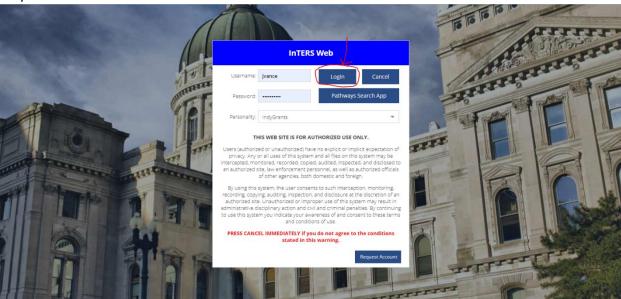
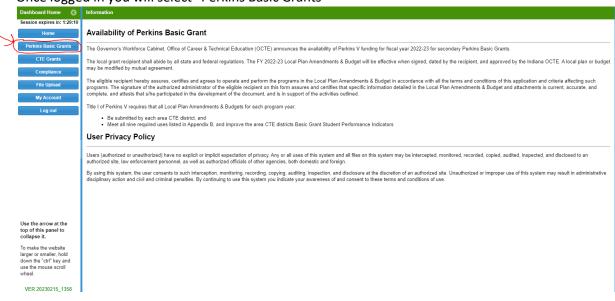


## **IndyGrants 2024-2025 Perkins Basic Grant Application Process**

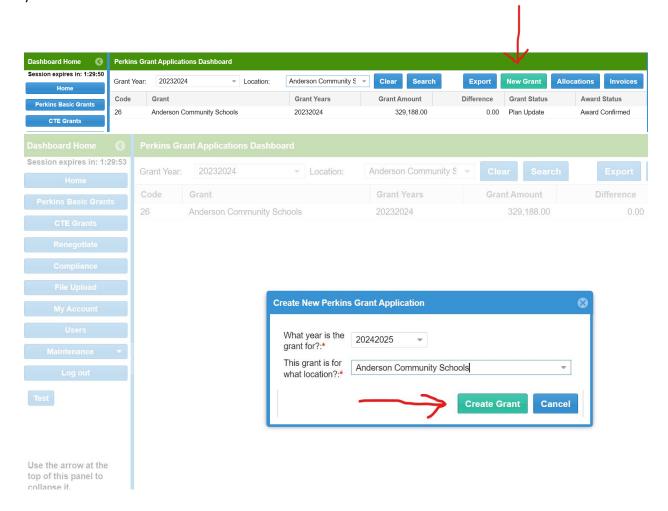
Type in your username & password and select "Login" and make sure the personality is set to IndyGrants



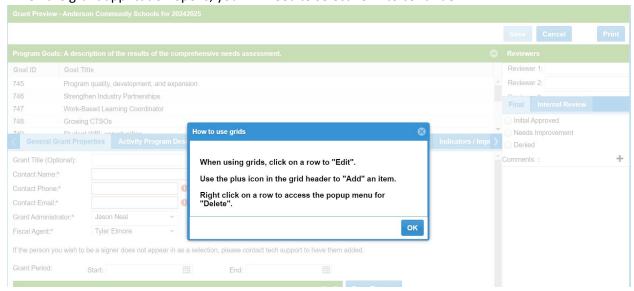
# Once logged in you will select "Perkins Basic Grants"



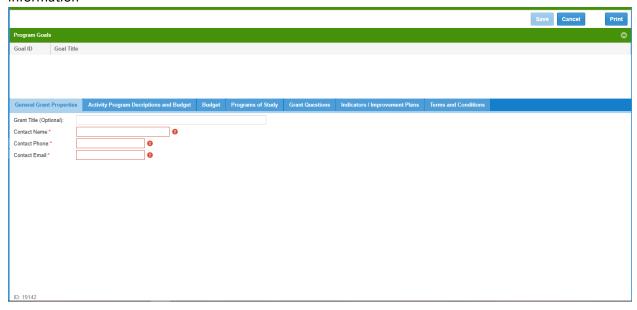
You will need to select "New Grant" and then in the grant year field select 2024-2025. Next, select your location in the location field and then select "Create Grant"



When the grant application opens, you will need to select "OK" to continue



<u>General Grant Properties:</u> Select the General Grant Properties tab and update relevant contact information



