Ready? Go into Underscore? Get smart! Level up!

Grant Verbiage Guide

Grant terms, definitions, examples, objectives, and measurable results for Career Readiness, Career Exploration, Career Training, Work-Based Learning, and College Level Job Activities

31	7	6
Pages	Sections	Worksheets

Career Readiness | Career Exploration | Career Training | Work-Based Learning | College Level Job Activities | Career Clusters | Career Pathways | Career Majors

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Spring 2022

Work This Direction
Career Readiness

Your grant-writing toolkit, in four parts

This guide is organized into four sections, each built to be used on its own or together as a grant application.

Program Overview
Ready-to-use boilerplate for the overall narrative that describes your program, its mission, and how it will be delivered.

Program Descriptions
Detailed descriptions of each career cluster, including definitions, core skills, and example activities you can adapt to your specific grant proposal.

Framework Language
Standards-aligned language for Career Ready 50, Career Clusters, and College & Career Readiness Standards.

Tips for Grant Writers
Practical advice on what reviewers look for and how to position your work for competitive applications.

- What's inside
- 01 Program Overview — p.3
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Start Here
If you're just getting started, the Program Overview section includes a full boilerplate paragraph you can copy, customize, and drop into your application. It's the fastest way to get a draft on the page.

SECTION 01

Program Overview

Start here if you're looking for a ready-to-use "Program Description" section of your grant application. Customize the bracketed fields for your area.

Ready-to-Use Boilerplate

Program Overview and Approach [Fill in] exists to [organizing the 50 activities] [students] to grow [growth mindset, career exploration, and workforce readiness] skills through [hands-on, project-based learning]. Students will [explore 16 career clusters, develop 21st Century Skills, and build a portfolio] [using] [Career Ready 50, Business Plan Pitcher, Tech It Forward, Communication + Living] activities [and] [our partnership with Underscore]. [Fill in] [Fill in] [Fill in]

awareness (K–2) through exploration (3–5) to research using O*NET (6–8), building a foundation for informed high school CTE pathway choices.

Attendance + Family Engagement
STEK's artifact-based model encourages regular attendance because students want to finish builds and compete. Family showcase events — where students present builds and career discoveries — satisfy the family engagement requirement with minimal additional planning.

National AfterSchool Association (NAA)

NAA's Core Knowledge, Skills, and Competencies (CKSCs) define what out-of-school time professionals need to know and do. STEK supports several CKSCs **without extensive professional development.**

Child & Youth Development
Projects are age-banded (K–2, 3–5, 6–8, 9–12) with developmentally appropriate expectations. K–2 uses simplified language, pre-cut parts, and no hot glue.

Learning Environments
Every project follows the Engineering Design Process, giving facilitators a consistent framework to implement without specialized training.

Observation & Assessment
STEK provides a four-level proficiency rubric for every project and grade band with positive, concrete, observable descriptors.

Interactions
The team-based build model (1–3 students) promotes peer interaction, and the 5 Cs — Critical Thinking, Communication, Collaboration, Creativity, Citizenship — are embedded in every rubric.

Safety & Wellness
Every crosswalk includes a Safety and Responsibility row with age-appropriate practices specific to each build.

Professionalism
STEK inspires no formal PD. The video-based instruction model reduces onboarding and keeps quality consistent even with high staff turnover.

Title I — Extended Learning & Transition

Title I, Part A provides funds to high-poverty schools. STEK fits into Title I in **three ways.**

Extended Learning Time
Title I allows funds for programs that supplement regular instruction. STEK provides standards-aligned STEM enrichment that reinforces school-day math and science — no PD needed, implementable immediately by afterschool staff or Title I paraprofessionals.

Transition Support
Title I authorizes transition activities for students moving between school levels. STEK career-aligned pathways provide consistent engagement during the critical grades 5–6 and 8–9 transition years.

Family Engagement
Title I requires meaningful parent involvement. STEK produces visible, take-home artifacts that extend into family conversation, and programs host family showcase events where students present their builds.

