# Notice of Grant Opportunity

Career and Technical Student Organization

Future Business Leaders of America (FBLA)
Year 4 continuation

**Grant #22-AG24-G06)**

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[New Jersey Department of Education](http://www.state.nj.us/education/)

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## Section 1: Grant Program Information

### 1.1 Description of the Grant Program

Career and Technical Student Organizations (CTSOs) are student-led organizations that develop student competencies and career readiness designed to prepare them for success in environments in different broad industry areas, gain self-confidence and demonstrate pride in their work and accomplishments, learn good leadership qualities and skills, and identify and make realistic career choices that encourage individual achievement and recognition.

These goals are realized through the development, management, and administration of CTSO co-curricular activities, competitive events, award programs, student leadership activities and professional development for teachers and advisors. CTSO programs, competitive events, and co-curricular activities reflect the current standards (i.e., refer to Appendix A) and competencies for the CTSO educational programs that they support, and teachers infuse the organization’s activities into the instructional programs, thereby, enabling students to see and immerse themselves in the real world activities that connect to their academic and career and technical education studies.

To address these goals and many of the state leadership requirements identified in the Strengthening Career and Technical Education for the 21st Century (Perkins V) Act, the NJDOE has established this grant opportunity to provide statewide leadership to the local chapters of the FBLA CTSO. As required in N.J.A.C. 6A:19-3.1(a)(6)(viii), districts must offer a career and technical education program with a program curriculum that includes opportunities for students to participate in career and technical student organizations. Through the use of CTSO discretionary grants, all New Jersey recognized CTSOs, their activities and competitions are overseen by a state director within an institution of higher education or secondary school district and must comply with the guidelines of the New Jersey State Department of Education CTSO Manual. Due to the following reasons, this NGO will be offered as a continuation grant for an additional year:

Perkins V legislation update to CTSO definition – There was a significant change in language to the definition of a CTSO in the federal Perkins V legislation. By changing the word “must” (as written and defined in N.J.A.C. Chapter 19) to “may”, the Department must now carefully consider this change and determine if it would like to keep the State definition or, adjust it to align with the new federal definition. The new federal definition may offer more flexibility to districts by offering a greater number of national and state CTSOs better aligned to CTE programs. However, this flexibility could pose a possible issue with fairness and equity in funding leading to a restructuring of the grant process. In addition, since they are not nationally recognized, the State would need to determine a system to evaluate State only units for CTE program alignment and quality.

### 1.2 Eligibility to Apply

The CTSO Grant Program is a continuation grant available only to Kean University, which was selected in Year 1, to administer and coordinate activities for the following CTSO: FBLA.

The grant period is from September 1, 2021 to August 31, 2022 and the maximum amount of the grant award is $158,500.

**Note: Under multiyear grant programs, applicants must retain a copy of the initiating multiyear NGO and a copy of each subsequent year’s NGO for reference when applying for continuation funding**. Information from the initiating NGO may not be repeated in subsequent NGOs. Therefore, it is the responsibility of the grant recipient to maintain accurate records of all project requirements for subsequent grant award period applications. CTSO applicants are also required to retain a copy of the NGO in the contract file for audit purposes.

### 1.3 Federal Compliance Requirements (DUNS, SAM)

In accordance with the Federal Fiscal Accountability Transparency Act (FFATA), all grant recipients must have a valid DUNS number and must also be registered with the federal System for Award Management (SAM), the successor to the federal Central Contractor Registration (CCR) database. DUNS numbers are issued by Dun and Bradstreet and are available for free to all entities required to register under FFATA.

* To obtain a DUNS number, go to [Dun & Bradstreet](http://fedgov.dnb.com/webform/)
* To register with the SAM database, go to [System for Award Management](http://www.sam.gov/)

Applicants are required to submit their DUNS number and expiration date of their SAM registration as part of the EWEG application using the appropriate EWEG tab (*contacts*) and must certify that they will ensure that their SAM registration will remain active for the entire grant period.

Applicants must also print the “Entity Overview” page from their [System for Award Management](http://www.sam.gov/) profile (which displays their DUNS number and street address with Zip+4 code), and upload a scan of the page using the Upload tab.

