



Application Template for 2024-2025 Dual Credit Innovation Grant Program

This is **not** the official grant application. This is a template provided to help applicants collaborate with partners, organize submission information, and draft responses prior to completing the application in the PDE eGrants system.

Dual Credit Innovation grant applications must be submitted via the PDE eGrants system no later than 2:00 PM on **Monday, February 3, 2025**.

Note that gaining access to eGrants may take more than one week.

To apply:

1. Review the [2024-2025 Dual Credit Innovation Grant Request for Application](#). All applicants must meet the requirements outlined in this document.
2. If you do not have access to [eGrants](#), please request access by filling out the [eGrants Request Form](#). Please allow at least one week after submission of this form to obtain access.
3. Review the application questions below and coordinate with partner(s) to answer the application questions.
4. Only one proposal will be accepted from each institution. Applicants may not apply as a consortium. For campuses with multiple locations, the main campus should complete the application. If awarded, funds may be distributed to additional locations as deemed appropriate.
5. Applications that do not include all required information as stated on the application will not be considered for funding.
6. PDE reserves the right to contact applicants to request or recommend amendments to the proposal or budget for further consideration of the grant application.
7. Direct questions to RA-highereducation@pa.gov.
8. Submit the completed application via the [eGrants](#) system by 2:00 PM on Monday, **February 3, 2025**.

Area 1. Applicant Information

1. Institution Name:
2. Mailing Address:
3. City:
4. State:
5. Zip Code:
6. Project Director Name:
7. Project Director Title:
8. Project Director Email Address:
9. Project Director Phone Number:

Area 2. Program Information

Project Overview - In this section, the institution will provide the project overview, including the title of the project, estimated start date (no sooner than **July 1, 2025**), estimated completion date (no later than **June 30, 2027**), estimated total project cost, and grant amount requested.

1. Project Title:
2. Estimated Start Date (no sooner than **July 1, 2025**):
3. Estimated Completion Date (no later than **June 30, 2027**):
4. Estimated Total Project Cost:
5. List the school entity that you are working with.

**Note: Institutions must upload letters of commitment from proposed partners (i.e. school entity).*

6. Grant Amount Requested:

Area 3. Narratives

Proposal Narrative – This section addresses the institution’s specific plans to implement the proposed programs. The institutions should ensure their response is detailed and provides specific examples of how the initiative will be created or further developed and include the mentioned eligible programming options above. Ensure that the narrative demonstrates how funds will be used equitably for supporting students experiencing education instability, from underserved racial and ethnic backgrounds, low-income households, rural communities, and those who face financial, academic, or systemic barriers. Additionally, the narrative should demonstrate how funds will be used to engage students who might not typically enroll in dual credit courses or who are uncertain about pursuing postsecondary education. Institutions must upload letters of commitment from proposed partners (i.e. school entity).

Expected Outcome— In this section, the institution will tie specific goal or objectives to an expected outcome —what the institution hopes to see happen to show that the objective was met. The institution should state the expected outcomes in measurable terms, including baseline information and expected improvements, and explain how program impact will be assessed

Help Button Text: The institution should state the expected outcomes in measurable terms including baseline information and expected improvement and explain how program impact will be assessed.

Area 4. Budget

Instruction – Provide a budget which demonstrates a fiscally sound allocation of funds to successfully provide activities related directly to dual credit initiatives. Grant funds **may** be used for direct salaries, fringe benefits, or operational rates. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

- Help Button Text: All amounts must be entered in whole dollars.

Function	Object	Description of Services	Total Amount

Purchased Professional and Technical Services - Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to dual credit initiatives program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

- *Help Button Text: Round amounts to the nearest whole dollar.*

Function	Object	Description of Services	Total Amount

Contracted Services - Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the dual credit program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

- *Help Button Text: All amounts must be entered in whole dollars.*

Function	Object	Description of Services	Total Amount

Supplies - Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the dual credit program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

- *Help Button Text: All amounts must be entered in whole dollars.*

Function	Object	Description of Services	Total Amount

Equipment - Provide a budget that demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the dual credit program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

- *Help Button Text: All amounts must be entered in whole dollars.*

Function	Object	Description of Services	Total Amount

Budget Narrative - In this section, the institution will provide an explanation of the budget items above and how they relate to the objectives of your proposal. Ensure that the budget narrative demonstrates how funds will be used equitably for supporting students from underserved racial and ethnic backgrounds, low-income households, rural communities, and those who face financial, academic, or systemic barriers. Additionally, the narrative should demonstrate how funds will be used to engage students who might not typically enroll in dual credit courses or who are uncertain about pursuing postsecondary education. If an institution chooses to apply for funding to cover the entirety of course-related expenses, the itemized breakdown of the course cost must be included.

Budget Summary - Displays a read-only table showing totals by function/object codes.
 Displays a **read-only** table showing totals by function/object codes.

	300 Purchased Professional and Technical Services	500 Other Purchased Services	600 Supplies	700 Property	800 Other Objects	Totals
1000 – Instruction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2000 – Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000 – Operation of Non- Instructional Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Compliance Obligations - All grantees will be required to sign a grant agreement with the Pennsylvania Department of Education. All grant funds must be spent, and services performed/products received on or before **June 30, 2027**. The Pennsylvania Department of Education shall seek repayment of funds if it determines that funds were not utilized for the stated and approved purpose. Grantees will be required to submit reports in the eGrants system on forms supplied by the Pennsylvania Department of Education. Final Expenditure Reports must be submitted no later than **July 30, 2027**. Grantees are also expected to participate in Pennsylvania Department of Education evaluation research, including staff interviews and student surveys.

Are you able to meet these compliance obligations?

- Yes – we are able to meet compliance obligations
- No – we are not able to meet compliance obligations