

January 8, 2018

Vicki Zands  
Maria Carrillo High School  
211 Ridgeway Ave.  
Santa Rosa, CA 95401

Dear Mrs. Zands:

Thank you for your recent application(s) to CTE Foundation. Upon extensive review by our Grants Committee and subsequent Board approval, the following outlines important information pertaining to the status of your award(s):

**APPROVED: 1-Year Enhancement \$19,850 Grant for: Special Project**

Renewable upon annual submission and approval of required Mid-term and End-of-Year reports (enclosed) and fulfillment of additional grant requirements as outlined below.

By signing this award letter and contract, you agree to meet the following minimum requirements for each CTE course section or program awarded:

**Grant Requirements**

- **Course Provides High School and/or College Credit**
- **Alignment with one of 5 key industries as identified in original application**
- **Distribution and collection of student pre and post course surveys** (Distributed Sept. & May)
- **Mandatory attendance by course instructor/teacher at Spring Workshop/Orientation**  
**To be held: Thursday, April 12, 2018; 3:30-5:30 pm**
- **Open classroom for tour and site visit when requested**
- **Inclusion of Financial Literacy component** (See attached Financial Literacy Information Sheet)
- **Inclusion of Work Ready component** (See Mid-Year Progress Report for list of desired work readiness skills)
- **Completion of a brief mid-year report and final year-end report of outcomes**

**Promoting your Grant**

- By acknowledging the CTE Foundation in your communications and outreach, you are helping us raise awareness about the value and county wide impact our organization is having, which in turn helps us be more successful in getting support and funding in the future.
- We encourage you to promote this grant and your funded program through various media channels including press releases, social media, school newsletters, parent communications, school events and/or when talking to the media.
- Feel free to include the following links and the attached logo when acknowledging our partnership with your school, district and/or CTE program.:

[www.ctesonomacounty.org](http://www.ctesonomacounty.org)

<https://www.facebook.com/SonomaCountyCteFund/>

**3-Year Grants**

- 3-year grants require notice of an intention to renew made at the time of the Mid-Year Progress Report. Recipients must fulfill grant requirements to guarantee continued funding.

- All multi-year grants, if renewed, are approved up to the level/amount awarded in the first year. Any additional funding requests require a separate application to be considered among applications for new funding.
- Prior to multi-year grant's closing date, applicant must present a sustainability plan and/or representatives from the CTE Foundation may request a meeting with school district administrators to determine the District's sustainability plan to continue the program beyond the grant period.

### Receipt of Funds

Funding from this grant will be made by the CTE Foundation and will be mailed to the address we have on your application with checks disbursed prior to the start of the 2018 school year.

Thank you again and we look forward to continuing our work together to expand and enhance the career technical education and training opportunities for Sonoma County students. Please call me if you have any questions or would like more information about our funding decisions or process.

**Please sign below and return a copy of this letter by Wednesday, January 17, 2018** at email or address provided below. Your signature confirms receipt of this notice and indicates your understanding and agreement to the terms and requirements as outlined above.

\_\_\_\_\_  
School/District/Agency Official Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title

Very truly yours,



Kathy Goodacre  
Executive Director

cc: Superintendent  
Vice Principal  
Instructor



January 8, 2018

Tim Zalurnado  
Piner High School  
211 Ridgeway Ave.  
Santa Rosa, CA 95401

Dear Mr. Zalurnado:

Thank you for your recent application(s) to CTE Foundation. Upon extensive review by our Grants Committee and subsequent Board approval, the following outlines important information pertaining to the status of your award(s):

**APPROVED: 1-Year enhancement \$11,925 Grant for: HSB High Fidelity Simulation Scenarios**

Renewable upon annual submission and approval of required Mid-term and End-of-Year reports (enclosed) and fulfillment of additional grant requirements as outlined below.

By signing this award letter and contract, you agree to meet the following minimum requirements for each CTE course section or program awarded:

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Very truly yours,



Kathy Goodacre  
Executive Director

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