FFATA Executive Compensation Disclosure Criteria: In the preceding fiscal year, if an applicant:

* Received at least $25,000,000 in annual gross revenues from federal awards; and
* If at least eighty percent of the applicant’s annual gross revenues came from federal awards;

the applicant is required to disclose the name and total compensation of the five (5) most highly compensated officers of the applicant as part of the grant application.

This information is to be entered using the appropriate EWEG tab (contacts). The term “federal award” includes federal contracts, sub-contracts, grants, and sub-grants.

**No award will be made to an applicant not in compliance with FFATA.**

### 1.4 Statutory/Regulatory Source and Funding

The applicant’s project must be designed and implemented in conformance with all applicable state and federal regulations. The CTSO-FBLA grant is 100 percent funded from state vocational aid funds. (Account Number: 22-100-034-5062-032-H200-6030)

Final awards are subject to the availability of state vocational aid funds. Total funds for CTSO-FBLA are $158,500.

The grantee is expected to complete the statewide goals and objectives laid out in the approved grant application, complete implementation activities established in the grant agreement, and make satisfactory progress toward the completion of the approved action plan. **Failure to do so may result in the withdrawal by the NJDOE of the grantee’s eligibility for the continuation of grant funding.** The NJDOE will remove ineligible, inappropriate or undocumented costs from funding consideration.

**Note: Final awards are subject to the availability of State Vocational Aid funds.**

### 1.5 Dissemination of this Notice

The Office of Career Readiness will make this notice available to the eligible applicant listed in section 1.2, and to the county superintendents of secondary school districts in which the eligible entities are located.

Additional copies of the NGO are also available on the [NJDOE website](https://www.nj.gov/education/grants/opportunities/index.shtml) or by contacting the Office of Career Readiness at the New Jersey Department of Education, River View Executive Plaza, Building 100, Route 29, P.O. Box 500, Trenton, NJ 08625-0500; telephone (609) 984-2599; fax (609) 984-5347.

When submitting an application, the applicant must use the [Electronic Web-Enabled Grants (EWEG)](https://njdoe.mtwgms.org/NJDOEGMSWeb/logon.aspx) online application system.

### 1.6 Technical Assistance

Technical Assistance is available continuously throughout the application period from the program officer*.* Please email Micah Bender for assistance.

### 1.7 Application Submission

The NJDOE administers discretionary grant programs in strict conformance with procedures designed to ensure accountability and integrity in the use of public funds and, therefore, **will not accept late applications.**

The responsibility for a timely submission resides with the applicant. The Application Control Center (ACC) must receive the complete application through [EWEG](https://njdoe.mtwgms.org/NJDOEGMSWeb/logon.aspx) no later than 4:00 P.M. on Thursday, September 2, 2021. **Without exception,** the ACC will not accept, and the Office of Grants Management cannot evaluate for funding consideration, an application after this deadline.

The eligible applicant must have a logon ID and password to access the system. To register, please send an email request for the EWEG help desk. Please allow 24-48 hours for the registration to be completed.

Applicants are advised to plan appropriately to allow time to address any technical challenges that may occur. Additionally, applicants should run a consistency check at least 24 hours before the due date to determine any errors that might prevent submission of the application. Applicants are advised not to wait until the due date to submit the application online as the system may be slower than normal due to increased usage. Running the consistency check does not submit the application. When the consistency check runs successfully, a submit button will appear. Once the submit button is clicked, the application may not be edited, additional information may not be submitted, and the application can no longer be accessed or returned.Please note that the submit button in the EWEG system will be turned off at 4:00 PM on the due date.

Complete applications are those that include all elements listed in Section 3.3, Application Component Checklist of this notice. The NJDOE reserves the right to reject any application not in conformance with the requirements of this NGO.

Paper copies of the grant application will not be accepted in lieu of the Electronic Web Enabled Grant application system. Applications submitted by FAX cannot be accepted under any circumstances.