The program goals are listed at the top, and you need to make sure that you write to them when making any edits/updates to your grant application

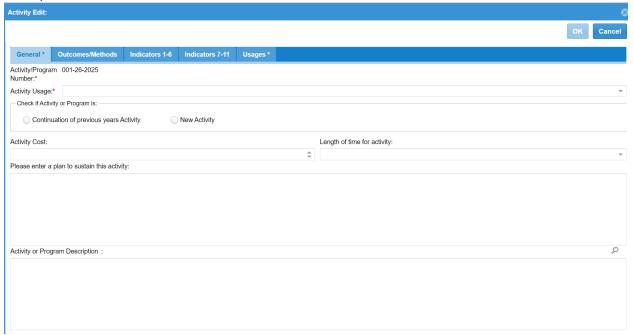


<u>Activity Program Descriptions & Budget:</u> Select the Activity Program Descriptions and Budget tab and add activities using the add button.

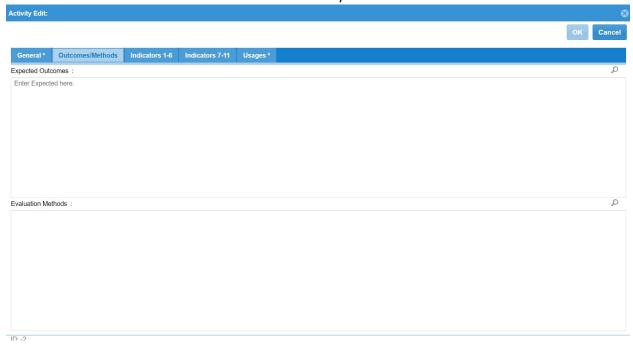


Under the general tab of the activity, select the activity usage dropdown field and then select the appropriate usage category for this activity.

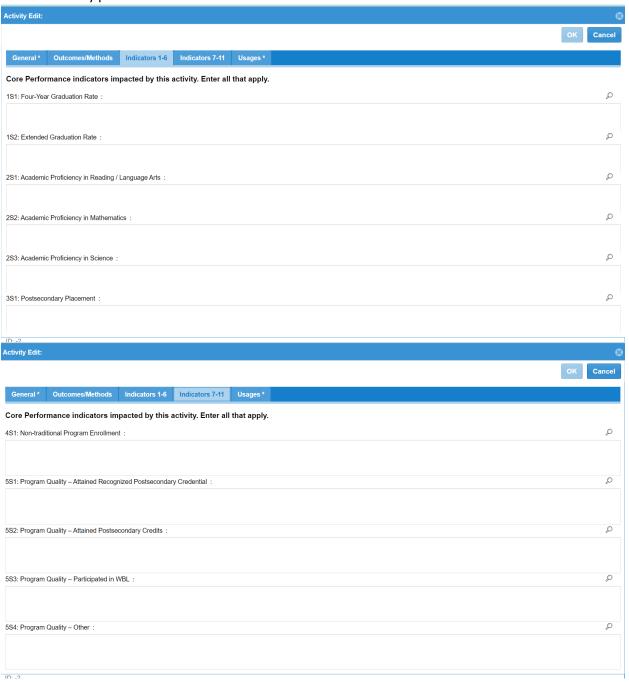
- Check the appropriate radio button for the activity to notate as a new activity or continuation of a previous year activity.
- Input the activity cost and length of time for each activity.
- Enter a plan of how you are going to sustain this activity and provide an activity/program description in the text box fields.



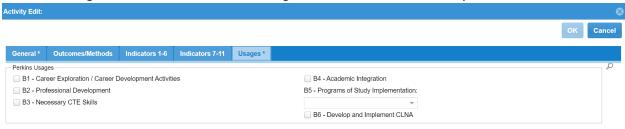
You will select the Outcomes/Methods tab and provide detailed information as to the expected outcomes and evaluation methods related to the activity



