



Indiana GEAR UP Bridge to College Day Application Fall 2021/Spring 2022

OVERVIEW

Grant Overview

The Indiana Commission for Higher Education has identified that in order to reach our Big Goal of 60 percent of Hoosiers with a quality degree or credential by 2025 we must encourage and empower both traditional and non-traditional students to access and complete a postsecondary credential. The goal of the Indiana GEAR UP Bridge to College Day is to bring juniors and seniors from the program’s high schools to our college and university campuses to expose them to postsecondary opportunities and assist them in completing the necessary steps for application, financial aid and college success.

The Indiana GEAR UP (IN GEAR UP) Bridge to College Day is designed to support collaborative efforts focused on these main college and career readiness priorities:

1. Scholar Success Program (SSP) Completion & Maintaining Academic Eligibility
2. Parent and Family Engagement Programming
3. Financial Aid & Literacy Information
4. Understanding Indiana’s Colleges and Universities (Campus Tours, Admissions Process, Departments/Services)
5. Career Exploration and Preparation Activities

Application Timeline

September 16, 2021	Grant application window opens
October 22, 2021	Grant application deadline
October 29, 2021	Grant award notification
October 30 2021-April 20, 2022	Grant Implementation Window
April 20, 2022	Final grant report and invoice due

What is the funding source?

Funding for the Bridge to College Days are made possible through Indiana Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP). IN GEAR UP is led by a collaborative team of staff from Purdue University and the Commission. IN GEAR UP will follow and provide support to a targeted cohort of students over the course of seven years (2016-2023). One of the primary goals of IN GEAR UP is to increase the number of students who are prepared to enter and succeed in postsecondary education.

Who is eligible to apply?

Indiana Colleges and Universities across the state are eligible and encouraged to apply. Applicants must provide a committee list with representation from at least three key areas: Admissions, Financial Aid, Student Life. If applicable, representation from residence life and campus-level 21st Century Scholars Support is encouraged.

What funding is available to applicants?

Approximately \$150,000 is available for this grant cycle and funding is awarded on a first-come, first-serve basis. Applicants are eligible to receive up to \$10,000 for the program, event or initiative(s) that are completed. Funds will be disbursed on a reimbursement basis once the proposed program has been completed. Grant reimbursement will be based on actual expenses used for the program, event or outreach effort(s) that take place after the award notification and prior to the close of the grant window. A final report and invoice will be due on or before **April 20, 2022**.



How will applications be evaluated?

Applications will be evaluated using the following criteria:

1. Clear description of the population being served through intended programs, events and outreach;*
2. Emphasis on meeting one or more of the previously identified college and career readiness priorities;
3. Clear goals and anticipated impact of the program for the community being reached;
4. Demonstration of a partnership/collaborative effort between College/University and IN GEAR UP High School (i.e. attached letters of support from partnering organizations);
5. Plan and commitment to sustain and/or expand program or initiative after the grant is complete;
**NOTE: Additional consideration will be given to applicants who commit to integrating the Scholar Success Program activities into school programming for all students, both Scholars and non-Scholars.*
6. Plan of evaluation for the effectiveness and impact of the program or initiative.
7. Completion of subrecipient commitment/risk assessment to determine federal grant eligibility.

*Preference will be given to applications that focus on developing sustainable support for students and families at one or more of the 11 Indiana GEAR UP partner schools. Contact **Jean Trusedell**, IN GEAR UP College & Career Specialist at jtrusede@purdue.edu to get connected with our partner high schools.



Indiana GEAR UP Partner Schools

Jefferson High School (Lafayette)
 Crawford County High School (Marengo)
 Jeffersonville HS
 Warren Central High School (Indianapolis)
 Kokomo High School
 Arsenal Technical High School (Indianapolis)

West Side Leadership Academy (Gary)
 Maconaquah High School (Bunker Hill)
 Charlestown High School
 Muncie Central High School
 Purdue Polytechnic High School (Englewood Campus)

How will applications be scored?

