**INTENT TO APPLY**

In supporting Utah’s 66% by 2020 goal, the Utah System of Higher Education (USHE) invites interested partners to submit the enclosed Intent to Apply for the StepUP READY Grants. Grantees are to form partnerships between school districts/local education authorities (LEAs) and Utah not-for-profit higher education institutions. These grants explicitly support efforts to increase the number of Utah’s public high school students who graduate college-ready and enroll in a post-secondary institution through the adoption of specific objectives that have been shown to increase college readiness and success. USHE will make a total of $500,000 of state appropriated funds available for grants up to $50,000 for collaborative work between school districts/LEAs and Utah not-for-profit higher education institutions

This **required** Intent to Apply will help USHE assist you in the designing and drafting of your grant application. Several models of successful programs are listed in the Grant Application Objectives in the StepUP READY Grant Overview. StepUP READY grants may be used to implement these programs in new schools/districts but applications for projects that duplicate existing programs will not be accepted. Further, StepUP READY funds may not be used for existing programs that will not be substantially expanded or changed as a result of the funding. The StepUP READY grant is a one-year award that requires a 50% match.

**PROCESS**

This required Intent to Apply is the first step in your application. USHE will use this as a pre-screening tool and will solicit applications from certain applicants. Those selected must complete the entire application, which will then be reviewed by the full committee. Funding will be dependent of total number of applicants and funds available.

**GRANT TIMELINE**

July 2, 2015 Extended Intent to Apply notice due (mandatory)

July 27, 2015 Grantees notified with invitations to apply & full RFP available

August 12, 2015 Technical Assistance call (mandatory)

September 9, 2015 Application due

October 2015 Consultation period

November 6, 2015 Selection announcement

Dec-Jan 2016 Grantees sign grant agreement

January 2016 Grant monies released

Jan-Dec 2016 Implementation

June 2016 First Interim Report due

January 2017 Second Interim Report due

April 2017 Data Analysis and Final Report

**SUBMISSION PROCEDURES**

* Complete this Intent to Apply form
* Save your form in Microsoft Word using the lead project coordinator’s last name (ex: Martinez\_Proposal.doc).
* Submit your proposal electronically by emailing the document to Maria Martinez, mmartinez@ushe.edu.
* The final page must contain both partner signatures. Submit the signed page either by fax to 801-321-7256, scanned and emailed to mmartinez@ushe.edu, or mailed to:

Utah System of Higher Education

Attn: Maria Martinez

Board of Regents Building, The Gateway

60 South 400 West

SLC UT 84101

**FOR QUESTIONS, CONTACT:**

Christie Fox, PhD

Office of Outreach and Access

Utah System of Higher Education

801-366-8498

cfox@ushe.edu

**INTENT TO APPLY DUE JUNE 25, 2015**

**1. PROJECT NAME** Click here to enter text.

**2. PROJECT PARTNERS** All fields must be completed. Grantees must have a higher education and a public education partner.

|  |  |
| --- | --- |
| **Higher Ed Institution Partner:** | **Public Ed Partner District(s) (or charter school):** |
|   |   |
| Institutional Contact Name:  | Public Ed Contact Name: |
|   |   |
| Title/Position:  | Title/Position: |
|   |   |
| Address: (Street, City, State, Zip) | Address: (Street, City, State, Zip) |
|   |   |
| Telephone: | Email: | Telephone: | Email: |
|   |  |   |   |

**3. GRANT OBJECTIVES** Chose from list in Overview.

|  |  |  |  |
| --- | --- | --- | --- |
| **Preparation** | **Enrollment** | **Transition** | **Professional Development**  |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Choose an item. |   |   |   |
|  |   |   |   |
|  |   |   |   |
|  |  |  |  |

**4. STATEMENT OF NEED** (Use data to describe the need. Rely on Utah Data Alliance, American Community Survey, or other state/district data sources.) *Max 250 words*

Click here to enter text.

**5. TARGET POPULATION** (include # of students intended to reach and % of total school population) max 100 words

Click here to enter text.

**6. DRAFT IMPLEMENTATION PLAN** max 250 words

Click here to enter text.

**7. TENTATIVE GRANT REQUEST AMOUNT** (up to $50,000)

Click here to enter text.

**8. SIGNATURES**

I understand that this letter of intent starts the StepUP READY Grant application but is only the first part of the application and that our application will not be complete until the full application has been submitted and that an invitation to complete the full application is not a guarantee of funding.

I understand that the StepUP READY grant requires a 50% match and that match may be in kind.

I understand that grant funds may not be used to cover indirect costs, support existing staff in their current roles, administrative oversight, or hire any full-time staff.

|  |  |
| --- | --- |
| **Signature of Higher Ed Partner Contact**  | **Signature of Public Ed Partner Contact**  |
|  |  |