CTE Grant Process

Welcome to the CTE Grants Web site, which contains the documents and links to information that are necessary to fill out a CTE grant application.

I. The **application** consists of six (6) sections, which must be mailed in hard copy with original signatures to CTE Project Operations, 25 S Front St, MS 605, Columbus, OH 43215. Omission of any section or the required signatures will delay your application. The sections are:

1) Cover Page with original signature

2) Scope of Work for the specific grant

- Provided by the CTE grants coordinator, these are located on the Scope of Work Web page.
- Print the specific Scope of Work for your grant and include it in your application as page two.

3) Activities

- Completed by the local applicant using the goals listed on the grant's Scope of Work.
- 4) Project Budget
 - See the grant's Scope of Work for specific codes and expenditure information for your grant.

5) Budget Narrative

- Provide detail about employees, purchased services, planned equipment purchases, etc.
- 6) Assurances
 - Signatures are required on pages 5 and 8.
 - These must be attached to all local copies, and one signed copy must be Included with the application.
 - Specific grant conditions are listed on the Scope of Work document.
 - Additional detail about grant conditions may be found on the CTE grants coordinator's individual Web page.

This application should be saved to your personal computer before entering any data. One signed original and one copy must be mailed to CTE Project Operations, 25 S Front St, MS 605, Columbus, OH 43215, in order to be considered for an award.

Please read the Application Instructions before beginning your application and the Budget Instructions before beginning the budget.

II. For an overview of CTE grants available, grant coordinators with phone numbers and e-mail addresses, check the *CTE Grants (Non-CCIP)* Web page under *CTE Grant Application Overview, CTE Grant Information.* For additional information please contact Jamie Nash at 614-752-1366.