



Precollege Scholarship Program
Grant Guidelines

2019 – 2021



Precollege Scholarship Program 2019-2021 Grant Guidelines

Wisconsin Educational Opportunity Program



Wisconsin Department of Public Instruction
Tony Evers, PhD, State Superintendent
Madison, Wisconsin

DPI Precollege Scholarship Program Staff

Direct questions to:

Debbie Gaffney Dilley, Executive Staff Assistant

Division of Student and School Success
Wisconsin Department of Public Instruction
125 South Webster Street
Madison, WI 53703
(608) 266-5199
debra.gaffney-dilley@dpi.wi.gov

Dawn Crim, Assistant State Superintendent

Wisconsin Educational Opportunity Programs
Division of Student and School Success
Wisconsin Department of Public Instruction
125 South Webster Street
Madison, WI 53703
(608) 266-5450
dawn.crim@dpi.wi.gov

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Overview

The Precollege Scholarship Program provides eligible middle and high school students from across the State of Wisconsin an opportunity to experience life on a college campus while participating in enriching programs designed to improve college readiness. More specifically, students who have completed 5 grade, and are entering grade 6 through 12 are eligible for the scholarships. Students must be eligible for free or reduced priced meals to receive a DPI Precollege Scholarship.

Precollege programs are classes or activities designed by postsecondary educational institutions to improve students' college readiness and to prepare students for success in postsecondary programs. These programs may be residential or nonresidential and vary in focus, scope, and length of sessions across campuses throughout the state. Eligible students may receive a maximum of three scholarships per year by completing the DPI Precollege Scholarship Application form (PI-1573).

Precollege Scholarship Program Proposal Application Instructions

Review these instructions before completing your proposal application. There have been changes since the last two-year grant cycle in the application and in the program requirements. It is highly recommended that you consult the Precollege Proposal Application Review Criteria when completing the application.

General Instructions

- Applicants need to complete all sections of the application.
- Use the Tab button while completing the application.
- Only use numbers when entering dates using the following format: MM/DD/YYYY.
- Page size should be standard 8 ½" x 11," using no smaller than a 10-point font size, and one-inch margins throughout.
- When possible, please limit responses to the space provided. If additional space is needed, follow the page size and margins guidance above and make sure that any attached pages are clearly labeled as to which section they apply.

Section I – General Information

Complete all information.

Section II – Abstract

Summarize the purpose of the Precollege Program and include the key elements of the program. The purpose statement should include goals and outcomes and the elements should briefly indicate what activities or strategies will be implemented to accomplish these outcomes. If you are applying for funding for multiple Precollege Scholarship Program sessions, briefly indicate the purpose and elements of each individual program being offered.

Section III – Assurances

Review all grant assurances. There have been additions to the list.

Section IV – Certification / Signatures

Review and sign certification.

Section V – Statement of Need

Provide data and related information regarding the need for this program. The narrative will provide sufficient information regarding the project size, scope, and quality to indicate how the program will address the identified needs.

Section VI – Marketing and Recruitment Plan

Describe your institution's overall marketing and recruitment plan. Plans should utilize multiple means to recruit students that are eligible for free and reduced school meals.

Section VII – Budget

The budget provided should be for one program year. The budget for the second year will be the same. The budget summary reflects the cost for running all precollege programs included in the proposal. Approved proposals might require budget revisions.

Individual Precollege Program Information Instructions

Review these instructions before completing the Individual Precollege Program forms for **each precollege program** you are proposing. It is highly recommended that you consult the Precollege Proposal Application Review Criteria when completing the individual program information.

Section I – General Information

Complete all information. One Individual Precollege Program Information form must be completed for **each precollege program** in your proposal. Therefore, only check one of the boxes in the Session section. If you run the same program in multiple sessions, you must submit a form for **each offering**.

Section II – Description of Program

Provide a brief description of the program including purpose of the program, grade level(s) to be served, target number of students to be served, and the number of days and contact hours the program will run. Proposals that fail to include the total number of days and contact hours will **not** be considered for funding.

