

Application Template for 2024
Parent Pathways Grant Program

This is **not** the official grant application. This is a template provided to help applicants collaborate with partners, organize submission information, and draft responses prior to completing the application in the PDE eGrants system.

Parent Pathways grant applications must be submitted via the PDE eGrants system no later than 11:59 PM on Tuesday, March 12, 2024.

Note that gaining access to eGrants may take more than one week.

To apply:

1. Review the [2024 Parent Pathways Grant Request for Application](https://www.education.pa.gov/Documents/Postsecondary-Adult/ParentPathway/Parent%20Pathways%20Grant%20Request%20for%20Application.pdf). All applicants must meet the requirements outlined in this document.
2. If you do not have access to [eGrants](https://www.egrants.pa.gov/Home), please request access by filling out the eGrants [Request](https://forms.office.com/g/jBcfC6Ui6c) Form. Please allow at least one week after submission of this form to obtain access.
3. Review the application questions below and coordinate with partner(s) to answer the application questions.
4. Only one proposal will be accepted from each institution. Applicants may not apply as a consortium. For campuses with multiple locations, the main campus should complete the application. If awarded, funds may be distributed to additional locations as deemed appropriate.
5. Applications that do not include all required information as stated on the application will not be considered for funding.
6. PDE reserves the right to contact applicants to request or recommend amendments to the proposal or budget for further consideration of the grant application.
7. Direct questions to RA-EDPPLN@pa.gov.
8. Submit the completed application via the [eGrants](https://www.egrants.pa.gov/Home) system by 11:59 pm on Tuesday, March 12, 2024.

# Section 1 - Applicant Information

1. Institution Name:
2. Mailing Address:
3. City:
4. State:
5. Zip Code:
6. Project Director Name:
7. Project Director Title:
8. Project Director Email Address:
9. Project Director Phone Number:
10. Number of Enrolled Students:

*- Help Button Text: The institution can use data submitted from their latest IPDES submission.*

1. Number of Parenting Students Living on Campus (if applicable):
2. Project Title:
3. Estimated Start Date (no sooner than June 1, 2024):
4. Estimated Completion Date (no later than May 31, 2025):
5. Estimated Total Project Cost:
6. Grant Amount Requested:

# Section 2 – Overall Statement of Institutional Support for Parenting Learners

Provide a narrative of how your institution currently supports or intends to support parenting learners. The narrative should include how the institution plans to implement or expand supports in the coming year.

# Section 3 – Proposal Narrative

Select the eligible programs the institution is seeking funding for:

[ ]  Parent Services Funding

[ ]  Parenting Student Scholarships

[ ]  Emergency Funding

Provide a detailed narrative on the proposed goals/objectives the institution plans to execute. The narrative should explain how the parent pathway initiative will be implemented or further developed on campus and include the mentioned eligible programming options. Institutions are encouraged to upload letters of commitment for proposed partners and how they will be instrumental in the execution of the proposed goals/objectives.

*Help Text: These should also be related to the policy recommendations of the Parent Pathways Learning Network, which include Data, Food and Housing Security, Childcare, and Financial Aid*.

# Section 4 – Budget – Instruction

Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the Parent Pathways program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: Round amounts to the nearest whole dollar. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Section 5 – Budget – Purchased Professional and Technical Services

Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the Parent Pathways program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Section 6 – Budget – Contracted Services

Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the Parent Pathways program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Section 7 – Budget – Supplies

Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the Parent Pathways program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Section 8 – Budget – Equipment

Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the Parent Pathways program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

*Displays a read-only table showing totals by function/object codes.*

|  | **100****Salaries** | **200** **Benefits** | **300** **Purchased Professional and Technical Services** | **500****Other Purchased Services** | **600 Supplies** | **700****Property** | **800****Other Objects** | **Totals** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1000 – Instruction** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **2000 – Support Services**  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **3000 – Operation of Non-Instructional Services** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **Totals** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

## Budget Narrative

Providean explanation of the proposed budget items and how they relate to the objectives of your proposal. Ensure that the budget narrative demonstrates how funds will be used equitably for supporting parenting students.

## Compliance Obligations

All grantees will be required to sign a grant agreement with the Pennsylvania Department of Education. All grant funds must be spent, and services performed/products received on or before May 31, 2025. The Pennsylvania Department of Education shall seek repayment of funds if it determines that funds were not utilized for the originally stated and approved purpose. Grantees will be required to submit reports in the eGrants system on forms supplied by the Pennsylvania Department of Education. Final Expenditure Reports must be submitted no later than June 30, 2025. Grantees are also expected to participate in Pennsylvania Department of Education evaluation research, including staff interviews and student surveys. Are you able to meet these compliance obligations?

[ ]  Yes – we are able to meet compliance obligations

[ ]  No – we are not able to meet compliance obligations

# Section 9 – Expected Outcome

Provide a narrative response tying each specific goal or objective stated in the goals and objectives section of this application to an expected outcome —what we hope to see happen to show that the objective was met.

* *Help Button Text: The institution should state the expected outcomes in measurable terms including baseline information and expected improvement and explain how program impact will be assessed.*