

Micro Grant FAQ

Micro grants are small grants available for the 2011-2012 program year that are intended to assist approved GED+ providers in the development and implementation of programs. If a program is already in existence does not need to be changed to accommodate the GED+ parameters, a micro grant should not be used.

Below are frequently asked questions regarding micro grants. If you are unable to find the answer to your question below, please email AdultEd@dwd.in.gov or the appropriate contact on the Contact Us Tab.

1. Is there a deadline for micro grant applications?

Yes, all applications must be received no later than January 3rd, 2012.

2. Are regions allowed to use multiple micro grants for the same certification if the grants are awarded to different training providers?

No. Only one micro grant of up to \$12,000 may be awarded per certification. Note that this micro grant may be allocated to several providers.

3. Is it permissible to use micro grants for tuition costs?

No. Career certification vouchers should cover tuition costs.

4. May the \$2500 teacher stipend be exceeded?

No. However, the same instructor may be paid for curriculum development. If a program foresees the potential to exceed the stipend, the reason would have to be justified in the application.

5. May the \$1000 curriculum development stipend be exceeded?

No. This stipend is per individual who develops curriculum. The same person can both develop curriculum and be the instructor. If a program foresees the potential to exceed the stipend, the reason would have to be justified in the application. If the program is already in existence further justification is required to apply for this expense.

6. Are salaries for instructors at various providers/locations eligible for the micro grant or does the grant only apply to one instructor?

The micro grant can fund multiple instructors regardless of the location. The designated grantee is responsible for distribution of funds to each instructor.

7. If the micro grant is being used to pay some of the cost for a specific program but not all of the cost, should the additional cost be explained on the micro grant?

No. Only proposed micro grant expenses should be included on the application.

8. Can micro grants be used to cover travel related expenses?

Travel related expenses can be covered only if as part of the curriculum an offsite visit is required. Costs that cannot be included are expenses related to regular attendance of a

training program. Multiple providers should be used in order to minimize travel distance for training.

9. Will micro grants be available after this program year?

It is not guaranteed. Currently, micro grants are available through June 30, 2012.

10. How long will the reimbursement process take once the form is submitted?

Typically the process has a two week turn around. However the state does reserve the right to wait 45 days for reimbursement. Accurate and timely submission of reimbursement forms will expedite the process.

11. Are signatures required on the micro grant proposal?

No, signatures are only required if a micro grant is approved. A separate package will be sent for that process.

12. Can remaining grant funds be carried to the next program year?

No.

13. Is there a certain consortium member who must approve the application?

Any member of the consortium may indicate approval on the cover page of the application. DWD recommends that the Adult Education Coordinator be listed on the cover page. No application will be approved if the applicant is the same as the consortia member.

14. Do micro grants have to be expended by the fall program year start date or may the grants be used at a later time during the program year?

Micro grants may be used at a later date. The deadline for expending micro grant funds is the end of the program year (June 30, 2012). The grant start date should accurately reflect when the grant will be used.

15. Are Regional Operators eligible to apply for the micro grant?

A regional operator (RO) may only apply for the micro grant if the RO will be the one providing the certification. Only entities providing the program are eligible to apply.

16. Are supplies purchased before the grant start date eligible for reimbursement?

No.

17. Does a provider who discontinues training need to return equipment purchased using micro grant funds?

Yes. Equipment purchased with a micro grant is property of the state and must be returned if the provider ends a pathway program.