SAMPLE NARRATIVE · TITLE I

[Program Name] will use Title I funds to provide [number] students in grades [grade range] with extended learning time through STEM hands-on engineering projects. These projects reinforce [state] science standards and Common Core mathematics while building critical thinking, collaboration, and communication. The program also serves as transition support for students moving from [elementary to middle / middle to high school], and family showcase events satisfy Title I parent-engagement requirements.

Perkins V — Career & Technical Education

Perkins V supports career exploration beginning in middle school. STEK aligns in **four key ways.**

Middle-Grades Career Exploration
STEK's pathways and Career Card system provide structured career exposure at grades 6–8, matching Perkins V's emphasis on informed CTE pathway choices.

Career Cluster Alignment
STEK maps to the modernized National Career Clusters Framework (Advance CTE, 2024). Pathway bundles align directly to state CTE programs of study.

Work-Based Learning Readiness
STEK builds foundational skills — problem-solving, teamwork, tool use, career vocabulary — that prepare students for high school work-based learning.

CLNA Support
STEK's pathway structure gives a defensible answer when the Comprehensive Local Needs Assessment asks how middle-grades students are prepared for CTE enrollment.

SAMPLE NARRATIVE · PERKINS V

*[Program/District] will use Perkins V funds to implement STEK hands-on career exploration kits for [number] students in grades 6–8. Kits are organized into career-aligned pathways mapping to [state CTE Cluster framework]. Each project includes a Career Card, and students progress from awareness to structured O*NET research — directly supporting our CLNA goal of increasing informed CTE pathway enrollment.*

Title IV-A — Well-Rounded Education

Title IV A supports STEM education, career counseling, and access to well-rounded learning. STEK qualifies as a STEM enrichment resource that integrates engineering, science, math, and career exploration in every session.

SAMPLE NARRATIVE · TITLE IV-A

[School/District] will use Title IV-A Well-Rounded Education funds to provide STEK hands-on engineering and career-exploration kits for [number] students. These standards-aligned STEM projects integrate science, mathematics, and ELA while exposing students to careers in [pathway names]. No professional development is required, ensuring funds go directly to student-facing resources.

General DOE Grant Positioning

Across all federal applications, emphasize these STEK strengths.

Standards Evidence
Detailed crosswalks for every project (NGSS, CCSS-M, CCSS-ELA, CTE), with state-specific tabs for AZ, GA, FL, TX, IL, and NY. Cite specific codes.

Equity & Access
No specialized staff, no IT, and no prior STEM knowledge needed — removing barriers for under-resourced schools.

Measurable Outcomes
A built-in rubric (4 levels, 9 concepts, 6 grade bands) provides documented evidence for annual performance reports.

Cost Efficiency
All materials and instruction included. A typical site runs 10–12 kits across 30–32 weeks at $2,500–$2,900 — no PD, no maker-space build-out.

WEBINAR

Tips for Grant Writers

What evaluators look for — and how to position STEK

01 Lead with the problem
Start with your students' challenge — limited STEM exposure, lack of career awareness, low attendance — then introduce STEK as the solution. Never lead with a product description.

02 Use specific standards codes
Cite exact codes: The Bridge project addresses MS-PS2-2 and 7.RP.A as students calculate structural efficiency. Section 3 gives you these ready to paste.

03 Quantify the dosage
A typical implementation runs 10–12 kits across 30–32 weeks, each lasting 2–3 hours — 20–36 hours of structured STEM and career exploration per student per year.

04 Highlight the low burden
No PD, no IT setup, no specialized staff. Videos teach; facilitators coach. Budget goes to student-facing resources and the program launches immediately.

05 Use pathway language
Students explore careers in Energy and Natural Resources (not Forager their truckers learn to be solar installers.") Career exploration, not certification.

06 Bundle for budget narratives
Group kits into pathway bundles (e.g., Infrastructure: Bridge, Tower, Water System). Shop Light at $X per kit × Y duplicates). Shows a cohesive program, not disconnected supplies.

07 Include the rubric as assessment
Reference the proficiency rubric (4 levels, 9 concepts, 6 grade bands) as built-in formative assessment — no added cost, and documented evidence for APR reporting.

STEK

Build. Play. Discover.

Let's build your strongest application.

For questions, pricing, or a pathway recommendation tailored to your grant, reach out — we'll help you map STEK to your funding source and frame the narrative.

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