### 1.8 Reporting Requirements

Grant recipients are required to submit periodic project and fiscal progress reports throughout the grant. All reports will be submitted through the EWEG system. Reports for the third grant year will be due as follows:

Table 1: Grant Reporting Period

| **Report**  | **Reporting Period** | **Due Date** |
| --- | --- | --- |
| 1st Interim Report | September 1, 2021 to November 30, 2021 | December 31, 2021 |
| 2nd Interim Report | September 1, 2021 to March 31, 2022 | April 30, 2022 |
| 3rd Interim Report | September 1, 2021 to June 30 2022 | July 31, 2022 |
| Final Report | September 1, 2021 to August 31, 2022 | October 31, 2022 |

The first interim report must include the annual budget for the student organization funds. Please see the New Jersey Career and Technical Student Organizations Policies and Procedures Manual
([Appendix A](#_Appendix_A)) for information that must be maintained on site for monitoring by the Office of Career Readiness or other offices of the NJDOE.

The final report must include information on student leadership development for the CTSO for the period September 1, 2021 to August 31, 2022, including the following:

* The number of CTSO student members and number of chapters;
* The number of CTSO statewide competitive events held and the total student attendance at these events;
* The number of CTSO student leadership training events held and total attendance;
* The number of CTSO regional conferences held and student attendance;
* A summary of completed evaluations of all CTSO events; and
* The CTSO Annual Equipment Inventory Form detailing the inventory of all equipment that belongs to the CTSO and was purchased with student organization funds (during the current year or prior) that remains the property of the CTSO.

### 1.9 Assessment of Statewide Program Results

The NJDOE will evaluate the grant program to ensure that it meets the intent stated in Section 1.1, Description of the Grant Program as well as the approved goals and objectives. NJDOE staff will use the monitoring and reporting documents listed in Section 1.8, Reporting Requirements, as the basis of program evaluation. NJDOE staff will evaluate these documents to ensure that CTSO applicants have successfully carried out the required activities in each grant period.

**Reports, monitoring visits and participation by all required participants in NJDOE sponsored project events and supports will be used to evaluate the progress of the grant programs, in order to determine continuation funding through the subsequent grant periods.**  Additional assessments may include surveys and external evaluations.

### 1.10 Reimbursement Requests

Payment of grant funds is made through a reimbursement system. Reimbursement requests for any grant funds the local project has expended are made through the Electronic Web-Enabled Grant (EWEG) system. Reimbursement requests may begin once the application has been marked “Final Approved” in the EWEG system, and the grantee has accepted the award by clicking on the “Accept Award” button on the Application Select page and completing the Grant Acceptance Certificate information.

Only one (1) request may be submitted per month. Grantees must submit their request no later than the 15th of the month. Grantees are expected to submit reimbursement requests on a monthly basis. The requests may include funds that will be expended through the last calendar day of the month in which reimbursement is requested. If the grantee’s request is approved by the NJDOE program officer, the grantee should receive payment around the 8th-10th of the following month.

The last day that a reimbursement request may be submitted in EWEG is September 30, 2022.

The deadline for submitting budget modifications is May 31, 2022. No modifications may be submitted in EWEG after this date.

**Note: Payments cannot be processed until the award has been accepted in EWEG.**

## Section 2: Project Guidelines

The intent of this section is to provide the applicant with the framework within which to plan, design and develop the proposed project to meet the purpose of this grant. Before preparing an application, potential applicants are advised to review Section 1: Grant Program Information, of this NGO to ensure a full understanding of the state’s vision and purpose for offering the program. Additionally, the information contained in Section 2: Project Guidelines will complete the applicant’s understanding of the specific considerations and requirements that are to be considered and/or addressed in their project.

Please note that N.J.A.C. 6A: 23A-7 places additional administrative requirements on the travel of school district personnel. The applicant is urged to be mindful of these requirements as they may impact the ability of school district personnel to participate in activities sponsored by the grant program.

### 2.1 Project Design Considerations

The NJDOE requires applicants to describe how they plan to successfully complete activities relating to the following four key program areas: student recruitment; inclusion of special populations; provision of student leadership activities and professional development for state advisors and teachers; and administration and management of grant funds and student accounts.

The applicant’s ability to support the CTSO throughout the state by forming collaborative partnerships with other relevant institutions, as well as the knowledge and resources they will bring to the program should be made evident through their responses to the following required sections.