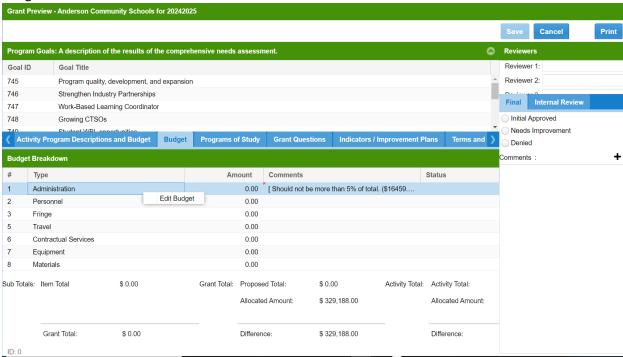
Select the Indicators 1-6 and Indicators 7-11 tabs and enter information for any of the indicators that the activity pertains to or is associated with



Select the Usages tab and mark the Perkins usages associated with the activity

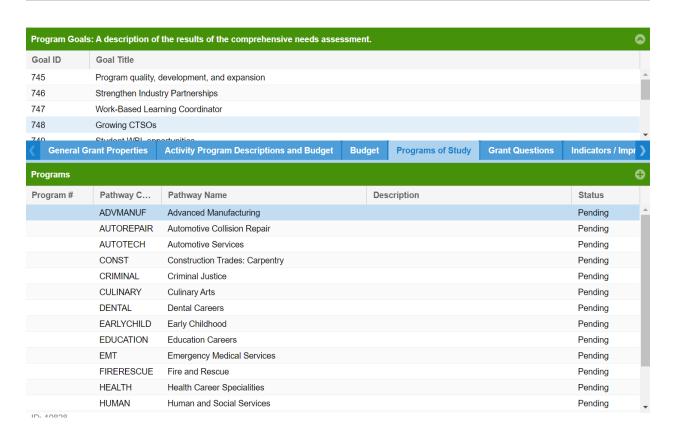


<u>Budget:</u> Select the Budget tab and right click on each row and select edit budget to update each budget category and verify that any changes you make still reflect \$0.00 in the difference field under the grand total

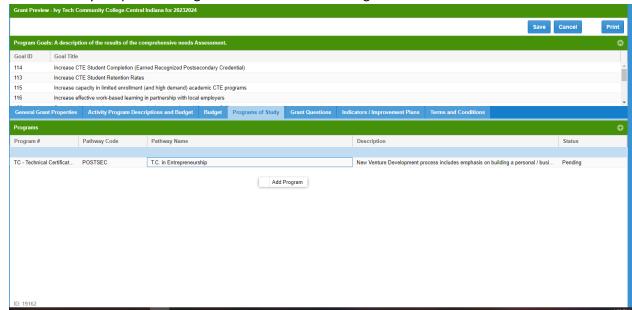


# <u>Programs of Study</u>: Secondary CTE eligible recipients can skip this step. Postsecondary CTE eligible recipients must complete this step.

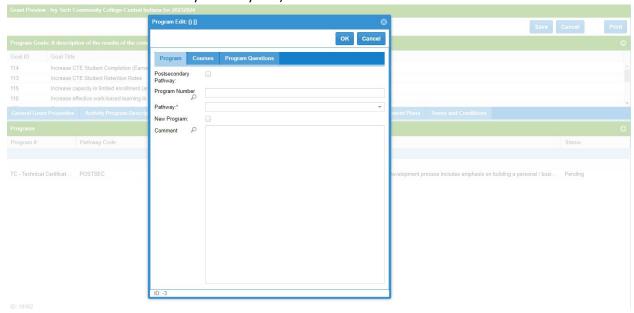
**Grant Preview - Anderson Community Schools for 20242025** 



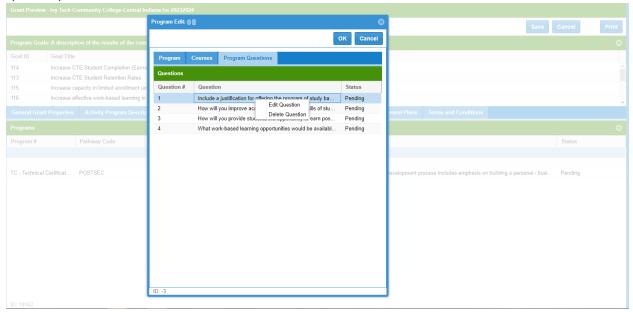
Postsecondary recipients will right click and select "Add Program" or select the "+" icon



