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# Concurrent Enrollment Grant Program

Fiscal Year 2025 Proposal Submission Checklist

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 Submission Checklist

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## 1. Before Completing Documents to Submit

- Meet with project stakeholders to establish project details: Need and significance of project, project design commitment to equitable access, outreach, recruitment, and student support.
- Gather Supplemental Documentation (Word or PDF format) to email to State Program Administrator, Grace Ferdinandt at [grace.ferdinandt@state.mn.us](mailto:grace.ferdinandt@state.mn.us).
  - Letters of Commitment
  - Resumes (if applicable)
  - Supplemental documentation for the Financial and Grantee Review

## 2. Proposal Packet Documents Completed through Microsoft Forms

- Proposal Coversheet <https://forms.office.com/g/DijLM18fnB>
- Budget Narrative <https://forms.office.com/g/Vydmg6bgX0>
- Financial and Grantee Capacity Review <https://forms.office.com/g/9V0tWwJTKd>

## 3. Proposal Packet Documents to Email To [grace.ferdinandt@state.mn.us](mailto:grace.ferdinandt@state.mn.us)

- Proposal Narrative (Template under “What is the Application Process?”) <https://www.ohe.state.mn.us/mPg.cfm?pageID=2179>
- Budget Spreadsheet (Template under “What is the Application Process?”) <https://www.ohe.state.mn.us/mPg.cfm?pageID=2179>
- Letters of Commitment
- Resumes (if applicable)