



Career Coach Grant 2025-2026 School Year

Grant Timeline

Applications Open	Monday, January 6, 2025
Grant Technical Assistance Webinar for Renewal Applicants	Thursday, January 30, 2025 9:00am – 10:00am
Grant Technical Assistance Webinar for New Applicants	Tuesday, February 4, 2025 9:00am – 10:30am
Deadline for Submissions	Friday, February 28, 2025
Grant Awardees Notified	Monday, April 14, 2025
Grant Eligible to Spend	Tuesday, July 1, 2025
Grants Must Be Fully Expended	Tuesday, June 30, 2026

Who is Eligible to Apply?

An institution of higher education, education cooperative, or non-profit organization should submit one grant request to include all desired school districts to be served. The applicant will be considered the host site and is responsible for local administrative and financial management, in partnership with the school district administration, of the Career Coach Program.

What is a Career Coach Grant?

The College and Career Coach Program is designed to motivate and support Arkansas students and adults to achieve their college and career planning goals. Career Coaches will serve students in the 7th – 12th grade. The program provides assistance and information for academic tutoring, career counseling, mentoring, and financial guidance resources. They also provide other support necessary for postsecondary education/training access, retention, and success.

Structure of Program

The College and Career Coaches are co-located at an institution of higher education, education cooperative, or non-profit organization. They provide their services directly to students in middle and high school through their on-campus placement.

Qualifications of Career Coach

Individuals who hold at least a bachelor's degree and Facilitator Career Development (FCD) credential, may be employed as a Career Coach. If the desired individual does not hold an FCD credential, they may be employed under the condition of obtaining certification within a year of employment.

Application Submission

Application submissions are completed by higher education, education cooperatives, or a non-profit organization. Applications for grants must be submitted electronically under this program. The application must be sent through the [Grant Application Submission Portal](#). The application will not be accepted if it is not received (that is, date and time stamped by the electronic system) by **4:00 pm on Friday, February 28, 2025**. We will not consider an application that does not comply with the deadline requirements. We will notify you if we are rejecting your application because it was date and time stamped by the electronic system after 4:00 p.m., on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your internet connection. We strongly recommend that you do not wait until the application deadline date to begin the submission process through the electronic system.
 - You must submit all documents electronically, including letters of support.
 - **You must upload the completed application in a .PDF (Portable Document) read-only, non-modifiable format by 4:00 pm Friday, February 28, 2025. If you upload a file type other than a read-only, non-modifiable .PDF or submit a password-protected file, we will not review that material.**
 - Your electronic application must comply with any page-limit requirements described in the program narrative instructions.
- You will receive an **automatic notification of receipt after you electronically submit your application**. This notification indicates receipt by the electronic system, not receipt by the Department. The Department will then retrieve your application and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a processing number.
 - We may request that you provide original signatures on forms at a later date.

For questions (including dates and times) about how to submit your application electronically, please contact our office at 501-682-4834 during the hours of 8:00am – 4:00pm.

Other Submission Information (Special Accommodations)

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact our office. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Review and Selection Process

A panel of non-Federal readers will review each application in accordance with the selection criteria and the competitive preference priorities, pursuant to Act 1285 of the 2013 General Legislative Session, Act 960 of the 2015 General Legislative Session, Act 128 of the 2017 General Legislative Session, Act 633 of the 2021 General Legislative Session.

We remind potential applicants that in reviewing applications in any discretionary grant competition, the Assistant Director of Operations may consider the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Assistant Director of Operations may also consider whether the applicant failed to submit timely performance reports or submitted a report of unacceptable quality.

Award Notice

If your application is successful, we will send a Grant Award Notification via email. We also may notify you informally. If your application is not evaluated or is not selected for funding, we will notify you via email. Emails will be sent to the email address listed on the application under "Contact Person".

Questions:

Contact: Mary Beck, Career Ready Pathways Coordinator

Email: mary.beck@ade.arkansas.gov

Call: 501-682-4834

Required Documents for New Programs and Renewal Programs (TO COMPLETE THE FORMS, YOU MUST DOWNLOAD EACH FILE)

New Applicant Completes Following Documents	Renewing Applicant Completes Following Documents
1. Program Narrative Link (Rubric)	1. Grant Renewal Request Form Link
2. Budget Form Link	2. Letters of Support
3. Letters of Support	

Three Capitol Mall | Luther S. Hardin Building | Little Rock, AR 72201 | 501-682-1500
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