### 2.2 Project Requirements

#### Project Update

The Project Update is a 250-300-word summary of the project’s accomplishments and an update on the current year.

#### Project Description

Applicants must also include a detailed narrative that addresses the required activities that will be completed the grant period, and the applicant’s plan for implementation. The Project Description must include a detailed description of how the applicant plans to manage and staff the project to ensure successful implementation. In writing this project description, applicants should refer to the specific requirements identified under Section 2.1, Project Design Considerations.

For more information relating to constructing a comprehensive project description, refer to the [Pre-award Manual for Discretionary Grants](http://www.nj.gov/education/grants/discretionary/apps).

#### Goals, Objectives and Indicators

The following are the mandated goals and outcomes for this grant program. Applicants must develop objectives outlining how they will achieve each stated goal.

Goal A

Provides for effective and efficient administration and management of the respective CTSO to promote greater awareness of the organization and expanded participation in the organization in its activities and events.

Outcomes:

The grantee has:

* provided detailed information on events and activities to all chapter advisors before each event, and/or has prepared an annual activity guide;
* maintained and updated the web site on a continuous basis and included: the annual schedule of events, information regarding the organization’s program of work, links to local chapters, links to the national office and related resources (including links to the complaint process), student members’ accomplishments and opportunities/requirements for participation, policies and procedures governing all student competitions, and the state organization’s handbook;
* published newsletters and news releases to local media and distributed copies to chapters, alumni members, and business/industry participants;
* provided technical assistance to all schools starting a new chapter;
* established and maintained a coordinated public relations program to increase public awareness and understanding of the CTSO; and
* maximized opportunities for students to participate in the CTSO by ensuring economical and reasonable student fees.

Indicators:

* Copies of all publications with their date of release;
* Copies of mailing lists showing to whom information was sent; and
* Records of technical assistance, whether conducted on-site, by telephone or via email.

Goal B

Maintains or increases the number of local chapters and the student membership in existing chapters on a yearly basis including representation of special populations, and develop and offer co-curricular activities, competitive events, award programs, and student leadership activities relevant to special populations.

Outcomes:

The grantee has:

* ensured that the number of schools/districts with local chapters was at least equal to, and preferably a minimum of one percent greater than, the benchmark year of 2017-2018; and
* ensured that the organizational membership, including that of special populations, was at least equal to, and preferably a minimum of one percent greater than, the benchmark year of 2017-2018.
* developed and offered co-curricular activities, competitive events, award programs, and student leadership activities relevant to special populations;
* improved students’ career preparation and personal development through increased student participation in competitive events and other activities; and
* documented activities reflecting outreach to special populations.

Indicators:

* Documentation of activities reflecting outreach to special populations; and
* Membership and participation records to show that the number of schools/districts with local chapters was at least equal to, and preferably a minimum of one percent greater than, the benchmark year of 2017-2018 and that the organizational membership, including that of special populations, was at least equal to, and preferably a minimum of one percent greater than, the benchmark year of 2017-2018.

Goal C

Administers the careers and technical student organization for the educational benefit of student/members in accordance with the grant program parameters and promote student leadership development and advisor/teacher professional development.

Outcomes:

The grantee has:

* identified student leadership needs in collaboration with the Advisory Committee;
* developed an annual work plan (see Appendix C for a sample);
* developed a plan to offer student leadership events for the fall leadership conference, student competitions, monthly council meetings and other required meetings and award ceremonies;
* planned and coordinated state, regional and national conferences adhering to all requirements of the organization and the objectives established in the grant;
* inducted and trained new state officers into the CTSO;
* offered professional development activities to advisors/teachers to strengthen CTSO activities. Such professional development activities must be aligned with the New Jersey Student Learning Standards and business and industry standards.
* collected evaluations from participants in all activities, including professional development, in order to address continuous improvement;
* solicited input from business and industry in developing competitive events to ensure relevance to business and industry;
* secured appropriate business and industry representatives to serve as authentic audience members for student events;
* attended quarterly CTSO state Advisor meetings facilitated by NJDOE program officers;
* met with the State Director of Career and Technical Education (CTE) and attended other required meeting and/or conferences; and
* participated in the appropriate Career Cluster advisory board(s) to facilitate and promote all activities connected to the CTSO program as required by the NJDOE.

