



Application Academy

Date: February 25, 2025

Location: Anoka Ramsey Community College, 11200 Mississippi Blvd NW, Coon Rapids, MN

Room: Legacy Room in the Student Center (SC270/272)

The Why for an Application Academy

- » Consortia are required by state and federal law to develop and submit plans to ensure that funding goes toward strengthening career and technical education programs.
- » Provide technical assistance in preparation for the Local Application due May 1, 2025.

Objectives

Our goals and what we hope to achieve.

1. **Minimize delays** in the application approval process by **reducing unnecessary back-and-forth** between state staff and Perkins leaders.
2. **Better define our expectations** for the “Needs, Strategies, and Outcomes” portion of the application, **providing clarity on what we look for as reviewers** so Perkins leaders can effectively address these sections.
3. **Consortia leaders are preparing for a year two application**—for which they are not “required” to rewrite every narrative. This academy is practice to prepare for the next full two-year application.

Outcomes

The results or changes we hope to see after the workshop include what participants will achieve, do, or be able to demonstrate.

1. **Clarity and Consistency in the Perkins Local Applications**
Perkins Leaders will walk away with an approach for writing clear Needs, Strategies, and Outcomes, ensuring more consistency across applications and reducing the number of revisions.

Why This Matters

By pinpointing what state staff look for, Perkins Leaders can align their responses with reviewer expectations, thus minimizing delays caused by back-and-forth requests for more information

or clarifications resulting in faster approvals. Better define our expectations for the “Needs, Strategies, and Outcomes” portion of the application, providing clarity on what we look for as reviewers so Perkins leaders can effectively address these sections.

2. Practical Tools and Approach

Perkins Leaders will be able to use concrete resources to write or refine Needs, Strategies, and Outcomes in their application.

Why This Matters

Having practical, ready-to-use tools and resources ensures that Perkins Leaders can immediately apply what they’ve learned, setting them up for greater success when submitting their applications on May 1, 2025.

3. Improved Communication

Perkins Leaders will be able to articulate the connection between consortium needs and funding decisions more effectively.

Why This Matters

Clearly articulating how funding decisions align with consortium needs ensures that applications are well-supported with data and rationale, increasing the likelihood of approval.

Agenda

Time	Description
8:00 – 8:30 AM	Registration and Light Breakfast
8:30 – 8:45 AM	Welcome and Introductions
8:45 – 9:00 AM	Perkins Workflow Calendar
9:00 – 9:10 AM	Application Academy Objectives and Outcomes
9:10 – 10:00 AM	Present Formulas for Needs, Strategies, and Outcomes
10:00 – 10:10 AM	Break
10:10 – 12:00 PM	Practice with sample needs, strategies, and outcome statements
12:00 – 12:30 PM	Afternoon Instructions and Lunch
12:30 – 2:15 PM	Perkins leaders apply the formula approach to their application
2:15 – 3:00 PM	Large group debriefing and discussion
3:00 – 3:15 PM	Wrap-up and next steps