**INSTRUCTIONS FOR 2020-2021**

**PROPOSAL WRITING**

Please don’t hesitate to call Will, Stephen, or Adriana if you have any questions!

**2020-2021 RFP (as of SCWI tele-conference Nov 7, 2019)**

* Not officially available
* Status quo: work with the seats/budget we currently have with some tweaking
* Data-based decision making will drive approvals
* Emphasis / focus is on the trades, OYAP, apprenticeships and technology
* Grades 7/8 are the focus of any new activities
* The deadline for submission is not known but it has always been the last week before Christmas holidays
* Funding will be based on Cycle 2 approvals
* Focus on: eligibility of students, program fidelity, financial responsibility
* RFP will be shared by SCWI as soon as it is known. The RFP goes to the RPT chairs as well as the directors of education and college presidents.

**TIMELINES**

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| Wednesday, December 4 2019 | Durham College proposal writing. See below. |
| Thursday, December 5 2019 | Fleming College proposal writing. (Fleming and Loyalist dual credits). See below. |
| Thursday, December 12, 2019 | All proposals/project details, data rationales, project descriptions, forums and activities due to Adriana by the end of the day. |
| Week of Dec 13-18, 2019 | All proposals inputted into EDCS. |
| Tuesday, December 17, 2019 | ELRPT Meeting at KPR (as needed) |
| Thursday, December 19, 2019 | Due in EDCS for sign-off by 1:00pm |

**PROPOSAL WRITING**

**All are welcome to be present all day but official board/college times are noted below.**

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| **WEDNESDAY, December 4****@DURHAM COLLEGE*****(DURHAM DUAL CREDITS****)***ROOM: CFCE 323****PARKING: Park in Founders and an exit ticket will be supplied.** | **THURSDAY, December 5****@ FLEMING COLLEGE*****(FLEMING and LOYALIST COLLEGES DUAL CREDITS)*****ROOM:** **PARKING** |
| 9:00am | DDSB | 9:00am | KPR  |
| 10:30 | KPR | 10:30 | DDSB / DCDSB |
| **12:15** | **LUNCH** | **12:15** | **LUNCH** |
| 1:00 | PVNC | 1:00 | TLD |
| 1:30 | DCDSB | 1:30 | PVNC |

**Gather necessary materials. You will need:**

1. Master Excel dual credit spreadsheet entitled "2020-2021 Master Dual Credit Proposals”. This master is based on 2018-2019 Cycle 2 approvals (the SCWI provincial starting point). There are four tabs:
* Master sorted by Project. (This is the spreadsheet we will be working from on Dec 4 and 5)
* Master dual credits sorted by Boards
* Master dual credits sorted by Colleges
* Simple chart showing the starting point for seats and funding
1. Accurate AND CONSISTANT up-to-date transportation costs for college faculty mileage (return kms to the secondary school) and board bus costs (secondary school to the college).
2. If you are requesting miscellaneous funds, you will need a per-seat amount and a rationale for the request.
3. Dual credit project descriptions. School board and college partners need to review the descriptions to ensure the dual credits are properly placed in the right projects. School boards will need to input comments regarding under-performing dual credits using data…See below.
4. SCWI resource materials (once available):
* RFP-CODE letter
* RFP Requirements
* Dual Credit and ADC Rubrics
* Dual Credit and Forums/Activities Benchmarks
* OYAP Seat Purchase Agreement forms
1. Data by board and by project.
2. Activities and Forums: Colleges especially to review these descriptions although there are some board activities to review. If you require extra funding, provide a rationale.

**Notes:**

1. All college presidents and board directors will receive the CODE memo and the Request for Proposals.
2. Come prepared to the meetings on Dec 4 and 5 with **all** details required in each of the spreadsheet cells.
3. Focus continues to be on primary target group as well as trades, technology, apprenticeships, OYAP
4. VERIFY your transportation costs. This is the area that we always end up giving back at the end of the year. Most bus companies should be able to give you a ball park figure of transportation costs to the various colleges for the one day trip or for college-delivered models.
5. Colleges will need to know faculty transportation kms (return) to the various schools. Mileage for proposals is always calculated at .40 cents/km.
6. Each cell represents a piece of information that needs to be entered into EDCS so knowing as much detail as possible is necessary.
7. Check the data. If the project data is under the provincial average please provide a rationale for continuing with the dual credit. We will need to use as much information as possible to write a creative rationale taking into account the variety of schools involved in each project.
8. Share anecdotes of success stories to help with poor data results.
9. For **tech** and **culinary** dual credits with all 3 colleges, they have to be **double period classes** – unless they are already running as a single period and have been grand-fathered. Durham College will look at a case-by case basis for single periods.
10. If you are adding dual credits, try to fit them into existing projects.
11. If it is a BRAND NEW PROJECT idea, you will need to provide a lot more information. We can work on this together if the college has approved the idea.
12. OYAP coordinators: Unless we hear otherwise from you, the current seat allotment, courses, project descriptions, transportation and miscellaneous needs will remain status quo. Don’t forget the signed MCU Seat Purchase documents, one for Fleming and one for Durham. They are also due December 19th 2019. (This document will be sent to you once the RFP comes through.)
13. While everyone is welcome to be present all day on the two proposal writing days, we will focus on one Board partner at a time as per the schedule above. Please let us know your intentions for organizational purposes (refreshments, space, lunch…). RSVP to Will or Robert/Sue so they can plan accordingly.