**Section 110.160 Proposal Content**

Subject to appropriations, the Department shall issue instructions and formats to eligible applicants for the submittal of grant proposals in advance of each funding cycle. The proposal shall contain sufficient information to clearly explain the nature and potential benefits of the proposed project. The proposal will generally include the following sections:

a) an executive summary;

b) a description of the targeted industries, occupations and skills that demonstrate that they are high technology in nature as required by Section 110.20 of this Part;

c) a description of the local partnership, including the roles of the employers or employer-associations and the schools in establishing, coordinating, and administering the High Technology School-to-Work project;

d) a detailed description of the secondary and postsecondary students who will be recruited to participate in the High Technology School-to-Work project, including:

1) a description of who will be responsible for recruiting students to participate in the High Technology School-to-Work project;

2) a description of how the students will be chosen to participate in the High Technology School-to-Work project;

3) a description of the applicant's plan to recruit women and minority students to participate in the High Technology School-to-Work project;

e) a description of the school-based and work-based activities proposed by the applicant to be undertaken during the period of performance of the grant;

f) a schedule for the implementation of proposed activities;

g) a description of the measurable outcomes and objectives to be achieved during the period of performance for the grant;

h) a budget requesting grant funds for allowable costs and a justification for all costs requested; and

i) a description of the qualifications and related experience of key project staff.