# Introduction to Registered Apprenticeship for Educators Funding Application

This grant seeks to support Minnesota school districts in providing students with opportunities to participate in events and activities related to registered apprenticeship. Please complete all questions and fields within this application and sign where indicated. Incomplete submissions will not be considered.

Available funding is approximately $27,500. Each applicant can apply for up to $5,000.

## Eligibility for reimbursement

To be eligible for reimbursement, all staff impacted by funding (for example teachers and other school staff who partake in the event or activities described in this application) must participate in an Introduction to Registered Apprenticeship for Educators session. [Click here for registration.](https://www.dli.mn.gov/business/workforce/news-and-events)

This 30-minute introductory session will be offered virtually. Two sessions are offered every month for educators to attend prior to the planned registered apprenticeship event or activity. The webinar provides an overview of registered apprenticeship and resources for helping students navigate the registered apprenticeship search process. If educators are unable to attend the sessions during one of the set times, they must reach out to [naomi.cowan@state.mn.us](mailto:naomi.cowan@state.mn.us) to schedule a session prior to attending the planned event.

Grantee must register on the Statewide Integrated Financial Tools (SWIFT) for reimbursement.

To register or check if you are currently registered for SWIFT, view [SWIFT Vendor Information](https://mn.gov/mmb/accounting/swift/vendor-resources/).

All events, activities and expenses must fall inside the contracted period of performance to be eligible for reimbursement.

## Funding request

Replace examples in columns three and four with description of your itemized expenses and amount of total expense. All expenses must be directly related to registered apprenticeship events or activities and occur within the contracted period of performance. Funding request should be based on estimated expenses and may not exceed $5,000.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Expense categories | 1. Allowable expenses\* | 1. Detailed description of itemized expenses | 1. Total expenses |
| Event registration | Event registration fees for staff and students to attend in-person registered apprenticeship events and activities.  \*Food and beverage reimbursements are not allowed. | Example:  Registration fees for two staff to attend specific registered apprenticeship event @ $20.50 each = $40.20 | Example:  $40.70 |
| Transportation | Transportation rental to and from registered apprenticeship event or activity.  Milage reimbursement for school staff, reimbursed at the current IRS rate.  Event or activity parking for school staff.  \*Mileage and parking reimbursements for students providing their own transportation are not allowed. | Example:  Bus rental to attend Construct Tomorrow event in Mankato on 4/15/2026  $500  Staff milage reimbursement to attend apprenticeship seminar on 3/17/2026 at DLI.  25 miles x $0.70\*=17.50  Staff parking at event = $10    \*Subject to change, | Example:  $527.50 |
| Contracted services | In-school presenter or speakers fees.  Presenter’s milage reimbursed at the current IRS rate. | Example:  Presenter Jane Doe, apprentice from the carpenter’s registered apprenticeship program  2 hrs. x $75.25 = $150.50  Jane Doe milage  30 miles @ $0.70/mile = $21 | Example:  $171.50 |
| Supplemental materials to be used for events and activities | Printed hand out material.  Writing instruments\* (pens pencils, highlighters, notepads, etc.).  Name badges if required.  Other materials needed for in-house presentations.  \*Electronic instruments are not allowed. | Example:  300 pages to copy Jane Doe’s slide deck  300 x $0.25 per page = $75 | Example:  $75 |
| **Total amount of funding request:** | | | **$813.50** |

## Events or activity outcomes

## Provide quantitative measures for planned events or activities for which are you are requesting funding.

## Replace examples with your planned events or activities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Event or activity | Date of event or activity | Number of staff attending | Number of students attending | Location of event or activity |
| Example:  Construct Tomorrow | 4/15/2026 | 3 | 57 | Mankato Civic Center  Pi Circle Drive  Mankato, MN 31415 |
| Example:  In-school presentation from Jane Doe apprentice | 9/18/2025 | 5 | 73 | Great Students High School  Square Root Drive  Minneapolis, MN 17724 |
|  |  |  |  |  |

## Statements of need

1. **Focus industries of event or activity (highlight as many as applicable):**

Construction Health Care Transportation Advanced Manufacturing Agriculture IT Public Sector

Utilities Hospitality Education Other:

1. **Describe how each event listed in the outcomes table relates to registered apprenticeship:**
2. **Describe how each event or activity will benefit your school, staff and/or students:**

## Applicant information

### Organization name:

Mailing address:

Contact name, title:

Contact phone:

Contact email:

### Your organization’s authorized representative information

Signature of authorized representative:

I certify I have read the application (narrative, assurances, budget and supplemental documents, if applicable) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization. The submission of inaccurate or misleading information may be grounds for disqualification from the grant award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the state, by law.

Name:

Title:

Email:

Phone:

Signature:

Date:

### Your organization’s Unique Entity Identifier (UEI) Number\*:

Number:

\*All organizations applying for federal funding must have a UEI. A UEI is a unique 12-character ID number that is used to track how the federal grant is allocated. Register for or verify a UEI number at [https://sam.gov/content/home](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsam.gov%2Fcontent%2Fhome&data=05%7C02%7CGeorgiana.Amundson%40state.mn.us%7C8c380f43816c49b5b23608dcc2e18626%7Ceb14b04624c445198f26b89c2159828c%7C0%7C0%7C638599521070286254%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=dFDMm1x7Y5g90D1lpxgmU3CF9A4EOaLQwJCPlzddX5Q%3D&reserved=0).