



# **PERKINS SPECIAL PROJECTS GRANT**

***2022-23 GRANT GUIDELINES***

Workforce Education Department  
Washington State Board for Community and Technical Colleges  
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[SBCTC.edu](http://SBCTC.edu)

The Washington State Board for Community and Technical Colleges reserves the right to make changes to this document due to, but not limited to, federal, state, or local legislation or policy changes.

## Deadlines and Milestones

Milestone	Dates (subject to change)
Applications available in OGMS	April 14, 2022
Applications due for first consideration	May 13, 2022
Billing deadline for all expenses incurred through September 30, 2021	October 31, 2022
Billing deadline for all expenses incurred through December 31, 2022	January 31, 2023
Billing deadline for all expenses incurred through March 31, 2023	April 30, 2023
Last day to apply for a grant	May 31, 2023
Final budget revision deadline	June 15, 2023
Projected end date of grant	June 30, 2023
Billing deadline for all expenses incurred through June 30, 2023	July 14, 2023
Final reports due in OGMS	July 31, 2023

## Grant Contacts

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# Overview

Special Projects must have a statewide focus and/or impact and produce guides, reports, or resources available to all colleges in the system. Examples include, but are not limited to, presenters for WEC meetings; coordination of statewide student leadership organizations; conference or training development, planning, and sponsorship; broad program or curriculum alignment activities; and statewide collaboration on major initiatives such as CTE dual-credit and programs of study, career pathways, employer engagement, work-based learning, etc.

Special Projects funding is intended to support the development of new initiatives and to provide initial funding to launch innovative projects with systemwide impact. Projects must provide a continuity/sustainability plan as part of their application if the project is expected to request funding for more than one year. All funding is awarded in one-year increments and cannot be pre-approved for additional years at the time of review.

## Applicant Guidelines

### Who May Apply

This grant is open to community and technical colleges in Washington State as defined under [RCW 28B.50.030](#). Projects must have a statewide focus.

### How Does the Provider Apply

Access the 2022-23 Perkins Special Projects Application through the Online Grant Management System ([OGMS](#)).

If you do not have an account, contact your organization's [Security Contact](#) for access to the FY23 Perkins Special Project Grant.

Submit completed grant applications to the SBCTC through OGMS no later than May 31, 2023 at 11:55 p.m. SBCTC staff is available for assistance until 4:00 p.m. on May 31, 2023. ***Grant funds will not pay for costs incurred prior to the grant approval date and/or before July 1, 2022.*** For funding to start as of July 1, 2022, submit applications no later than May 13, 2022.

### Application Process

Under most circumstances, Special Projects will be reviewed and recommended for approval by the WEC Executive Committee. The committee meets in late July/early August of each year to develop priorities and determine the focus of Perkins Special Projects funds. It is recommended that applications be sent in no later than May 13, 2022 for consideration; however, applications received no later than June 30, 2022 will be reviewed. Colleges may request expedited Special Projects review and approval by contacting SBCTC's Program Administrator or Policy Associate for Workforce Education with an explanation of the circumstances warranting early consideration. In such cases, the application should be submitted no less than three weeks prior to the desired approval date. Grant funds cannot be used to pay for costs incurred prior to application approval or July 1, 2022, whichever is later.

We suggest writing responses to application questions in a word processing program and pasting the application content into OGMS. This will help ensure you do not lose any content if the OGMS application times out.

The assurances document that your college signed and uploaded to your 2022-23 Perkins Plan grant application applies to this grant as well.

## Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC reserves the right to add additional grant requirements to applicants meeting minimum criteria to receive funds but that are deemed to be higher risk grantees. Additional requirements may include, but are not limited to, additional reporting requirements or additional monitoring to assess the applicant's ability to adhere to grant requirements. Any additional requirements will be outlined for individual applicants prior to applicants accepting any resulting grant funding.

## Funding and Reporting

Special Project funds are available July 1, 2022 and must be expended by June 30, 2023.

Grant funds will not pay for costs incurred prior to the grant approval date or before July 1, 2022.

Funds depend on federal budgets and Workforce Training and Education Coordinating board (WTECB) policy.

Final reports are due July 31, 2023. Final report forms are on the SBCTC [website](#). Final reports must be uploaded as an attachment to the grant in OGMS.



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