



## **College Access Grants Application**

**Application due: June 18, 2010**

EducationQuest Foundation's *College Access Grants* provides funding to selected Nebraska high schools to develop or enhance existing college access activities. The program's primary goal is to increase the number of students who seek some type of postsecondary education. Applicant high schools **must** provide baseline data on the college-going rates for the Class of 2009. If the high school is a successful applicant, college-going data must be gathered for the class of 2010 and then for each year thereafter that the school receives grant funds.

EducationQuest defines postsecondary education as any accredited postsecondary university or college, including both two and four-year colleges. Military service is considered postsecondary education for purposes of this grant program.

EducationQuest requires an improvement in the school's college-going rate each year. A 10% college-going rate increase, measured from the baseline year, is expected required by the conclusion of the grant.

Grant funds are paid over four years and range from \$5,000 to \$25,000 a year depending on the school's enrollment.

### **Expectations and Timeline for Applicant High Schools**

- Must attend EducationQuest Foundation *College Access Symposium* on **March 18, 2010** at the BryanLGH College of Health Science in Lincoln, Nebraska.
- By **May 1 2010**, submit (via email or USPS) a Letter of Intent to EducationQuest indicating the applicant high school's intent to submit an application. Include in the Letter of Intent:
  1. The timeline and process for ascertaining the Class of 2009's college-going rate.
  2. Description and size of the applicant high school's proposed target audience.
  3. Anticipated enrollment (grades 9 through 12) for the 2010-2011 academic year.
- **By June 18, 2010:**
  - Determine the baseline college-going rate for the Class of 2009.
  - Complete each section of the application. Incomplete applications will not be considered.
  - Title each section to correspond with the bolded section title.
  - Type application using 11-point font on one side only (8.5 x 11-inch paper). Double space narrative responses. Include the page number and school name on each page of the application.
  - Submit **one** complete application to:  
EducationQuest Foundation  
College Access Grants  
1300 O Street  
Lincoln, NE 68508

**Section One: High School**

Name of High School:  
Address:  
City, State ZIP:  
Telephone:  
Fax:

**Section Two: Primary Contact**

Name:  
Title:  
City, State ZIP:  
Summer Telephone:  
Summer Email:

**Section Three: Class of 2009 Information**

Provide information about the Class of 2009. Your high school must attest that it attempted to reach all graduating seniors at least twice; that your high school reached a minimum of 70% of graduating seniors or their immediate family; or, present a compelling reason why you could not reach the 70% benchmark.

Number of 2009 graduates, as reported to the Nebraska Department of Education	
Graduates who are enrolled in postsecondary education	
Graduates who entered the military	
Graduates who could not be reached after a good-faith effort (attempt at least two contacts)	
Graduates who were enrolled only in a functioning Special Education curriculum/program	
Percentage of Class of 2009 who took the ACT	
Percentage of Class of 2009 who completed the ACT core curriculum (4 years English, 3 years of social studies, math and sciences)	
Class of 2009 Average ACT test score	

**Section Four: 2010-2011 Estimated Enrollment**

Provide estimated figures based on your high school's enrollment for the 2010-2011 academic year. If your school is selected for funding, you will provide actual enrollment information in January 2011.

Grade	Enrollment	Free or reduced lunch students	Ethnic minority students	First-generation college students
9				
10				
11				
12				
<b>Total</b>				

## **Section Five: Grant Application Narrative – 10-page maximum**

Title each section of your narrative to correspond with the bolded titles below:

### **A. Need for a College Access Program**

- State the need for a college access program in your high school.
- Review your high school's 2009 college-going rate and identify what specific challenges your high school's student body faces and trends observed over the past few years. Explain how the college access program would address these challenges. If there are additional community-based changes or challenges, explain what they are and how the college access program would address them.

### **B. Description of the Target Audience**

- Describe the high school's target audience, including the percentage of students who would be underrepresented in higher education and/or who are unlikely to attend college.
- Provide the number of students who will comprise the target audience. Consider how many students the high school needs to reach to increase your college-going rate by 10% at the end of four years of funding. If appropriate, the high school's entire 9<sup>th</sup> through 12<sup>th</sup> grade population may be your target audience.

### **C. Improved College-going Rates**

- Explain the steps the high school's college access lead or team will take to increase the school's college-going rate by 10% by the fall of 2014. If your high school's goal for an increased college-going rate is less than 10% by the fall of 2014, provide a justification for the lower goal.

## **Section Six: Description of Required College Access Program Activities**

State the activity (from the following list) and provide the high school's plan to accomplish the activity. Indicate if the activity is new, existing or enhanced. State when the activity will take place and the intended participants (target audience, all students, freshman, etc) in the activities.

