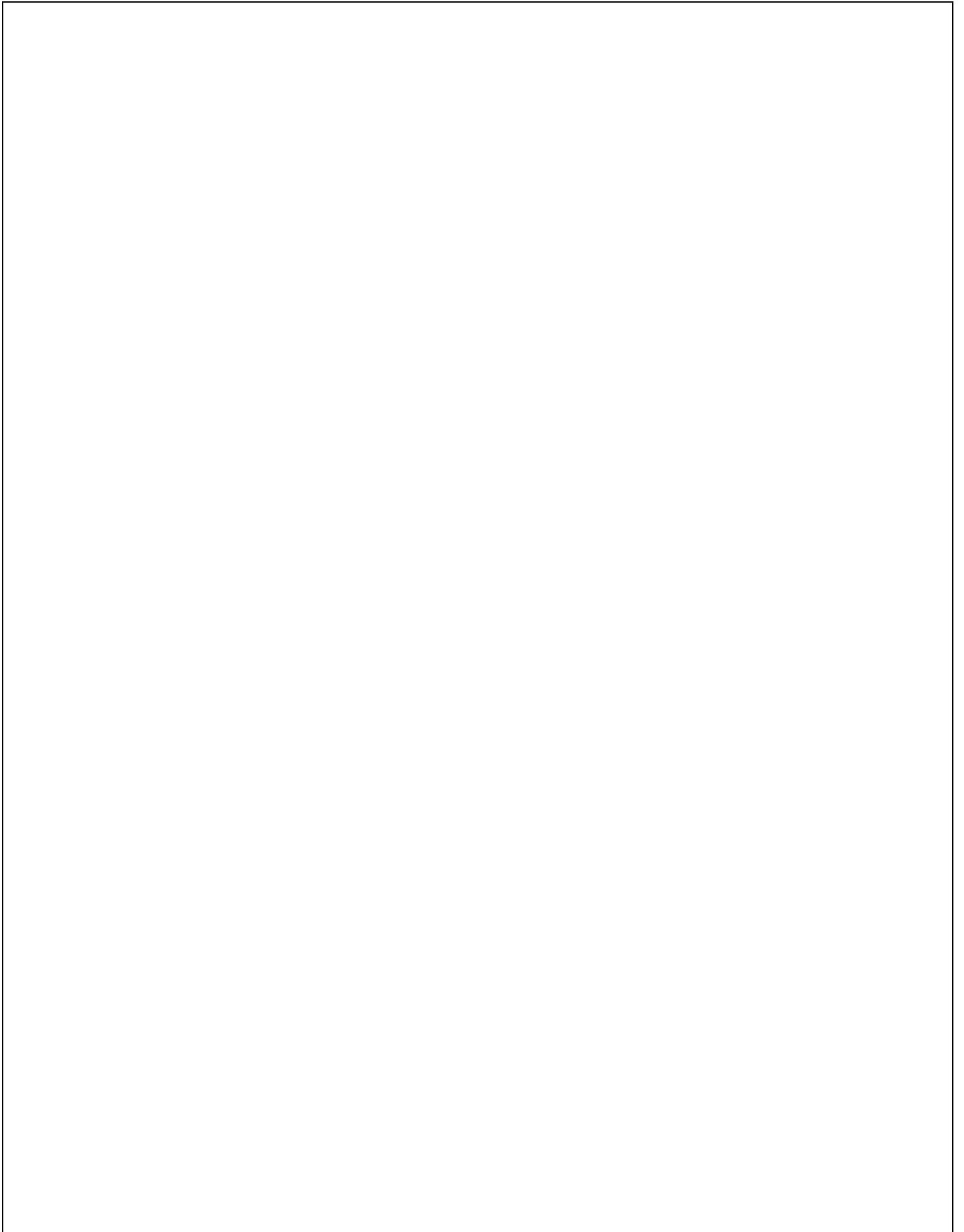
## Proposal Narrative Template

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**This form is fillable.** Two formats are acceptable to submit, PDF or Word Doc. You may either complete this fillable template or format a word document to align with the following requirements, the proposal narrative must be published using 12-point font, have at least 1.5 line spacing, and not be more than 12 pages in total length.