A team of three or more individuals will review each application. The team will be comprised of staff and related individuals with a background in education—specifically with low-income and first-generation students. Scoring will be based on the seven components required in the application.

Each of the criteria outlined above will be scored using the following rubric:

0	None of the criteria are addressed.
1	Some of the criteria are met but many areas are incomplete or underdeveloped.
2	Most of the criteria are met but some areas are incomplete or underdeveloped.
3	Meets criteria.
4	Exceeds criteria.

What is the application deadline?

Applications must be submitted to Grants@che.in.gov by 5 p.m. (Eastern) on **October 22, 2021**. Only electronic submissions will be accepted. **Programs, events, and outreach must take place prior to the closeout of the grant (submission of report and invoice).* Questions regarding the grant application process can be submitted via email to Grants@che.in.gov.



Indiana GEAR UP Bridge to College Day Application Fall 2021/Spring 2022 APPLICATION INSTRUCTIONS

Applications must be submitted to the CHE Grants inbox by 5 p.m. (Eastern) on **October 22, 2021**. Only email submissions to Grants@che.in.gov will be accepted.

Note: Incomplete applications will be ineligible for funding and will not be submitted for review.

A COMPLETE GRANT PROPOSAL MUST INCLUDE THE FOLLOWING PARTS:

- Part 1: GRANT CONTACT INFORMATION**—The information submitted is where all subsequent information will be routed regarding the grantee’s application.

- Part 2: PROGRAM DESCRIPTION** – 2-3 pages, typed and double spaced providing an adequate overview and description of the proposed program or event. It must include the following:
 - a. **Description.** Describe the design and implementation of the project. Include the “who, what, where, when, why, and how” of the proposed program(s). Description must also include clear alignment with one or more of the outlined college and career readiness priorities:
 - i. Scholar Success Program (SSP) Completion & Maintaining Academic Eligibility
 - ii. Parent and Family Engagement Programming
 - iii. Financial Aid & Literacy Information
 - iv. Understanding Indiana’s Colleges and Universities (Campus Tours, Admissions Process, Departments/Services)
 - v. Career Exploration and Preparation Activities
 - b. **Partnership.** Explain how partnerships within your community will help to support programming.
 - c. **Goals.** What are the goals and objectives of the program?
 - d. **Impact.** What is the expected short-term impact of the program? What is the expected long-term impact of the program? What will be different in the community as a result of your program?
 - e. **Evaluation.** What are you trying to change or improve? How will you know that your goal has been accomplished? What tools will you use for evaluation? How will you indicate success?
 - f. **Sustainability.** Explain how programming will be expanded for subsequent classes of students. How will you use this programming to help other cohorts complete the Scholar Success Program requirements? How will you continue to support adults returning to college? How will you use what you learn through this grant opportunity and apply it to all Hoosier students?
 - g. **Timeline.** Provide implementation timeline. The implementation timeline should indicate dates for program set-up, participant outreach and recruitment efforts, program logistics, and any additional details pertinent to the project. See sample template on page seven.

- Part 3: BUDGET FORM** – Please follow the budget form provided on page 8. All budgets must follow the format provided. Be as detailed as possible.

- Part 4: LETTER(S) OF SUPPORT** – Letters should come from collaborating schools, employers and/or community agencies that are supporting project efforts.

- Part 5: SUBRECIPIENT COMMITMENT FORM & Active SAM Registration Information** – This should be approved and signed by your organization’s Authorized Organizational Representative (AOR) to determine federal grant eligibility. [DUNS number and SAM registration](#) should be completed prior to the beginning of the grant window.

- Part 6: VENDOR FORMS**—Please include a completed W-9 and Direct Deposit form if your organization is not already an approved and active vendor with the Auditor of State (Forms can be found [here](#)).