While the target audience is the focus of the activities, all students are welcome to participate. EducationQuest funds may be used for all students. For example, if the target audience visits a college campus as part of the required activities, the high school may use the funding to transport all students interested in the activity.

### **A. Student Activities**

#### **Students will:**

- Attend an official EducationQuest *College Fair* or a Nebraska Association of Collegiate Registrars and Admissions Officers (NACRAO)-sanctioned *Educational Planning Program* by December of the senior year.
- Take the ACT, SAT, or equivalent by December of the senior year.
- Take the PSAT, PLAN, or equivalent by December of the junior year.
- Attend a Financial Aid Presentation, preferably with a family member or guardian, before February of the senior year.
- Complete the Free Application for Federal Student Aid (FAFSA), or the College Estimator, sometime after January 1 and preferably before March 1 of the senior year.

- Conduct a scholarship search during *both* junior and senior years.
- Receive information about advanced placement and dual credit classes offered at the high school.
- Participate in study skills and/or time-management skills sessions.
- Complete at least one college application during the senior year.

### **B. Activities in Collaboration with Nebraska College(s)**

Describe the plan to visit a minimum of one Nebraska college by December of the students' senior year. Details should include which college(s) will be visited, by whom, and what activities would be conducted while on campus.

### **C. Activities Involving Families**

Identify the challenges that your high school faces in engaging families in the college access process. Describe the high school's plan to use grant funds to address these challenges.

### **D. Activities Involving the Community**

Collaboration with the community is critical to understanding the link between careers and higher education. A 1:10 match (\$1 of business funding for each \$10 of EducationQuest funding) is required in cash or in-kind.

Example in-kind activities include:

- business tours
- job shadowing
- internships

Example cash activities include:

- New scholarship funds for target audience
- Sponsoring expenses related to hosting a career fair
- Funds to purchase new student computer equipment for college access purposes or activities

Describe the partnerships with businesses and community based organizations you have developed that can be incorporated into the *College Access Grant* program and how the matching funds will be used. While cash donations are to be spent at the high school's discretion, it is requested they be used to support college access activities. Provide letters of commitment from your business/community partner(s).

## **Section Seven: Staffing Plan**

Many successful schools have established a staffing plan that includes a team of faculty, staff and administrators to develop, administer and evaluate the *College Access Grant* program. While a team is NOT required, the high school should consider this option.

Describe the high school's staffing plan, including initial implementation plans. Provide information on who will coordinate the program. Provide the qualifications of the coordinator

and/or team. Describe the role of the administration, faculty and staff, including who will collect the data and generate required reports.

**Section Eight: Annual Budget**

Complete the budget table below for the first year of grant funding. If selected, your high school will submit a budget each year for review and approval before subsequent year funding will be released.

Attach a detailed explanation for all budget expenses for the first year of grant funding. See example in the Q & A document.

EducationQuest will fund only those “staff” expenses directly related to the college access program.

<b>Expenses</b>	<b>Budget</b>
Travel (college visits, business visits, etc.)	\$
Activities	\$
Materials/Supplies	\$
Postage	\$
Printing	\$
Staff	\$
Other	\$
<b>TOTAL EXPENSES</b>	<b>\$</b>

**Section Nine: Statement of Reporting Requirements**

Section Nine provides an overview of the *College Access Grant* reporting requirements. By completing and signing Section Ten, your high school agrees to comply with the reporting requirements if awarded *College Access Grant* funding. In this section, simply state the following:

*[High School Name] will adhere to the reporting requirements as outlined in the application.*

A mid-year and year-end report with activity progress data and summary of student survey data is required. The mid-year report will include the results of the graduate survey to determine the college-going rate for the graduating class. Both reports will be completed using an online data collection process. Budget information will be submitted on an annual basis.

<u><b>Student Surveys</b></u>	<u><b>When Administered</b></u>
Initial Student Survey (Subsequent years for 9 <sup>th</sup> graders and transfer students only)	Orientation/Start of School
Program Pre/Post Survey	Beginning/End of Program
Annual Program Evaluation	End of School Year
Graduate Survey (Annually)	September/October
<u><b>Grantee Reports/Information</b></u>	<u><b>Deadline</b></u>
Mid-Year Report	January 31
Annual Year-End Report	June 30
Annual Financial report of activities	June 30

**Section Ten: Required Signatures**

The following signatures are required to demonstrate that the high school and its administrators endorse this proposal, understand and accept the reporting requirements, and attest, to the best of their knowledge, to the accuracy of the information contained in this application. If the high school is a successful applicant, the school agrees to notify EducationQuest of any changes in the grant contact/administrator or high school principal.

**Superintendent**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**High School Principal**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Grant Contact/Administrator**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Application due June 18, 2010.**

**Send one complete application to:**

EducationQuest Foundation  
College Access Grants  
1300 O Street  
Lincoln, NE 68508