



## **FAFSA Completion Initiatives Grant Overview & Instructions July 2024**

### **Overview**

Through generous support from ECMC, COE is committed to providing \$2,000 of funding for 100 TRIO programs or a combination of TRIO programs, to support the Department of Education's student financial aid programs by increasing FAFSA completion rates and combating "summer melt" by increasing college enrollment rates for students who wish to enroll in the 2024-25 academic year.

COE will fund the first 100 complete applications received, noting that the applicant satisfies the following:

1. Register, attend and engage in the Train the FAFSA Expert webinar, scheduled for Tuesday, July 23 from 2 – 4pm ET.
  - a. Only one staff must attend for a program to be eligible for the grant. The staff attending the webinar must be the applicant named on the grant. COE will only award grant applications if the contact person on the grant application registered and attended the webinar.
  - b. Engagement in the training is required, attendance will be taken.
2. Complete the FAFSA Completion Initiatives Grant application and ensure:
  - a. The proposed activities will serve at least 120 participants.
  - b. The activities will be completed by August 31, 2024.
  - c. The funding will be spent on reasonable expenses not exceeding a per participant cost of \$25 (expanded financial guidelines can be found below).
  - d. Appropriate data will be collected and submitted to COE upon completion of the initiatives and no later than September 5, 2024.
  - e. A valid W9 for the institution/agency is attached to the grant application.

The link to complete the grant application will be distributed at the close of the Train the FAFSA Expert webinar, and then shortly after, be posted to the COE website.

Grants will be awarded to a single program, or combination of programs that apply together (in one application). Any single or combination of programs must collectively serve at least 120 participants with their FAFSA Completion Initiative. In the application, PR/Award numbers are requested for each grant that is included in the application.

In preparing the grant application, be prepared to submit the following information:

- Contact person name, phone number & email address
- Program name or combination of names working together on the initiative.
- Institutional / Agency address for the sole/lead program applying.
- PR Award Number for each program involved in the initiative.
  - The PR Award Number can be found on the Grant Award Notification (GAN) in Box 2
- Brief overview of the initiatives that you will conduct to reach the goals of the grant.



### **Expenditure of Funds**

Award funds may not be used to provide direct payments to participants or their families. Any award funds used to purchase nominal incentives for FAFSA events (such as food for the event, T-shirts, gift cards, etc.) shall be in an amount equivalent to no more than \$25 per individual.

No award funds may be spent for purposes other than the following:

- Expanding the availability of advisers, counselors, and coaches to support students and contributors through the FAFSA applications, including extended hours during evenings, weekends, and the summer weeks;
- Hosting recognition programs to incentivize cities and school districts to meet numeric targets for FAFSA submission, such as exceeding last year's rate;
- Hosting FAFSA submission clinics, including through partnerships with schools and districts where appropriate;
- Providing transportation support to those participating in FAFSA submission clinics;
- Expanded data-sharing intended to increase the completion of the 2024-25 FAFSA;
- Communicating with parents to help them complete their portion of the form via text, phone calls, and videoconferences, in multiple languages as needed; and
- Conducting outreach to students and families via phone calls, social media, text messages emails, paid advertising campaigns, and other means.

### **Data and Reporting**

Applicants must agree to collect data that will allow them to complete a final report at the conclusion of their FAFSA Completion Initiative efforts. Reports should explain the results of the efforts supported by the funding including, to the extent practicable, the number of FAFSAs completed and submitted, the number of new counselors, advisors, program staff trained, number of participants and/or family members who participated, number of clinics, workshops, recognition events, trainings, webinars hosted and number of people reached through social media and other media efforts due to the Awardee's efforts.

No personal or demographic information for participants will be collected through this report.

Reports must be submitted 14 days after the completion of the initiatives or by September 5<sup>th</sup>, 2024 at the latest.

Access the data report [here](#).

