



May 19, 2023

## Career and Technical Student Organizations (CTSO) Student Competition Funding

1. Perkins may be used as the first-time funding source for initiatives of newly established CTSOs provided that CTSO development and implementation is articulated in the comprehensive local needs assessment (CLNA).
  - a. (Element One: Student Performance or Element Two: Size, Scope & Quality).
2. Reasonable and necessary eligible CTSO costs include:
  - a. Institutional memberships (quantity of one) for new CTSOs.
  - b. Travel costs for student competitors in approved state or national competitions and accompanying career and technical education (CTE) endorsed instructors and advisors.
    - i. Eligible travel costs include airfare, registration, baggage, hotel, ground transportation, meals, and parking.
  - c. Stipends or off-contract pay for CTE-Endorsed instructors.

### **Perkins funding and non-Federal dollars may be combined in *only one instance*: To Support Approved CTSO Competitive Events.**

Perkins and non-Federal funding sources may be combined only to support CTSO travel costs as long as the institution funds the same initiatives with Perkins at the same or lower percentages as in the prior program year. Perkins percentages may decrease from year to year but never increase across program years (supplanting). Documentation is required annually.

#### **Example**

- 20 FBLA students qualify to compete in any allowable competitive event in FY 2023.
- The school district funds the FBLA travel for two students using Perkins and for 18 students using non-Federal funds (10 percent Perkins and 90 percent non-Federal funds (possible fund sources: district, fund-raising, student activities, etc.).
- In subsequent years, funding percentages (10/90) may remain the same or the district may choose to lower the percent of travel funded with Perkins and increase the percentage funded with non-Federal funds.
- If 24 FBLA students qualify in a subsequent year, Perkins may be used to fund 10 percent or (the cost for 2.4 or fewer students), and non-federal funds may be used to fund 90 percent (or the cost for 21.6 or more students).
- CTSO allowable use of funds is contingent upon the funding percentage which determines the dollar amount (in this example - 10% Perkins and 90% non-Federal), not on the dollar amount (which fluctuates depending upon the allocation, number of qualifying students, travel cost fluctuations, etc.).
- Perkins percentages may decrease, but never increase across program years.



## CTSO Competition Travel Example

### FBLA Competition Travel 2023

20 Students (\$2000/Student)

| Percentage by Funding Source | Number of Students | Total Cost by Funding Source |
|------------------------------|--------------------|------------------------------|
| Perkins 10%                  | 2 Students         | \$4,000                      |
| Non-Federal 90%              | 18 Students        | \$36,000                     |

### FBLA Competition Travel 2024

20 Students (\$2000/Student)

| Percentage by Funding Source | Number of Students | Total Cost by Funding Source |
|------------------------------|--------------------|------------------------------|
| Perkins 10%                  | 2.4 Students       | \$4,800                      |
| Non-Federal 90%              | 21.6 Students      | \$43,200                     |

## Perkins Application Budget and Required Documentation

Anticipated CTSO competition travel must be listed in the FY 2024 Perkins application budget.

- Include the prior year CTSO student competitions attended and the Perkins and non-Federal funding percentages.
  - **FBLA Competition Travel 2023** - 10% Perkins (\$4,000) and 90% non-Federal (\$36,000)
- Enter the anticipated FY 2024 Perkins and non-Federal percentages that will be used.
  - **FBLA Competition Travel 2024** - 10% Perkins (\$4,800) and 90% non-Federal (\$43,200)
- Note: Perkins percentages may be the same or lower than the previous year but may not increase from the prior program year.

Contact [Amy Vybiral](#) or [Chris Dzurick](#) for assistance or with questions.