

How many times have you thought...

*“If only we had the money to do that, our students would be better off.”*

# Resources to Help You Fund your *Career Choices* Program

Obtaining the funds to implement an essential program that otherwise wouldn't be possible is extremely rewarding. Here's how to get funding for the critical programs your students need.



It's as easy as 1-2-3.

Use this brochure as a guide to:

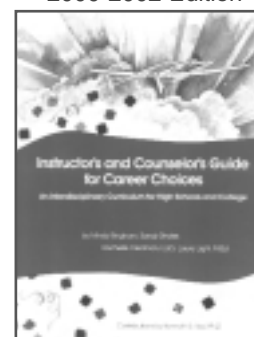
- Help you identify the various funding sources for your *Career Choices* program;
- Design your program and proposal;
- Locate Internet links to download text for use in your proposal.

## Who should we approach for funding?

There are a variety of funding sources looking for proven programs to support! The most obvious are federal and state sources, such as Carl Perkins grants and WIA funds. But it may actually be easier to identify and work with a local source, such as a large and prosperous business, a community service organization, or a local foundation.

1 Turn to pages 9/8–9/18 in the *Instructor's Guide* for a brief description of the various funding sources.

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pages 9/8 - 9/18

2 For a more detailed description, visit the special funding section of Academic Innovations' web site:  
<http://www.academicinnovations.com/funding.html>

3 Surf the following links for valuable information and assistance:

- [Soliciting Funding from Community Service Organizations such as Rotary, Soroptimists and Kiwanis](#)
- [Carl Perkins Funding Guide](#)
- [Tech Prep & School-to-Work Funding](#)
- [The Workforce Investment Act of 1998](#)
- [Proposal Writing Aid for WIA Youth Program Administrators](#)
- [Sample Text for a School-to-Work Grant Proposal](#)
- [Sample Programs and Text Adaptable for Grant Proposals](#)
- [How to Research State Funding for Your Program](#)
- [Corporate Funding Ideas](#)
- [Student Funding](#)



# How to Design your Program and Proposal

Using technology will save you hours and hours of development time

**W**hy reinvent the wheel? You'll find oodles of resources in the *Instructor's Guide* and on our web page. After you've checked out the information in the *Instructor's Guide*, you'll want to visit the links below for more detail.

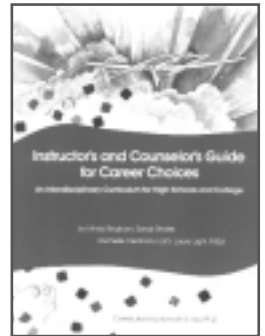
1 If you've never written a funding proposal, visit:

<http://www.academicinnovations.com/cptoc.html>

Scroll down the page and you'll find links to resources such as:

- [How to Build a Strong Proposal](#)
- [Funding Decisions are Personal](#)
- [Defining the Need, Purpose and Goals of Your Program](#)
- [Fundable Projects - Team and Cluster Concepts](#)
- [Examples of a District Plan and Objectives](#)
- [Suggested Narratives for Proposals](#)

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2 Developing your Program Methodology, Goals and Objectives

As you decide how to structure your *Career Choices* program, you'll want to consult pages 3/1–3/25 and 6/1–6/6 in the *Instructor's Guide*. You'll find a variety of classroom and program designs. The ideas you glean from these examples are sure to help you strengthen your request.

pages  
3/1 - 3/25  
6/1 - 6/6

3 Enrich your Proposal with Proven Methods...

By surfing the following links and adapting these ideas in your program:

<http://www.academicinnovations.com/incorp.html>

Here you'll find examples of different types of programs along with goals and objectives:

[Incorporating \*Career Choices\* into your 9th grade English/language arts classes.](#)

[Use the entire \*Career Choices\* curriculum as the core curriculum for a Freshman Academy.](#)

[Use the \*Career Choices\* as the foundation for a required careers course or freshman orientation class.](#)

[What are the goals and methodology of the \*Career Choices\* curriculum?](#)

[Sample measurable goals and objectives for grant proposals.](#)

<http://www.academicinnovations.com/indepth.html>

You'll want to read these in-depth interviews with educators across the country. They'll share a variety of examples of how they developed their program. For a preview, see pages 6/3–6/6 of the *Instructor's Guide*.