Indicators:

* publication on the CTSO website of the student competition policies and procedures;
* agendas and minutes of meetings to verify the implementation of the work plan and adherence to all policies and procedures; and
* event evaluations from all participants.

Goal D

Administers and manages the career and technical organization accounts and processes in accordance with the CTSO’s organizations’ bylaws, rules and regulations, the NJDOE Office of Grants Management policies and procedures, and the Terms and Conditions of this grant.

Outcomes:

The grantee has:

* conducted all required activities (e.g., CTSO’s annual program of activities and calendars of events) in accordance with the organization's state and national constitutions, bylaws, rules, regulations and policies without justifiable complaint;
* completed all fiscal and programmatic interim reports and final reports and submitted them to the NJDOE on the dates identified in the CTSO Grant Program NGO;
* established two accounts for CTSO activities: one for state vocational grant funds, and another for CTSO student funds to ensure no comingling of funds;
* received monthly written financial reports of organization funds from the CTSO executive committee, and ensured the reports were available to any member or advisor who requested them;
* ensured that state officers provide written agendas before CTSO executive committee/state officer meetings, and record meeting minutes that document all official action by state officers/executive committee;
* maximized cost saving measures such as utilizing online meetings and conferences wherever possible;
* ensured that detailed monthly financial reports of student organization funds are provided at the student governing body meetings, and that meeting minutes reflect the student officers’ approval of the annual budget and monthly expenditures;
* completed an independent audit for CTSO student accounts by an independent private auditor at the conclusion of the fiscal year; and
* followed the policies and procedures detailed in the CTSO Policies and Procedures Manual (Appendix A) relating to student international travel, if applicable.

Indicators:

* Policies and procedures governing all student activities were published on the CTSO website. The policies and procedures were articulated in a clear and concise manner;
* Annual report of income and expenditures was prepared and submitted to the state officers/executive committee, the CTSO’s national organization, and the Internal Revenue Service (Form 990);
* Annual budget of organization funds showing income and expenditures approved by state officers/executive committee was submitted to the Office of Career Readiness program officer as an upload in the final report each grant year; and
* All reports as described in the outcomes were completed, submitted in a timely fashion and maintained for future reference and/or NJDOE review.

#### Project Activity Plan

The Project Activity Plan follows the goal(s) and objectives that were listed in the previous section. In designing the Project Activity Plan for **the current year of the grant program**, applicants must identify the specific steps or implementation activities that the applicant will complete to achieve the goals and objectives the applicants have developed or are mandated by this NGO.

**The Activity Plan is for the current year of the grant period***.* Activities represent the steps that it will take to achieve each identified objective. Also, the activities that are identified in this section serve as the basis for the individual expenditures that are being proposed in the budget. Review the Goal(s) and the Objectives when constructing the Project Activity Plan to ensure that appropriate links have been established between the goal(s) and objectives and the activities.

* State the relevant objective in full in the space provided. Number the Goal 1 and each objective 1.1, 1.2, 1.3, etc.
* Describe all of the tasks and activities planned for the accomplishment of each goal and objective.
* List all the activities in chronological order.
* Space the activities appropriately across all reporting periods of the grant project.
* Identify the staff directly responsible for the implementation of the activity. If the individual conducting the activity is not referenced appropriately on the Project Activity Plan, it may not be possible to determine an allocation of the requested cost, and costs may be disallowed.
* List the documentation that tracks the progress and confirms the completion of each activity, such as agenda, minutes, curriculum, etc.
* In the Report Period Column on the Project Activity Plan, indicate with a checkmark the period in which the activity will be implemented. If the activity is ongoing or recurring, place a checkmark in the boxes under each period in which the activity will take place.
* Do not list the project director or other person with general oversight authority for the project as the “person responsible” for carrying out all activities.

