



SPEEA ACE SCHOLARSHIP FUNDS

2025-26 GRANT GUIDELINES

Workforce Education Department
Washington State Board for Community and Technical Colleges
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[SBCTC.edu](https://www.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)
Scholarship Funds Start Date	August 1, 2025
Scholarship Funds End Date	June 30, 2026
Final Billing for All Expenses Incurred through June 30, 2026	July 15, 2026

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Overview

The State Board for Community and Technical Colleges (SBCTC) has been selected to assist the Society of Professional Engineering Employees in Aerospace (SPEEA) Aerospace Career Enhancement (ACE) Foundation in the disbursement of ACE childcare and tuition scholarship funds to students pursuing careers in aerospace. The mission of SPEEA Aerospace Career Enhancement is to promote, expand, and enhance workforce training and education, in support of the aerospace and aerospace supply chain industries and to help promote diversity and equity in those industries.

SPEEA ACE funding aligns well with the current structure of SBCTC Student Support Programs' services and adds an additional source to the current programs for students with need to access resources available to them through a common and streamlined process.

Data from the 2024 Washington Student Experience Survey shows that 76% of student parents (three out of every four parenting students) who responded are unable to afford needed childcare without worrying about basic needs/levels of debt.

Community and technical colleges have robust Student Support Programs that exist across Student Services and Workforce departments that provide an integrated service delivery system focused on meeting the needs of students and connecting students to available resources on and off campus. Benefits Navigators play a critical role in resource navigation such as access to tuition, housing, transportation, and childcare funding for students and streamlining access to funding through a common application/intake process that screens for eligibility of multiple programs.

The target population of students includes basic food employment and training (BFET) students (these are low-income student parents) enrolled in aerospace or aerospace related programs, as identified by the Aerospace Pipeline Committee for the allocation of the Aerospace 1,000 FTE. However, all eligible students (defined below in the student eligibility section) would be able to access the SPEEA ACE Childcare and Tuition Scholarship funding.

Program Resources and Support: Canvas Community

The [Student Supports Programs Canvas Community](#) serves as a resource hub and notification system for many student support programs, including Basic Food Employment and Training (BFET), Opportunity Grant (OG), Student Emergency Assistance Grant Program (SEAG), Benefits Navigators and Campus Basic Needs Strategic Plans, and WorkFirst. Community and Technical College staff may request access to the general canvas community and program-specific groups within the community by emailing StudentSupport@sbctc.edu.

We encourage staff and administrators working with SPEEA ACE Scholarship Funds to request access to the canvas community and the SPEEA ACE specific group for important program notifications as well as access to supplemental training resources and topical program guides available in the SPEEA ACE module.

Award Process

Selected colleges are invited to participate in the 2025-26 SPEEA ACE Scholarship Funds based on the current Aerospace 1000 program enrollments of parent students. Selected colleges already have developed robust Aerospace 1000 programs and have demonstrated a high ability to provide holistic support to students.

Selected colleges will complete an assurances document as their intent to administer the funds. Upon completion, SBCTC will load each college's award into the Online Billing and Invoicing System (OBIS).

Assurances

A completed and signed Assurances documents and notice of intent to participate must be emailed to the Student Support Programs Policy Associate, Jennifer Dellinger, at jdellinger@sbctc.edu prior to the release of award funding in OBIS.

Colleges must have a signed original of the assurances on file for audit purposes.

Funding

The total award for FY26 is \$400,000. Funding is available for up to \$80,000 per college for each selected college. If a selected college wants to accept less than \$80,000, please indicate the amount you want to accept with your intent to participate email to the Student Support Programs Policy Associate as described in the above assurances section.

For FY26, funding becomes available on August 1, 2025, and expires June 30, 2026. Funds do not extend beyond the end of the fiscal year (June 30, 2026). SPEEA ACE Scholarship Funds awarded to colleges are for the purpose of providing childcare and tuition awards to students enrolled in Aerospace 1000 programs. Colleges are expected to expend all funds by June 30, 2026.

The SBCTC will monitor monthly billing and invoicing to ensure funds are being spent down.