Note: While the data that we are collecting is primarily around FAFSA Completion & Submission, events and activities are not limited to only reaching these goals. Efforts that contribute to being able to complete the FAFSA and efforts that promote enrollment in post-secondary education for the 24-25 academic year are also acceptable uses of this money.

### **Field Instructions**

**First, Last Name:** the person submitting the grant / contact person.

**Position Title:** of the person submitting the grant.

**Institution / Agency Name:** the host institution/agency of the lead grant / person submitting the grant. The award check will be sent to the program at this institution/agency.

**Institution / Agency EIN or Tax ID Number:** this can be gleaned from your business office, or a simple web search.



**Program Name:** the program applying for the grant, or the lead program if a group of programs is applying together. The award check will be made out to this program at the Institution/Agency that is named above.

**Program Mailing Address:** the address where mail is received for the applying or lead program.

**Program Phone Number:** the main number to reach the program.

**Applicant Cell Phone Number:** cell phone number to reach the applicant in the event we cannot reach when using the program phone number listed above.

**Applicant Email Address:** the email address for the individual named above, the point of contact for this grant.

**How many TRIO programs will you be working with to implement your FAFSA Initiatives grant?** You must answer at least 1, but any number of grants can join together to meet the goals of the grant. Ex. a Talent Search and EOC project are housed at the same institution, and they will work together to host 3 FAFSA completion events in the communities they serve.

**Which TRIO Programs are included in your FAFSA Initiative?** Check the corresponding box next to each type of TRIO program that will be working together. If 2 of the same type of programs are working together, indicate that numerically in the answer above, and differentiate the two in the answer below by including each PR/Award number.

**Please input the PR/Award Number for each grant you are working with. (PR/Award Numbers can be found in box 2 of your Grant Award Notification (GAN).)** Include your PR/Award number here from your most recent GAN. If you are working with multiple TRIO programs on this initiative, please click the green + to the right of the box to add additional fields for additional PR/Award numbers.

**If you are working with multiple TRIO Programs, are any programs housed at institutions/agencies other than the host / lead institution? (Please enter all other institutions/agencies in this collaboration below.)** If you are working with multiple TRIO programs on this initiative that are at institutions / agencies other than the host or lead institution, please enter them here and click the green + to the right of the box to add additional fields for additional institutions / agencies.

**In no more than 2 paragraphs, please provide a high level overview of your FAFSA Completion Initiatives & the intended use of the \$2,000 award.** Please be concise as you describe your plans to increase FAFSA completions and use the \$2,000 grant award.

**Will you serve at least 120 participants with your FAFSA Initiatives Grant? (Yes or No)** Please note, grants will only be awarded to applications that can serve 120 participants or more.

**How many FAFSAs do you estimate that you will be able to complete through your efforts?** Please estimate the number of FAFSAs you will be able to bring to completion through this effort. Note, in the data collection at the end of the initiative, we will ask for the number of FAFSAs completed AND the number of FAFSAs submitted.

**I commit to hosting the proposed FAFSA Completion Initiatives prior to August 31, 2024.** Yes/No Note: Grants will only be awarded to those that answer yes to this question.

**I commit to submit requested event and participation data within 14 days following the event or by Sept 5<sup>th</sup>, 2024 at the latest.** Yes/No Note: Grants will only be awarded to those that answer yes to this question.

**Required W9:** to receive a grant, you must upload a current W9 from the host / lead institution on this grant. We cannot approve an award if this is not included in your application.

**Signature:** I have read and agree to comply with the instructions, including the necessary data collection / submission and expenditure of funds, provided in the FAFSA Completion Initiatives Grant Overview and Instructions document. By signing this application, you agree that all of the information submitted is correct.

The signature of the applicant is required to complete your application submission.



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### **Questions**

With any questions, please reach out to Jen Rudolph, Associate Vice President of PreCollege & State Initiatives via email: [jennifer.rudolph@coenet.org](mailto:jennifer.rudolph@coenet.org)