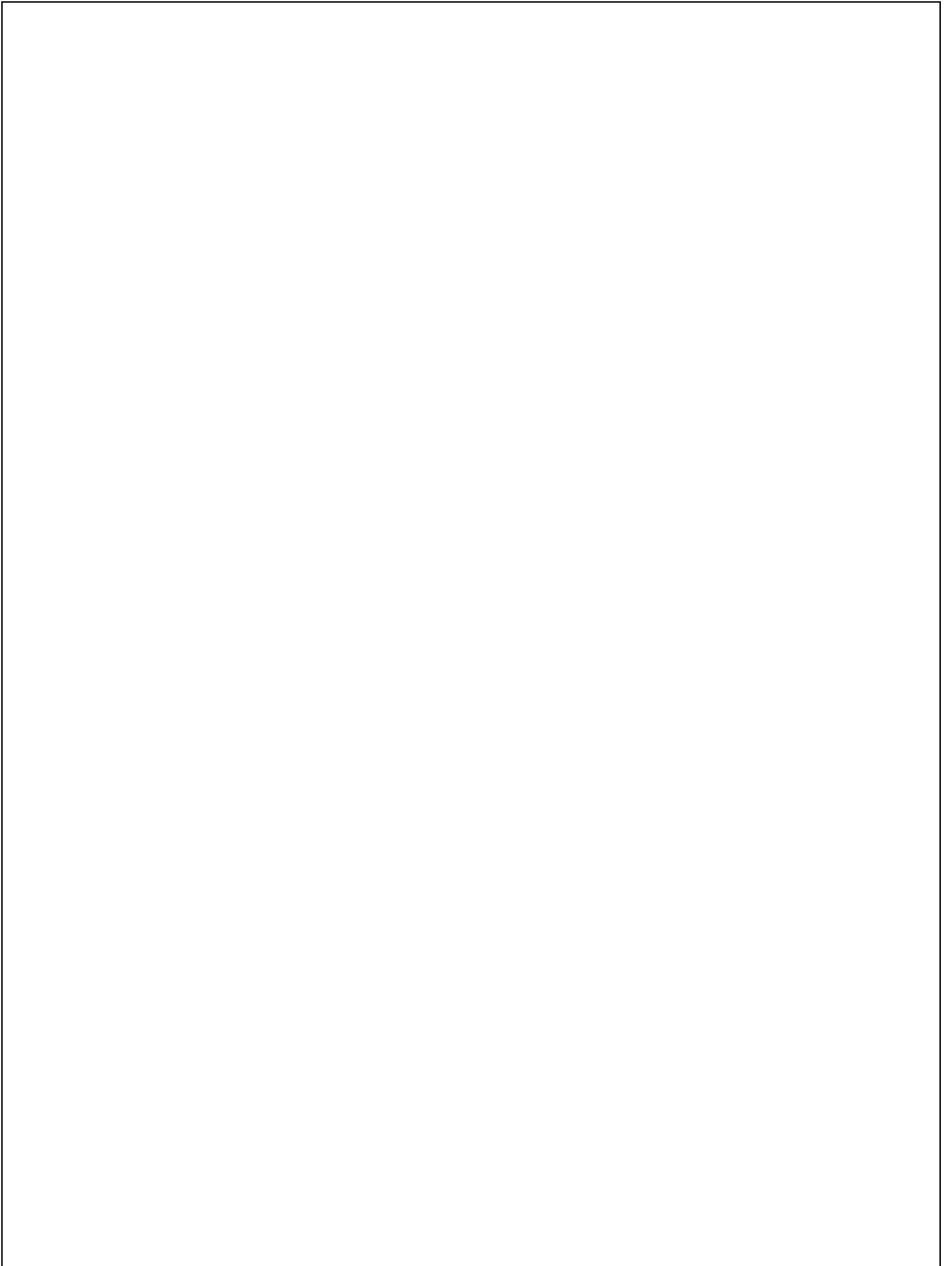
### 1. Need and Significance of Project (25 Points):