Funds are not to be used for any other purposes other than awarding childcare and/or tuition scholarships to students.

Redistribution Policy

Colleges are expected to expend their awarded funds by the following timeline and corresponding percentages. Any unspent funds outside of the allowable range will be recalled by SBCTC for distribution to meet system needs. Funding surveys align with Redistribution Policy Deadlines to allow colleges to voluntarily return funds to fall within the allowable range.

- Through December - 40%
- Through March - 65%

To avoid having funds recalled by SBCTC, colleges are encouraged to meet the targets above or notify SBCTC as soon as possible if funds need to be returned.

Disclaimer

SBCTC reserves the right to refrain from granting to any or all applicants. Additionally, SBCTC

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

Administering the Scholarship Funds

If at any time throughout the execution of these scholarship funds uncertainties, questions, or difficulties in administering the grant arise, contact the Student Support Programs Policy Associate, Jennifer Dellinger, at the State Board for support.

Responsibilities of the College

The responsibilities of the college include, but are not limited to:

- Establish contact between the college's Point of Contact and the Policy Associate at the State Board.
- Maintain accurate contact information in OGMS/OBIS and with the State Board.
- Meet the monthly billing deadlines as established by SBCTC.
- Maintain secure records including a copy of all reports, applications, and any documentation related to the SPEEA ACE Childcare and Tuition Scholarships.
- Ensure students meet eligibility requirements for SPEEA ACE Childcare Scholarship Funds prior to awarding.
- Ensure students meet eligibility requirements for SPEEA ACE Tuition Scholarship Funds prior to awarding.
- Integrate the SPEEA ACE Scholarship into a common/universal application with other student support programs.
- Award SPEEA ACE Scholarship Funds through ctcLink financial aid using the required global item types established by the SBCTC.
- Work with Benefits Navigators to conduct targeted outreach to eligible students.
- Attend SBCTC facilitated meetings related to SPEEA ACE Scholarship Funds.

Student Eligibility

- Students must be attending a public college or university in Washington state.
- Students must be pursuing an Associate, Bachelor, Masters, or Doctorate degree in support of achieving a career in the aerospace industry. SPEEA ACE Scholarship Funds cannot be used for students only attending a flight training school.
- For SPEEA ACE Childcare funds, students must be 18 years or older and have dependent children in need of childcare.

- Students cannot receive more than \$5,000 in SPEEA ACE childcare, tuition, or combination of both scholarships in one school year.
- Running Start and/or students intending to use this money while still in high school are excluded from receiving scholarship funds.

Eligible Programs

The SPEEA ACE Scholarship Fund administered by the SBCTC is aligned with the Aerospace 1000 program categories as defined by the Aerospace and Advanced Materials Manufacturing Pipeline Advisory Committee. Eligible programs include Aerospace and/or Aerospace related program pathways.

- Aircraft Mechanics and Service Technicians
- Avionics
- Electrical Assemblers
- Electronics/Automation
- Information Security Analysts
- Machining
- Maintenance Mechanic/Industrial Technicians
- Manufacturing Engineering and Planning
- Pilot Training
- Robotics/Pneumatics
- Sheet Metal/Welding
- Supervisors of Transportation and Material Moving Workers
- Tooling
- Unmanned Aerial Systems

If you have questions about the Aerospace 1000 programs your college offers, please contact Genevieve Howard, goward@sbctc.edu.

Eligible Childcare Provider

All Washington state [licensed childcare](#) facilities, whether a daycare or before/after school program, and/or special needs program qualify as long as the parent/guardian is not supervising the child.

If a student is interested in or has a different type of childcare provider, to qualify for SPEEA ACE childcare scholarship funding, the childcare person/provider would need to register with the [Washington Family, Friends, and Neighbor Care](#) and provide their FFN number.

If you have any questions on who an eligible provider is, please contact Student Support Programs Policy Associate, Jennifer Dellinger, at jdellinger@sbctc.edu.