### 2.3 Budget Design Considerations

**The budget submitted in this grant application must include a one-year budget for the grant period from September 1, 2021 to August 31, 2022 and represent the total grant funds for which the applicant is applying.**

Once the activities have been identified that will support each objective, develop the details of the budget that will be necessary to carry out each activity. The applicant must provide a direct link between each proposed cost to any activities in the Project Activity Plan. In addition, the applicant must provide documentation and details sufficient to support each proposed cost.

The applicant’s budget must be well-considered, necessary to implement the project, remain within the funding parameters contained in this NGO, and demonstrate prudent use of resources. The budget will be reviewed to ensure that costs are customary and reasonable for implementation of each project activity.

The applicant must provide a direct link for each cost to the goal, objectives and activities in the Project Activity Plan that provides programmatic support for the proposed cost. In addition, the applicant must provide documentation and details sufficient to support each proposed cost.

Guidance on constructing a grant budget may be found in the [Pre-award Manual for Discretionary Grants](http://www.nj.gov/education/grants/discretionary/apps/). Additional information on costs can be found at using the [Common Requested Costs](http://www.nj.gov/education/grants/discretionary/apps/) document.

The NJDOE will remove from consideration all ineligible costs, as well as costs not supported by the Project Activity Plan. The actual amount awarded will be contingent upon the applicant’s ability to provide support for its proposed budget upon application and ultimately will be determined by the NJDOE through the pre-award revision process. The applicant’s opportunity to make pre-award revisions will be limited by the NJDOE, which is not responsible either to provide repeated opportunities for revisions or to permit reallocation of the funds previously requested for costs that have not been approved or have been disallowed.

### 2.4 Budget Requirements

The provisions of N.J.A.C. 6A:23A-7 contain additional requirements concerning prior approvals, as well as expenditures related to travel. It is strongly recommended that the applicant work with their business administrator when constructing the budget. The NJDOE applies these restrictions uniformly to all grantees.

In constructing the budget, applicants must be aware of the differences between **state vocational aid grant funds** and the **student organization funds.**

The **state vocational aid grant funds** are those made available through this grant agreement from the NJDOE in accordance with Strengthening Career and Technical Education for the 21st Century Act (Perkins V) and state vocational aid provisions of N.J.S.A. 18A: 58-34.

**State vocational aid grant funds** may be used for the following activities related to student leadership development and administration of the CTSO organization:

* Salary for project staff;
* Fringe benefits (grant-funded staff only);
* In-state travel for grant-funded staff;
* Travel for grant-funded staff to regional, state and national CTSO conferences. (It is recommended that the applicant verify the location and dates of national events with its national office to ensure proper planning of resources). **International travel with grant funds is not an allowable cost.**
* Consultant services for assistance with conducting **events,** professional development activities, technical assistance to local advisors, test creation, registration and tabulation tasks;
* Venue costs for competitions and other student activities;
* Professional development activities to strengthen CTSO activities and instructional programs;
* Supplies for the operation of the student organization office;
* Equipment (e.g., computers, printers, office equipment) for use by the student organization only;
* Telephone costs;
* Printing costs; and
* Postage.

The NJDOE may determine that certain proposed costs, though not specifically identified as ineligible, are not reasonable or appropriate under this grant program and, therefore, are not allowable.

Applicants are required to limit their total spending of grant funds during the grant agreement time period to the maximum budget cap amounts noted below:

Out-of-State Travel Out-of-state conference attendance by an applicant’s staff must have prior written approval from the State Director of CTE.

Meal Per Diem Out-of-state meal costs associated with approved conferences.

Lodging Per Diem Staff costs associated with in-state conferences (for events where CTSO students will be present) or out-of-state approved conferences.

Mileage Mileage reimbursement is capped at $.35/mile for all travel (in-state and out of state).

**Ineligible Costs**

**State vocational aid grant funds** provided through this grant program may not be expended for the following:

* Indirect costs
* Entertainment
* In-state travel meal reimbursement

Student organization funds are funds that are or have been generated from state membership dues, conference registrations, fundraising activities and donations of monies for a specific organizational purpose (e.g., scholarships, awards or supplies). All student organization funds must have an identified account/chart of accounts, which follows the organization's revenue and expenditure system and must be accounted for separately.