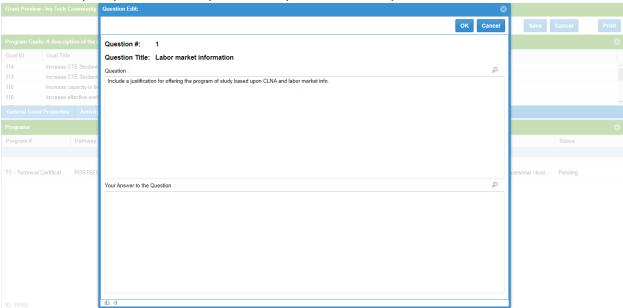
Postsecondary recipients will then need to fill out the following fields under the program tab (make sure to check the Postsecondary Pathway box)



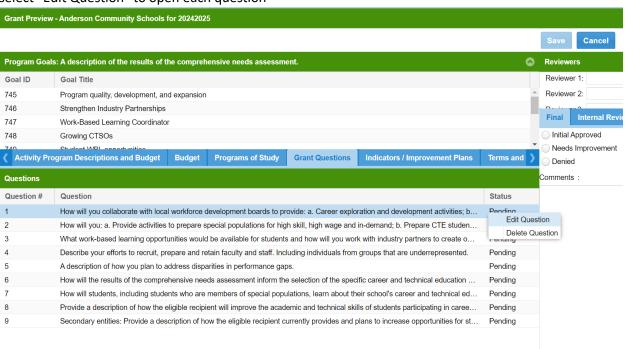
Postsecondary recipients will then need to right click and select "Edit Question" to access each specific question



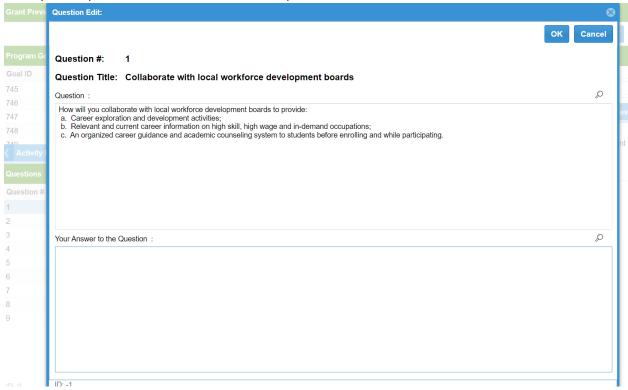
Postsecondary recipients will then provide a response to all four questions



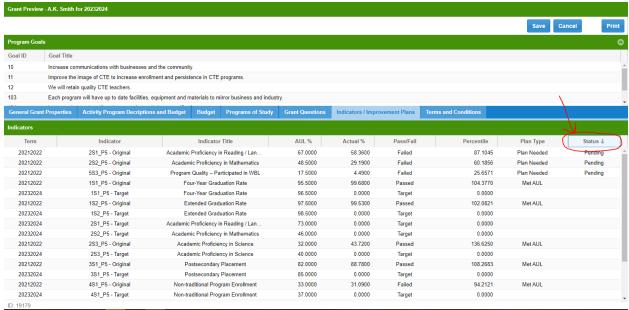
<u>Grant Questions Tab:</u> Select the Grant Questions Tab and left click on each row or right click and select "Edit Question" to open each question



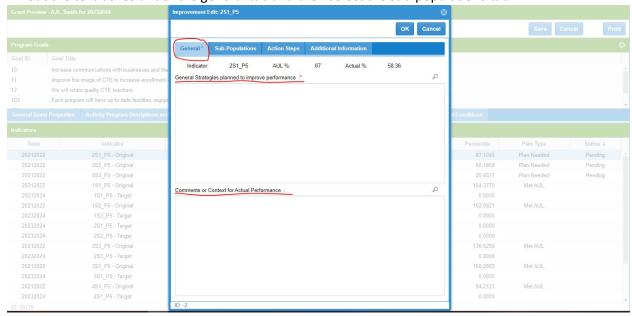
Enter your response and select "OK" when complete