Outreach and Recruitment

Selected colleges are expected to work with their campus Benefits Navigator to conduct outreach and recruitment activities at their college and in their community to support access to SPEEA ACE Scholarship funds for all eligible students.

Please see the Publicity and Publications section for more information on marketing and media.

Awarding Childcare Scholarships

Students are limited to \$5,000 per year for SPEEA ACE Scholarships. Scholarship funds may be awarded at less than \$5,000 and awarded over multiple quarters as long as the total amount of scholarships awarded does not exceed \$5,000 per student.

Combined scholarship awarding is allowed and may not exceed a total award of \$5,000 per student.

Awarding Tuition Scholarships

Students are limited to \$5,000 per year for SPEEA ACE Scholarships. Scholarship funds may be awarded at less than \$5,000 and awarded over multiple quarters as long as the total amount of scholarships awarded does not exceed \$5,000 per student.

Combined scholarship awarding is allowed and may not exceed a total award of \$5,000 per student.

Funding Model

Colleges should have a developed funding model that supports maximizing access to basic needs supports through a holistic approach.

Including SPEEA ACE Scholarship Funds as part of the college's common intake and/or application process will ensure that each student is screened for eligibility and all their support needs are triaged in alignment with the college's funding model and available resources.

Colleges are encouraged to strategically review available resources for students in effort to maximize leveraging capacity of funds to meet the need. Examples include using SPEEA ACE Childcare Scholarship Funds before SEAG and redirecting SEAG to other support needs such as housing or transportation or leveraging SPEEA ACE Scholarship Funds for BFET reimbursement and using the BFET reimbursement for other support needs such as tools, supplies, and books.

PeopleSoft

Awarding SPEEA ACE Scholarship funds must be done through the ctLink system using the SBCTC approved global item type. Colleges are not permitted to develop and use their own item types for SPEEA ACE Scholarships.

Childcare Scholarship Funds are not to be disbursed directly to a student. Colleges will need to follow a third-party payment process. For this reason, a non-disbursable and placeholder item type are used for AP check, vendor payment, purchase card (P-Card) and/or other expenditures paid for on behalf of the student. Placeholder item types are to be set as non-refundable.

Awarding SPEEA ACE Tuition Scholarship funds must be done through the ctcLink system using the SBCTC approved global item type. Colleges are not permitted to develop and use their own item types for SPEEA ACE Tuition Scholarships. The SPEEA ACE Tuition Scholarship pays tuition and fees only.

Item Type	Descr	Refund Item Type	Refund Descr	Placeholder Item Type	Placeholder Descr
924000000135	SPEEA ACE Schlrp	None	None	924000000136	SPEEA ACE Schlrp Childcare ND
924000000133	ACETUITION	None	None		

How to Request or Update Global Item Types

To request a global item type created for SPEEA ACE childcare and tuition or update a global item type for your college, please open a ticket under the following: SolarWinds request type: ctcLink Support - Student Financials - Item Types.

Reporting and Coding

Reports

The data within ctcLink is used to complete a portion of the reporting by the State Board to the funder, SPEEA ACE.

Each quarter the SBCTC will provide the following series of data to the funder, SPEEA ACE for childcare and tuition:

- The amount of funds each college has expended in each category
- Number of students awarded at each college
- Student contact information (name, email address, program of study, and college attending)
- Persistence and Retention (quarter to quarter and annual)

SBCTC reserves the right to request additional information and/or data as needed from colleges.

Budget & Invoicing Guidance

Childcare

An eligible student may receive up to \$5,000 per year to cover necessary and reasonable costs for childcare expenses that help maintain eligible student enrollment in college.

Childcare Scholarship funds may **not** be given directly to a student.

Tuition

An eligible student may receive up to \$5,000 per year to cover tuition and fees that help maintain eligible student enrollment in college.

Tuition Scholarship funds may **not** be given directly to a student.

Combined scholarship awarding is allowed and may not exceed a total award of \$5,000 per student.

Funds may not be used for any purpose other than childcare and/or tuition.

Invoicing

Funds for this award must be claimed on a reimbursement basis. No payments in advance of or in anticipation of goods or services provided under this grant shall be requested or paid. All costs must be reported for the period incurred.