Student organization funds should be used solely for the benefit of student members. **Use of funds for activities that do not include the direct participation of student members must be pre-approved by the State Director of CTE.** Use of student funds must be pre-approved by the student governing body and reflected in the minutes of the student governance meetings. Please reference the CTSO Policies and Procedures Manual (Appendix A) for greater detail regarding student organization fund uses for CTSOs.

Student organization funds may be used for the following activities:

* Guest speakers for conferences;
* Organization awards and scholarships;
* Stipends or travel reimbursement not to exceed state or federal per diem rates for student members to attend regional, national, or international (with approved international travel petition) organization conferences;
* Venue costs for competitions and other student activities;
* Office supplies related to the operation of student conferences;
* State officers’ training expenditures;
* State officers’ expenses to complete official duties;
* Equipment that is used solely by the organization for the benefit of students and that remains the property of the organization;
* Meals and lodging for student members and accompanying advisor at regional, national or international conferences;
* Registration fees for regional, national, or international conferences;
* State officers’ official uniforms;
* Student members’ telephone, printing and postage expenses related to the organization; and
* Consultants and administrative clerical support to facilitate the operation of conferences.

Exceptions

These requests must be made in writing to the NJDOE Office of Career Readiness. Regarding international student travel, the following documentation must accompany the international travel petition:

* Event name and dates of event;
* List of students to attend and schools they attend;
* List of chaperone/s to attend (Note: The CTSO state advisor does not chaperone any student member at any state or out-of-state/country conferences);
* Estimated cost of travel (Shared lodging arrangements are recommended and must be listed on the request);
* Copy of travel itinerary, event agenda, and subsequent schedule of events; and
* Account number and funding source (i.e., of student account).

**Fundraising Activities**

Fundraising projects to support student activities usually take place at the local chapter level. Also, community service projects, which may involve fund-raising activities for other organizations and/or charities, are often a part of a local/state program of work. Student dues money must not be used for charitable contributions.

## Section 3: Completing the Application

### 3.1 General Instructions for Applying

To apply for a grant under this NGO, applicants must prepare and submit a complete application. The application must be a response to the State’s vision as articulated in Section 1: Grant Program Information of this NGO. It must be planned, designed and developed in accordance with the program framework articulated in Section 2: Project Guidelines of this NGO. The applicant may wish to consult additional guidance found in the [Pre-award Manual for Discretionary Grants](http://www.nj.gov/education/grants/discretionary/apps.).

### 3.2 Review of Applications

NJDOE staff will review each continuation grant application on the basis of quality and comprehensiveness, including consistency with the comprehensive project plan selected and approved in the application under the initiating multi-year NGO. Applications will also be reviewed for completeness, accuracy and appropriateness of response to each of the items identified in Section 2.

Please be advised that in accordance with the Open Public Records Act P.L. 2001, c.404, all applications for discretionary grant funds received October 1, 2003 or later, as well as the evaluation results associated with these applications, and other information regarding the competitive grants process, will become matters of public record upon the completion of the evaluation process and will be available to members of the public upon request.

### 3.3 Application Component Checklist

The following components are required (see Required ü Column) to be included as part of your EWEG application. Failure to include a required component may result in your application being removed from consideration for funding. Use the checklist (see Included ü Column) to ensure that all required components have been completed.

**Application Component Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Required******(ü)*** | ***Location*** | ***EWEG TAB/SUBTAB*** | ***Included******(ü)*** |
| ü | EWEG | Admin (Contacts, Allocation, Assurance, Board Resolution and DUNS-SAM) |  |
| ü | EWEG | Budget |  |
| ü | EWEG | Narrative (Update, Description, Goals/Objectives/Indicators, Activity Plan)  |  |
| ü | Upload | The following document(s) must be scanned and attached to the EWEG application using the Upload tab: “Entity Overview” page from the applicant’s [SAM](http://www.sam.gov) profile.  |  |

## Appendix A

The [New Jersey Career and Technical Student Organizations Policies and Procedures Manual](https://www.nj.gov/education/cte/ctso.htm) may be found on the Office of Career Readiness webpage.