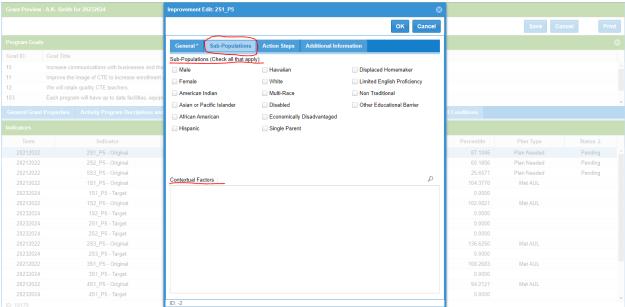
<u>Indicators/Improvement Plans:</u> Select the Indicators/Improvement Plans Tab and then left click twice on the status column to sort descending and then left click or right click and select edit indicator to open each row that shows "Pending" in the status column



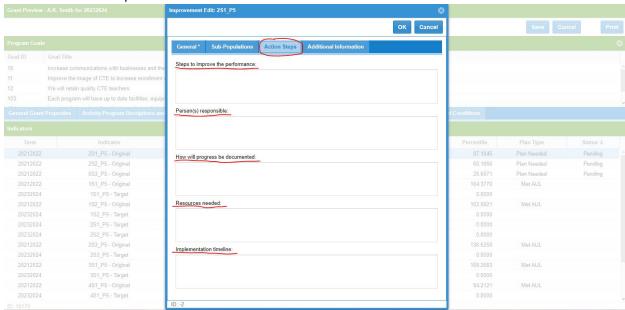
> Fill out the text boxes under the general tab and then select the sub-populations tab



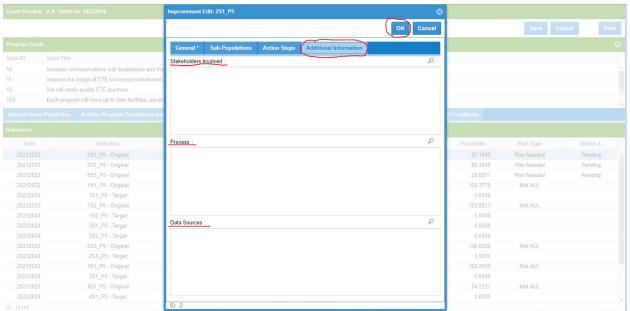
> Select the appropriate radio buttons under the sub-populations tab for all that apply and input any contextual factors in the text box



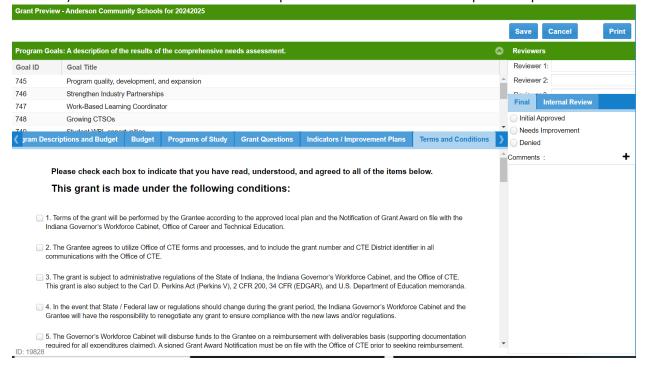
> Select the action steps tab and fill out the text boxes



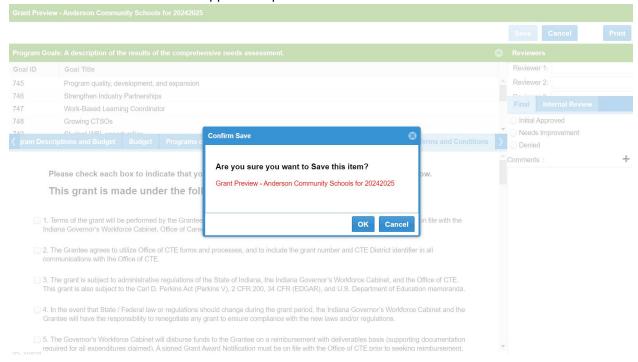
Select the additional information tab and provide information in the text boxes then select "OK" to close