College will invoice their total expenditures for childcare and tuition in OBIS under the childcare budget category. College must keep detailed records of all expenses for each award type (childcare and tuition) and may be required to submit backup documentation to the SBCTC to affirm the amount being invoiced for.

Reimbursement requests must be submitted monthly via [OBIS](#). All costs must be submitted for reimbursement in accordance with the schedule shown below.

For expenses incurred	Invoice no later than
August 2025	September 30, 2025
September 2025	October 31, 2025
October 2025	November 30, 2025
November 2025	December 31, 2025
December 2025	January 31, 2026
January 2026	February 28, 2026
February 2026	March 31, 2026
March 2026	April 30, 2026
April 2026	May 31, 2026
May 2026	June 30, 2026
June 2026	July 15, 2026

All financial reports, including reimbursement requests, must be certified upon submission. Please read the certification statement within the OBIS invoice module and click on the check box to attest to the statement.

Invoices may be selected for pre-payment review by SBCTC financial staff. If this is done, the invoice will be placed in “Audit” status in OBIS and the recipient institution will receive an automated email detailing the next steps. It is important to provide all requested back-up documentation as soon as possible, as OBIS will not allow additional budget revisions or invoices for the same award to be submitted while an invoice is in “Audit” status.

Funding Surveys

Funding Surveys SBCTC staff will conduct funding surveys throughout the year to monitor actual and obligated expenditures and to ensure awarded colleges are spending the funds accordingly. Through this process, colleges have an opportunity to request either a reduction or an increase in their

awarded amount. Please note that SBCTC will only be able to redistribute unspent funds in the system. If there are no colleges returning funds, we will not be able to award any additional funds requested.

These surveys are contractually required administrative activities and must be completed and submitted to SBCTC by the deadlines provided.

Leveraging SPEEA ACE Scholarship Funding for BFET Reimbursement

SPEEA ACE Scholarship funds may be used as leverage for BFET Reimbursement at 50% of what was expended.

To leverage these funds for BFET Reimbursement, the college must have SPEEA ACE Funds listed in their FFY26 BFET Budget Workbook, award childcare and/or tuition scholarship funds to students enrolled in BFET and include the amounts of funds in the BFET quarterly billing and invoicing workbook on the local certification form. For childcare only complete a participant reimbursement form and collect a receipt for the expenditure.

Childcare Example: Tom Jones is enrolled in both an Aerospace program and BFET. He has requested \$500 to help with the cost of childcare for fall quarter. After verifying eligibility, college staff awarded Tom SPEEA ACE Childcare Scholarship funds. Tom and the college staff complete a BFET Participant Reimbursement form, the college issues a check for \$500 to the childcare center, and Tom provides the college the receipt from the childcare center. The college can claim reimbursement for their BFET program at \$250 in their fall quarter billing and invoicing to the SBCTC.

Tuition Example: Julie Jones is enrolled in both an Aerospace program and BFET. She is eligible for tuition for spring quarter. After verifying eligibility, college staff awarded Julie SPEEA ACE tuition Scholarship funds for \$1,250. The college can claim reimbursement for their BFET program at \$625 in their spring quarter billing and invoicing to the SBCTC.

Terms & Information

General

Local funds for the scholarship awards are provided to the State Board of Community and Technical Colleges (SBCTC) from the SPEEA Aerospace Career Enhancement (ACE) Foundation.

Allowable Costs

All expenditures submitted for reimbursement under this award must be necessary and reasonable for proper and efficient administration of the SPEEA ACE Scholarship funds.

The following state and federal regulations must be followed:

Applicable Washington State Regulations

The State Administrative and Accounting Manual ([SAAM](#)) must be followed.

Expenditure Accounting

These funds must be kept in an account separate from all other funding sources. Colleges must retain all expenditure documentation in their fiscal records. SPEEA ACE Scholarship funds should be monitored and reconciled to ensure there is no over-expending at the end of the year.

