

# **Tech Prep Mini-Grant Process Best Practice – 2005 South Texas Tech Prep Consortium**

South Texas Tech Prep Consortium participates in an annual mini-grant process that includes business/industry, area school districts, and its post-secondary institution. This process includes interaction between all entities of which high school students ultimately benefit. Annually, this competitive process awards secondary and post-secondary institutions between \$77,000 and \$85,000 annually.

The process begins with the induction of the mini-grant application to secondary and post-secondary staff/personnel. Deadlines are given for submission of mini-grant applications. On average, our tech prep office receives approximately 80 to 90 mini-grant applications. There is a limit of \$2,000 per application and only one application per person.

Once the mini-grant applications are submitted to our tech prep office by the designated deadline, they are counted and evenly separated and compiled into stacks of no more than ten. Applications received determine the amount of evaluators needed. Mini-grant evaluators are business/industry persons from our local community (non-education related). They range from bankers, real estate brokers, accountants, to health insurance companies and small business owners. Evaluation criteria packets are issued to the mini-grant evaluators to ensure that Perkins Contract and Provisions are followed. Attached to each mini-grant application is a grading scale criterion for evaluation from one to ten for each of the ten mini-grant requirements. This gives the applicants a possible perfect score of one hundred.

Our tech prep office delivers, picks up, and tallies up highest scores of applications for the awarding of mini-grant funds. Funds are awarded to those mini-grant applications with the highest scores. Should an application yield non-tech prep activities, the next highest scoring mini-grant application is awarded. Once funds are depleted per mini-grant application, an award letter is faxed to institution administrators for notification followed by an officially signed award letter via mail.

Students benefit from this mini-grant process through curriculum enhancement with study guides, books, software, equipment, and other materials purchased. They are exposed to career opportunities and higher education institutions via field trips. Students receive the latest instructional activities from their teachers who have gained knowledge by attending professional development seminars/conferences.

We feel this process gives the business/industry knowledge of activities educational entities are involved in regards to career and technology, and how it affects the preparedness of students entering the workforce. Obviously, this process gives secondary/post-secondary opportunities to enhance their curriculum through the purchases of equipment, software, study guides, books, and professional development. Ultimately, the students reap the benefits from these efforts.

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