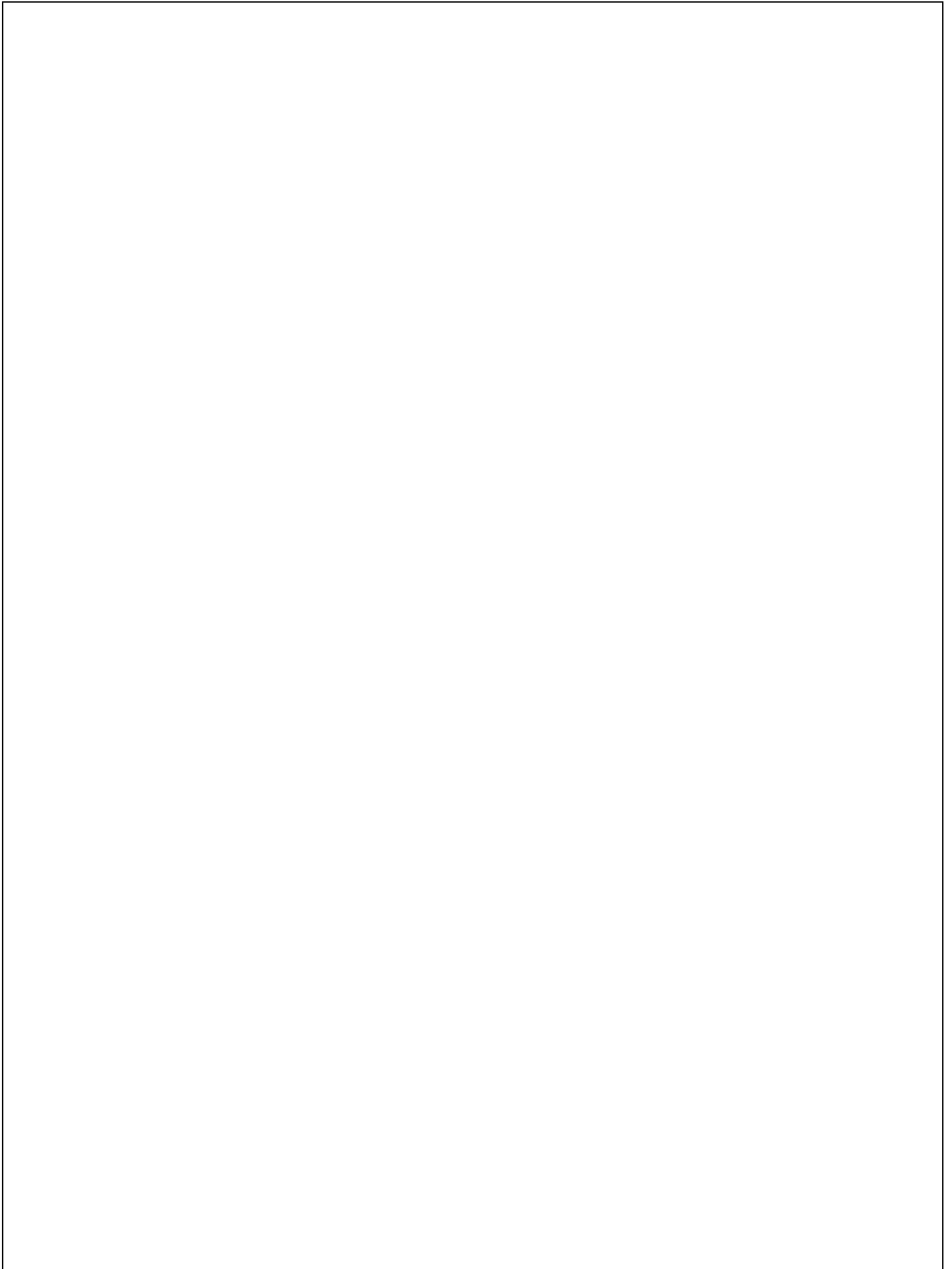




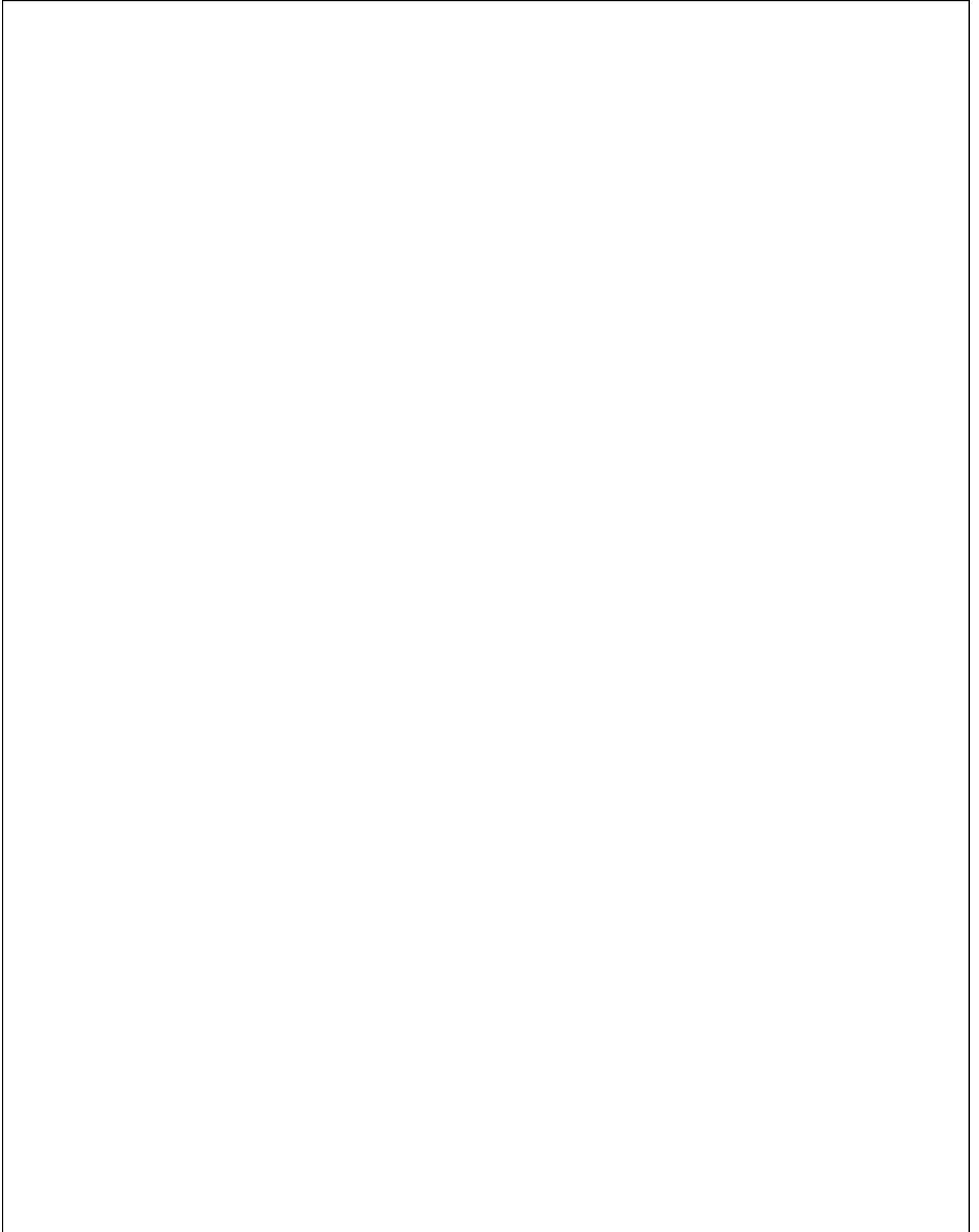
## 2. Project Design (25 Points):







**3. Commitment to Equitable Access, Outreach, Recruitment, and Student Support  
(25 Points):**



#### 4. Project Evaluation (10 Points)

**5. Personnel, Resources, and Management (5 Points)**

