



LYFT Pathways Request for Funds Instructions

CAREER PATHWAYS

Launch Your Future Today

LYFT FUNDING OPPORTUNITY

LYFT seeks to launch new (or expand existing) CTE courses and opportunities for high school students through school district, college, business and agency collaboration. Funds will support CTE projects that are innovative, engage local/regional businesses, and equip all students to pursue a CTE pathway that best fits them. LYFT is funded through a \$3 million 2017 Rural Career and Technical Education Consortium Grant, which was passed by the Minnesota Legislature in 2017. The legislative funding has been extended to run through June 30, 2022.

APPLICANT ELIGIBILITY

At least two high schools must partner, and one of them must be a member of SWWC Service Cooperative (SWWC), the Mid-Minnesota Perkins Consortium, or the Minnesota West Perkins Consortium. The lead organization for the applying partnership can be a school district, service agency, non-profit, or business.

TIMELINE AND FUNDING PARAMETERS

Applications for LYFT funds will be accepted on a rolling basis. The maximum request for funds is \$50,000. It is anticipated that 15-20 applications will be funded for projects beginning in the 2018-19 school year. Requests in excess of \$50,000 may be considered, but applying partnerships must contact LYFT staff for approval prior to submission.

Funds CANNOT be used for building or construction acquisitions, site or grounds acquisitions, building additions or expansions. Funds are NOT available to support one-time classes or other projects (i.e. field trips, keynote speakers, etc.), fundraising campaigns, or event sponsorships. Use of funds to cover student tuition (i.e. contracted costs with colleges or student per seat costs to pay for an instructor) is discouraged, but may be considered if a significant need exists. Funding for student or teacher travel is permitted, but is limited to 50% of total travel costs for the applicant's project funding period.

SELECTION/REVIEW PROCESS

Each application will be considered on its own merit and the submitted plans will be compared against key LYFT Pathways criteria:

- Two or more schools cooperating to provide innovative approaches to CTE pathways.
- Development of a new CTE course(s) or the expansion of an existing course(s) to new partnership schools.
- Collaboration with business partners to develop program content and support students' career awareness and skill development.
- High likelihood of sustainability after the first year of funding.
- Students gaining skills through hands-on learning that matches the needs of local and regional employers.

The LYFT grant review team will evaluate requests upon receipt and a response will be provided in no less than 30 days. A staff member may contact applicants to request additional information.

DISTRIBUTION OF FUNDS

Funds will be provided via reimbursement of actual costs throughout the project period. Invoices must have itemized actual costs incurred and denote to whom the funds should be paid. In some cases, invoices can be paid directly to vendors. Upon application approval, the lead project contact person will communicate with LYFT staff about the reimbursement process.

REPORTING REQUIREMENTS

A brief mid-project report, including financial expenditures, must be submitted. A final report, which details project outcomes, must be completed within 60 days of the end of the applicant's funded project period and emailed to LYFT@swsc.org.

HOW TO APPLY

1. Identify school district, business, agency and college partners
2. Identify the CTE courses or other opportunities that you want to develop/expand.
3. Determine if those CTE projects lead to career fields that support our regional economy.
4. Review LYFT overview document to determine if your project aligns with this funding opportunity and selection criteria
5. Complete the LYFT Pathways Request for Funds Application
6. Save and submit completed application form to: LYFT@swsc.org

MORE INFORMATION

For more information or to talk with a staff member about your project idea, contact any of the individuals listed below:

Tom Hoff, Career and Technical Project Coordinator
507-537-2271; Tom.Hoff@swsc.org

Gail Polejewski, Minnesota West Carl Perkins Coordinator
507-537-2273; Gail.Polejewski@swsc.org

Cheryl Glaeser, CTE Collaboration Specialist
320-583-7526; cheryl@achieveresultstogether.com

Jodi Jordon, Mid-Minnesota Carl Perkins Coordinator
320-222-6072; Jodi.Jordon@ridgewater.edu

www.lyftpathways.org