Indiana GEAR UP Bridge to College Day Application Fall 2021/Spring 2022 GRANT CONTACT INFORMATION & DESCRIPTION

Applicant (School or Organization)	
Program Contact Name	
Program Contact Title	
Program Contact Email	
Program Contact Phone Number	
Approved Signatory for Contracts Name	
Approved Signatory for Contracts Title	
Approved Signatory for Contracts Email	
Approved Signatory for Contracts Phone Number	
Mailing Address	
GEAR UP Schools Supported	
Federal Employer Identification Number (FEIN)	
DUNS Number (How to obtain linked here.)	
SAM Registration Status (In Process/Active/Expired)	
Is your organization a registered vendor with the state of Indiana? (If yes, provide Vendor ID #.)	
Brief Description of Program(s) for Press Release: (Three Sentences)	



SUBRECIPIENT COMMITMENT FORM

This form must be approved and signed by your organization’s Authorized Organizational Representative (AOR). Please ensure all applicable documents (Statement of Work, Budget, etc.) are included with the request.

SECTION A: Project Information

Subrecipient Legal Name: _____ Subrecipient PI: _____
Subrecipient Central Email: _____ Subrecipient Admin Contact Email: _____
Total Costs: \$ _____ Period of Performance: _____ to _____
Project Title: _____
Performance Address: _____

SECTION B: Subrecipient’s Institutional Information

DUNS #: _____ Expiration Date: _____ EIN: _____ County: _____

- 1. Yes No N/A Is your organization or PI and/or employees on this project presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any federal department or agency or delinquent on repayment of any federal debt including direct and guaranteed loans and other debt as defined in Uniform Guidance?
2. Yes No N/A If application is to a federal or federal pass-through sponsor, have any lobbying activities been or will any be conducted regarding this proposal?
3. Yes No N/A If applicable, does your organization certify that it currently has a PHS-compliant Financial Conflict of Interest (FCOI) policy and a PHS Financial Disclosure for each of the Subrecipient’s key personnel?
4. Yes No Does your organization have a federally negotiated F&A rate? If yes, please provide a copy of your F&A rate agreement.
5. Yes No Does your organization receive a single audit in accordance with Uniform Guidance §200.514 (formerly A-133)? If no, please provide an explanation on a separate sheet as to why this doesn’t pertain to your organization or why your organization did not receive a single audit despite the Uniform Guidance pertaining to your organization. If yes, please provide a copy of your most recent audit report.
6. Yes No Does your organization have prior experience with the same or similar subawards? If yes, please provide documentation on a separate page.
7. Yes No Has your organization had significant new personnel or substantially changed systems in the past year?
8. Yes No. Has your agency been monitored by a federal awarding agency for other federal awards in the past year? If yes, please provide monitoring results documented on a separate page.

SECTION C: Subrecipient’s Authorized Official Representative (AOR) Approval

I certify that the information provided is true and correct. I am the authorized official representative (AOR) of the Subrecipient named herein, and I have the authority to legally bind my organization in grants administration matters. I understand that: (a) any work we begin and/or expenses we incur related to our proposal prior to full execution of a subaward agreement will be at my organization’s own risk. The appropriate programmatic and administrative personnel of each organization involved in this grant application are aware of the agency’s consortium agreement policy and are prepared to establish the necessary inter-organizational agreement(s) consistent with that policy.

Subrecipient’s Authorized Official Name: _____ Date: _____



**Indiana GEAR UP Bridge to College Day Application Fall 2021/Spring 2022
BUDGET FORM**

EXPENSE	DESCRIPTION	AMOUNT
TOTAL		

If selected, grantees understand the following:

- a) A signed contract, invoice, vendor paperwork (W-9 and Direct Deposit Form) and bidder registration must be completed and returned to Indiana Commission for Higher Education (ICHE) in order for funds to be disbursed.
- b) **Funds will be disbursed on a reimbursement basis only.** The budget must reflect expenses for programming that will occur during the 2021-2022 grant period (**October 30, 2021 – April 20, 2022**). For final reimbursement, grantees must also provide an event agenda, any marketing and promotional materials used, and an attendee registration list. Appropriate expenses include: transportation, mileage reimbursement, resource development, marketing/promotional items (no apparel), hospitality and meeting space.
- c) A final report and invoice will be due on or before **April 20, 2022**
 - 1) **Invoice** – An invoice outlining program expenses must be submitted on or before the deadline. Please include the following information on the invoice: Where to send payment, Contact Information, Invoice Number, Title (IN GEAR UP Bridge to College Day) Date, Payment Amount, and Payment Details (itemized list of expenses). **Notice:** Grantees are not required to submit supporting documentation with the invoice, but must retain receipts and all other supporting documentation for a minimum of 3 years in the event of an audit.
 - 2) **Report** –A final report template can be found on pages 8-9 of this document. Format can be altered as long as all sections are provided and addressed in the report. An electronic version will also be made available.
- d) Payment will be made via electronic funds transfer/ACH pursuant to IC 4-13-2-14.8.
- e) Invoice for funds must be submitted to ICHE no later than **April 20, 2022**. The grant award will be paid within 35 days from the submitted invoice date.
- f) Funds cannot be used for the following purposes: to buy gifts (or gift cards), order t-shirts, make charitable donations, or to purchase equipment or capital assets or equipment that will last beyond the project (e.g., purchasing a new laptop, etc.).



Indiana GEAR UP Bridge to College Day Application Fall 2021/Spring 2022 Grant Timeline Template

<u>Task/Activity</u>	<u>Description</u>	<u>Staff</u>	<u>Target Date</u>
<i>Program Development</i>	Finalize the date, location, agenda, presenters, etc.		
<i>Online Registration Link Created</i>	Must include first name, last name, high school, grade, DOB and photo/video release waiver for IN GEAR UP use.		
<i>Bridge to College Day Communications</i>	Bridge to College Day School & Community Partner Outreach <ul style="list-style-type: none"> Target: HS Guidance Counselors, direct Scholar communication (phone/e-mail communication) Work with Tabitha and Barbie at IN GEAR UP on e-flyer/postcard and website <ul style="list-style-type: none"> Include link to online registration 		
<i>Bridge to College Day Outreach and Communications</i>	Target Audience: HS Guidance Counselors, direct Junior Scholar communication <ul style="list-style-type: none"> Include link to online registration Coordinate with Career Ready Campaign communication		
<i>Bridge to College Day Communication (to registrants)</i>	Send e-mail communications out to registrants prior to event with details, logistics, parking, etc.		Target Release dates: One week prior & 2-3 days prior to event (along with reminder e-mail)
<i>Create Evaluation</i>	Update event evaluation w/ IN GEAR UP required questions		
<i>Finalize Content</i>	Finalize Content: <ul style="list-style-type: none"> PowerPoint Presentation Workshop Checklist Handouts Workshop Evaluation 		





FINAL REPORT TEMPLATE

Grantees must also provide an event agenda, any marketing and promotional materials used, and an attendee

PROJECTED		ACTUAL
Number of Attendees/Participants:	Program 1.... Program 2....	
Marketing/ Communications Plan for Program(s)		
Total Expenses:		
Goals and Objectives/ Impact or Outcome		
Barriers to Success:		

registration list in order to be reimbursed. Grantees may also upload additional relevant attachments regarding the program(s) that took place (i.e. summarized participation survey results, pictures or videos from events, etc.).

Questions regarding the final report process can be submitted via email to Grants@che.in.gov.



Indiana GEAR UP Bridge to College Day Application Fall 2021/Spring 2022 FINAL REPORT TEMPLATE

Lessons Learned:	
Notable Participant Feedback/Testimonies:	
What are next steps for your organization(s) to sustain or expand the program(s)?	
Recommendations for organizations who try to replicate this program:	
Links to media about programming (blogs, articles, social media, etc.):	

For more questions regarding allowable expenses, please reach out to Grants@che.in.gov.