Section III – Goals / Objectives

Goals: Identify the goals for this precollege program. When developing goals, keep in mind the purpose of the program. Consider the following when developing goals: (1) Goals should be measurable, and (2) Goals should be clearly and concisely written.

Objectives: Objectives provide the framework by which a given goal is met. Clearly written objectives also provide the basis for evaluation methods.

Program objectives must address **at least one** of the following:

- Preparing students to become college and career ready.
- Reinforcement in basic skills and competencies such as reading, writing, speaking, listening, mathematics, and reasoning.
- Reinforcement in skills and attitudes necessary for success in college and employment, including study skills, work habits, and instructor and employer expectations.
- Special experiences, such as computer camps and workshops in science, mathematics, writing, reading, arts, and the humanities
- Reinforcement in employability skills and attitudes.

Precollege Programs may also include other components, such as the following:

- Information on financial aids available to all pupils.
- Career guidance and counseling.
- Information on college living such as dormitory life and support groups.
- Information on college application procedures.

When developing goals and objectives please make sure that, the **SMART** technique is used. **SMART** goals and objectives must be:

- Specific
- Measurable
- Attainable
- Realistic
- Time-limited

Section VII – Evaluation Plan

The evaluation is defined as a continuous process of systematically gathering, analyzing, and interpreting data and information upon which decisions can be made relative to the effectiveness and efficiency of the program. Describe in detail the evaluation procedures and methods that will be used to determine whether the program’s goals and objectives are being met. The evaluation method must be consistent with the measurable outcomes that were described in the goals and objectives section. Evaluation results and measurable outcome data **must be reported** to DPI in the End-of-Year Evaluation Report for each individual Precollege Program offered. (See section IX Report Requirements of these guidelines for more information on the End-of-Year Evaluation Report).

Section VIII – Scholarship Information

When calculating the cost for each individual precollege program included in the proposal, the per pupil amount for scholarships must fall within the approved range for the type of program being offered, residential or nonresidential, and the number of contact hours provided to participants. Proposals that fail to include the number of contact hours provided to participants for each individual program will not be considered for funding.

Residential Programs		Non-Residential Programs	
Contact Hours	Maximum Scholarship Amount	Contact Hours	Maximum Scholarship Amount
< 100	\$1,300	< 50	\$600
100 - 200	\$1,600	50 - 100	\$750
> 200	\$1,900	> 100	\$900

Application Due Date and Submission

The completed Precollege Scholarship Program Proposal Application and Individual Program Information forms must be submitted with original and five copies by **January 18, 2019**. Late applications will not be accepted.

Send application to:

Wisconsin Department of Public Instruction
 Precollege Scholarship Program
 Attention: Debbie Gaffney Dilley
 125 South Webster Street
 Madison, WI 53703

It is anticipated that notification of intent to fund will be sent out in early March. Based upon available funding, budget revisions may be necessary for funded proposals. Grant Award Notifications will be sent in July.

Precollege Scholarship Program Timelines and Due Dates

Precollege Scholarship Program Session Date Ranges*	
Summer	July 1 – August 31
Fall	September 1 – December 31
Spring	January 1 – June 30
Full Academic Year	September 1 – June 30

*All sessions must fall between these dates without overlap. If a Spring Session ends after June 30, scholarship reimbursement will be forfeited. There will be no Summer Session in July of 2021 as the grant cycle concludes on June 30, 2021.