<http://www.academicinnovations.com/ideas.html>

Here is a treasure trove of good ideas. One of these is sure to make your proposal stand out to your funder.

<http://www.Academicinnovations.com/cpproj.html>

Learn how to use *Career Choices* in a cluster, academy, or school-within-a-school structure.

# It is Far Easier to Edit than Create

Writing a funding proposal can be an arduous job. We've developed a system that will help you get started and save you hours and hours of researching, creating, and keyboarding. Because of advances in technology, you can now go online to our web site and download to your own hard drive the text from sample proposals and programs. This text can then be used as the skeleton of your proposal to help you get started. By editing the text using your word processing software and customizing it to describe your program, you are well on the way of completing a solid fundable proposal.

Here's how it works

- 1 Visit the following sites on our Academic Innovations web page and save the text on each site onto your hard drive. We've noted below where this information might be useful within your proposal.
- 2 Once saved on your hard drive, combine the text into one file. This makes it easier to edit and move around.
- 3 Print out a hard copy of the text and highlight the paragraphs or sections that are applicable to your proposal and program. You'll want to highlight parts even if the details are not the same. You'll edit these later.
- 4 Delete all text that is not needed (not highlighted).

Problem Statement and Assessment of Need

<http://www.academicinnovations.com/cpnarr.html>  
<http://www.academicinnovations.com/expert.html>

Goals and Objectives

<http://www.academicinnovations.com/cpex.html>  
<http://www.academicinnovations.com/goalobj.html>

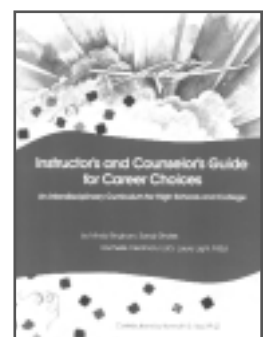
Methodology

<http://www.academicinnovations.com/incorp.html>

Sample Proposals

<http://www.academicinnovations.com/jtpapro.html>  
<http://www.academicinnovations.com/stwpro.html>

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pages 9/15

Text pages noted for the *Instructor's and Counselor's Guide for Career Choices* are from the 2000–2002 Edition.

# Putting your Funding Proposal Together

1 Using the standard proposal outline below, move the text you've gathered into the appropriate sections.

- a Introduction emphasizing your and your school's credibility
- b Problem Statement: Why is this program needed?
- c Program Goals and Objectives
- d Program Design: Your methodology for meeting the goals and objectives
- e How you plan to evaluate the program
- f How you plan to fund the program once the requested funding is complete
- g Program Budget
- h Attachments that support your credibility and claims

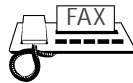
2 Now you are ready to begin the editing and writing process and develop a proposal that meets your unique goals and plans.

3 We Are Here To Help!

Once you've completed your grant, if you'd like someone in our Technical Support Department to review it and make suggestions, email or fax us a final draft. Please allow 10 working days for our review. Be sure to include a phone number with best time to call, in case we have any questions



(800) 967-8016



(800) 967-4027



[support@academicinnovations.com](mailto:support@academicinnovations.com)

And, finally, if you absolutely cannot get Internet access...

call us and we'll send you a computer disk of the downloadable text noted from the links mentioned. Just be sure to let us know if you use a Macintosh or a IBM-compatible computer.

## Additional Resources

*Career Choices Email Forum*  
[www.careerchoices.com/forum](http://www.careerchoices.com/forum)

Share funding sources, classroom ideas and resources with teachers using *Career Choices* from across the country.

*Program Planning and Proposal Writing*  
by Norton J. Kiritz and Jerry Mundel. 12 pages  
This valuable booklet is available through the Grantsmanship Center, (213) 482-9860.

Grantsmanship Center Internet Site  
This site includes a wealth of resources and information on how to write your grant. You'll want to start here as you educate yourself on the proposal writing process.  
<http://www.tgci.com/>

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