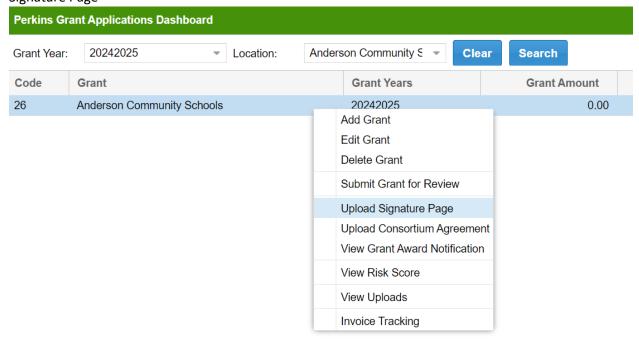
<u>Terms and Conditions:</u> Select the Terms and Conditions tab and read each term/condition (use scroll bar) and check the box to indicate acceptance and select "Save" to complete this process



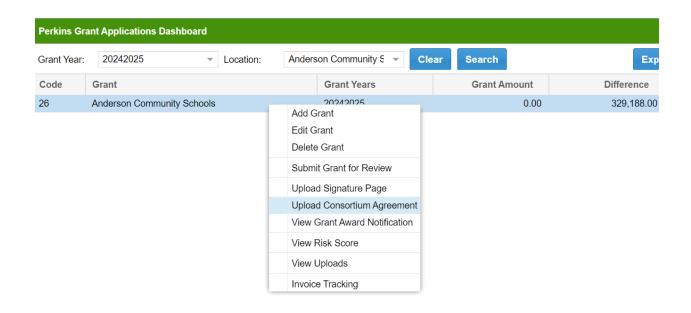
#### You will select "OK" to close the application process



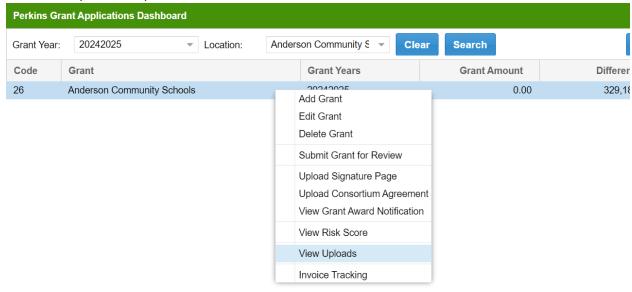
On the main dashboard you will right click on your grant application row and select "Upload Signature Page"



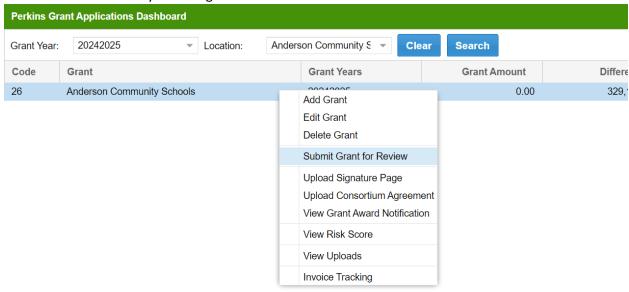
On the main dashboard you will right click on your grant application row and select "Upload Consortium Agreement"



On the main dashboard you can right click on your grant application row and select "View Uploads" to see what you have uploaded

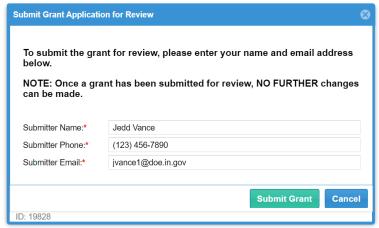


## On the main dashboard you will right click and select "Submit Grant for Review"



# Make sure your contact information is correct and select "Submit Grant" to finalize the process

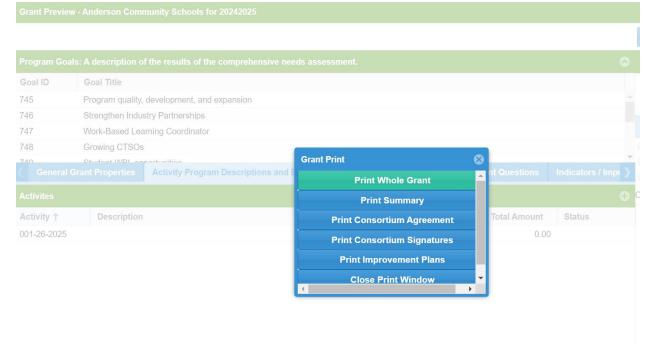




You can print the grant application by right clicking and selecting "Edit Grant" and you will see the print button



Select how you wish to print the grant application



Indiana Commission for Higher Education Career and Technical Education Team March 1, 2024