Important Due Dates

Year One		Year Two	
Activity	Date	Activity	Date
Summer Session Verification of Enrollment and Scholarship Applications	Midpoint of Program	Summer Session Verification of Enrollment and Scholarship Applications	Midpoint of Program
Summer Session Reimbursement claim	9/15/2019	Summer Session Reimbursement claim	9/15/2020
Fall Session Verification of Enrollment and Scholarship Applications	Midpoint of Program	Fall Session Verification of Enrollment and Scholarship Applications	Midpoint of Program
Fall Session Reimbursement claim	1/30/2020	Fall Session Reimbursement claim	1/30/2021
Spring Session Verification of Enrollment and Scholarship Applications	Midpoint of Program	Spring Session Verification of Enrollment and Scholarship Applications	Midpoint of Program
Spring Session Reimbursement claim	7/15/2020	Spring Session Reimbursement claim	7/15/2021
End-of-Year Evaluation Report	8/1/2020	End-of-Year Evaluation Report	8/1/2021

Funding Information

Precollege Scholarship Program funding is contingent upon the 2019-21 Biennial Budget appropriation. Precollege Scholarship Programs are funded on a per pupil served basis. Scholarship awards may not exceed the cost of the precollege program which may include only tuition, books, supplies, and, if applicable, room and board.

Per pupil scholarship funds shall be paid to the postsecondary education institution providing the precollege program in which the pupil is enrolled. If fewer students enroll in a program than estimated in the proposal, reimbursement will be limited to the number of enrolled students. Should a program choose to enroll more students than estimated in the proposal they are only guaranteed reimbursement up to the number of students in the proposal. Throughout the program year funding will be analyzed based upon Verification of Enrollment submitted mid-way through each program session. If additional funding is available at the end of the program year, reallocation of funding *might* be available to reimburse institutions for pupils served over the number in the proposal.

Postsecondary education institutions participating in the DPI Precollege Scholarship Program must conclude all precollege programs and activities by June 30 of each program year, as funding for the next program year is contingent upon the allocation from the state. Carryover is not allowed.

Scholarship Recipient Eligibility

Scholarships shall be awarded to economically disadvantaged pupils, as determined by eligibility for free and reduced price meals. Eligible students may receive **three** scholarship awards per year, contingent on availability of scholarship funds.

Scholarship Reimbursement

Postsecondary education institutions shall submit the Verification of Enrollment form and Scholarship Applications for each student enrolled in an individual precollege program at the mid-point of the program (see due dates for each session in Section V). Following the completion of the individual precollege program session, claims for reimbursement for scholarships awarded, up to the number of students indicated in the proposal must be submitted to the DPI pursuant to the schedule outlined in Section V. Verification of Enrollment forms, Scholarship Applications, and reimbursement claim must be sent, on the above schedule, to:

Wisconsin Department of Public Instruction
Precollege Scholarship Program
Attention: Debbie Gaffney Dilley
125 South Webster Street
Madison, WI 53703

Report Requirements

In order to ensure continued state funding of the DPI Precollege Scholarship Program, it is necessary to show that precollege programs have a positive impact on student attitudes toward and understanding of college readiness. In addition, it must be established that these state-funded precollege programs are meeting the goals and objectives that were outlined in the proposal. Consequently, an End-of-Year Evaluation Report is a requirement of all Precollege Scholarship Program grant recipients.

Based upon the SMART goals and objectives of the precollege program, and the evaluation method outlined in the proposal **for each individual precollege program**, an evaluation report must be submitted to the DPI by August 1 of each program year. Failure to submit the report may result in a delay in reimbursement or forfeiture of continued Precollege Scholarship Program funding.

Because evaluation is an ongoing process that informs program decisions, the evaluation will need to be more comprehensive than a student satisfaction survey at the end of the individual precollege program. Pre-tests and Post-test are useful evaluation tools but only if they measure the goals and objectives of the program and provide meaningful information regarding what works well, what is ineffective, and what has potential but might need to be refined. Therefore, it is recommended that the effectiveness of the program be assessed at least once prior to completion so that changes may be implemented if necessary.

The format of the report is flexible, but it must include the following elements:

- Restatement of program's measurable goals and objectives in the approved proposal.
- Restatement of the evaluation method in the approved proposal.
- Measurable outcome data on whether or to what extent the program goals and objectives were achieved.
- Analysis of what was learned from the evaluation process.
- Conclusions regarding changes or enhancements to the program based upon the evaluation results.