Colleges must set these funds up as a cost-reimbursement/as-incurred grant and be accounted for as grant and contract (fund 145). SBCTC reimbursement for this grant must be coded to 4020120.

This award should be set up using the following information:

- Grant Type: As Incurred/Cost Reimbursable
- Sponsor ID: FIN00107
- Project Type: 02012
- Fund: 145
- Revenue Account: 4020120
- Contract Asset Account: 1010180

When entering this grant into ctcLink, be sure to select budget items based on the types of expenses the college will have. To view ctcLink budget items/accounts and expense accounts that roll up to each budget item/account, visit the ctcLink [Project Tree](#) QRG.

To add a new activity to an existing grant in ctcLink follow the [Adding an Activity to an Active Grant](#) QRG. Use this QRG to add new funding to the grant for a new activity or to add funds in an existing activity not previously entered in ctcLink.

Monitoring

SBCTC may schedule monitoring visits during and after the award period to evaluate the fiscal progress and performance of the program and provide technical assistance. The purpose of monitoring is to ensure regulatory and contractual compliance on the part of awarded recipients. To ensure compliance with award requirements and to ensure that financial records support program expenditures, SBCTC staff will schedule visits.

Publicity and Publications

The college must submit to SBCTC all advertising and publicity matters relating to this award in which the State of Washington or the SPEEA ACE, state seal or logo is mentioned or used, or language is used from which a connection with the State of Washington or SPEEA ACE may, in SPEEA ACE judgment, be inferred or implied. The college shall not publish or use such advertising, and publicity matters without the prior written consent of SBCTC and SPEEA ACE.

All publications funded, in whole or in part, under this grant must use the SPEEA ACE logo and must acknowledge credit as either providing “funding in partnership with” or “funded by” SPEEA ACE. The full-color or black-and-white SPEEA ACE logo, provided by the SPEEA ACE, shall appear in its entirety, without modification.

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released under the [Creative Commons Attribution](#) license. This allows the system's colleges to realize the educational value of the substantial investments of state and federal governments and foundations in digital software, educational resources and knowledge. The open licensing policy supports the Innovation goals of the Board's Strategic Direction to use "technology, collaboration and innovation to meet the demands of the economy and improve student success."

Records Retention

Financial management systems shall reflect accurate, current, and complete disclosure of all cost expenses for grant activities. Grant recipients must maintain books and records, supported by source documentation that sufficiently and properly reflect the source of funds and all costs expended for program purposes. These records and financial statements are subject to inspection, review, reproduction, and/or audit by SBCTC or its designee for at least six years after the dispersal of funds, the termination or expiration of the contract, or the resolution of litigation or audits related to the program, whichever is latest. Additional information on records retention may be found in Chapter 7 of the [SBCTC Policy Manual](#).

Maintenance of Records

All records and other materials relevant to this grant shall be retained for six (6) years after the program year ends, or six (6) years after any audit.

Maintaining Confidentiality

Confidential information must not be used, published, transferred, sold, or otherwise disclosed.

Termination

This grant may be terminated by the SBCTC upon giving notice in writing to the grant recipient at least thirty (30) days in advance of the date of termination. If the grant is terminated for any reason, all reports and data gathered by grant recipient prior to termination shall at the option of the SBCTC, become the property of the SBCTC. If termination shall occur pursuant to this section, reimbursement to grant recipient shall be made on the basis of work performed prior to the effective date of termination as mutually agreed upon by both parties. Determination of final adjustments, either payments or refunds, shall also be mutually agreed upon by both parties.

Termination for Cause

If for any reason, the grant recipient violates any terms and conditions of the Early Achievers Grant program, SBCTC will give the grant recipient notice of such failure or violation. Grant recipient will be given the opportunity to correct the violation or failure within thirty (30) days. If failure or violation is not corrected, this grant may be terminated immediately by written notice from SBCTC.

Savings

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the SBCTC may terminate the grant under the "Termination" clause, without the thirty-day notice requirement, subject to renegotiation at the SBCTC's discretion under those new funding limitations and conditions.



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Washington State Board for Community and Technical Colleges