 **2017 Forsyth Tech Perkins Mini-Grant Application**

**The purpose of the Perkins Act**, as stated in the Perkins handbook, is to improve and develop the academic and career technical skills of North Carolina Community College students who elect to enroll in career and technical education (CTE) programs.

**Perkins Mini-Grants**

These mini-grants are to support professional development opportunities and equipment which might not otherwise be supported through college funding sources to enhance the college’s CTE programs. Any full-time faculty or staff member is eligible to request a Perkins Mini-Grant.

**Perkins Mini-Grants will focus on activities which benefit CTE students from the following areas:**

* Integration of Academic/Technical Skills
* Work Based Learning
* Technology Training for Instructors
* Professional Development (can include externships or bringing in industry experts)
* Evaluation/Assessment of CTE programs
* Ways to Initiate/Improve Programs
* Activities for Special Populations (displaced homemakers, single parents, students with disabilities, students in programs that are not traditionally for their gender, or economically disadvantaged students).
* Career Guidance
* Student Engagement
* Innovative Equipment to modernize CTE programs

**Grant Process**

1. Complete the Perkins Mini-Grant Application. **Deadline: December 21, 2017 at 12:00pm**
2. Maximum grant to be awarded is $3,000.00 per applicant.
3. Grant applications must be signed and dated by the applicant, department chair, and Dean before the funding request will be considered.
4. Mini-Grant applications will be reviewed on a case by case basis and will consider the greatest impact on the CTE students and curriculums of Forsyth Tech.
5. The Perkins Coordinator will notify you of the status of your application by **January 15, 2018**. If you are approved for a Perkins Mini-Grant you will be notified by e-mail on the procedures to receive your funding.
6. Any approved professional development opportunity must take place before **May 1, 2018.** All requisitions for equipment must be submitted before **March 23, 2018.**
7. Any print article mentioning the professional development opportunity or equipment should include the statement “This work was made possible through the Perkins Grant."
8. Grant recipients will be responsible for spending funds by May 1, 2018, providing documentation of how the fund were spent and complete required surveys showing how the funds have enhanced CTE programs at Forsyth Tech.