

Instructions for filling out the Block Grant application form

Please review the application form and attachments carefully and make sure your application falls within the approved parameters. The focus this year will be on **instructional equipment and materials which support student learning**. A total of \$ 403,200 has been made available to Trade for the 2006-07 year.

This year, District guidelines require that the funds be used for **instructional (i.e., student focused) equipment**, specifically, "...One-time Block grant funds are used for equipment and materials that increase the use of modern technology for instructional purposes and for allowable student support services equipment..." *Vinh Nguyen, Director, LACCD Budget & Management Analysis, September 15, 2006*

Q: What types of items can be purchased with Block Grant funds ?

A: Per the District, Block Grant funds can be used **only** for commitment items listed in this application package. (see Appendix A). Please make sure your requests fit within these categories.

Q: What can not be purchased with Block Grant funds ?

A: Per the District memo, Block Grant funds cannot be used for "...scheduled maintenance, special repairs, architectural barrier removal, hazardous substance, seismic repairs, or as matching funds..."

For more information as to what can and cannot be purchased with Block Grant funds, please see Appendix B of this application. **There is one exception to the District document: 2006-07 funds cannot be used for smart classrooms or to establish dedicated computer labs at this time.** The President and Executive Committee are developing a campus-wide plan to institutionalize smart classroom and computer lab access for all LATTC staff and students, and have asked that such requests be deferred until that plan is completed.

Q: How much can I apply for ?

A: Individual applications are limited to a maximum of \$20,000. Collaborative applications are limited to \$50,000.00.

Q: What do I do with my completed application ?

A: After obtaining all signatures, please place your application in the designated box in the mail room. **The deadline for applications is March 21, 2007.** No late applications will be accepted.

Q: Then what happens ?

A: All applications will be reviewed and scored by the Committee. Funding recommendations will be forwarded to College Council for review at the April 16th meeting. Award notifications will be made after that time.

Please check to make sure your package contains all of the following:

- Completed application form. Be sure to fill in all areas and ensure you have all signatures.
- Completed Purchase Request Form

Attachments: *Block Grant application form*
Purchase Request Form (buffy)
Appendix A – Approved Commitment Items List
Appendix B - District Q & A