

Work-Based Learning Academies Grant Application Checklist

<u>Application Timeline</u>	<u>Required Steps</u>
Prior to submitting an application	<p>a. Ensure to entirely fill out the application document and upload it in your online submission</p> <p style="padding-left: 20px;">i. This includes:</p> <ol style="list-style-type: none"> 1. Checking off whether you are applying as an ISD or District and providing the name of the high school 2. Selecting a grant option of \$12,000 or \$3,500 3. Listing proposed partners 4. Determining critical-need occupations of focus <p>b. Indicate on your online submission whether you are requesting \$12,000 or \$3,500 (this can be found in the "Respond to Lines" tab).</p> <p>c. Answer all 5 criteria questions in the "Requestion Information Tab."</p>
After receiving a conditional grant offer	<ol style="list-style-type: none"> a. Contact NAF to begin to set up a partnership b. Provide MDE a Proof of Partnership Contract with NAF c. Show proof of payment made to NAF within days of receiving the grant award

Points of Contact:

- For more information about NAF Programs, contact Dr. Marcy Aycock, Managing Director, Network Development and Impact, at maycock@naf.org.
- For more information regarding the grant application, contact Ruth Anne Hodges, Michigan Department of Education, at hodgesr3@michigan.gov or call 517-241-2219.
- For technical assistance with the SIGMA application, contact Dylan Rozansky, Michigan Department of Education, at rozanskyd@michigan.gov, or call 517-241-9041.
- For issues with VSS, email SIGMA-Vendor@Michigan.gov or call 517-284-0550.