

MEMORANDUM

TO: K-12 School Superintendents and Teachers

FROM: Cori Gray, Director of Student Success
Kim Downey, Administrative Assistant

DATE: January 17, 2024

SUBJECT: Request for Proposals – FY25 Lottery Grants

Attached to this memorandum is the Request for Proposal for the 2024-2025 school year, inviting submissions for projects utilizing available Oklahoma Career Tech lottery funds. Please take note that the deadline for submission is **March 1, 2024**. The proposal submission template, budget template, and rubric are provided as attachments. Proposals for each program identification (PID) number must be submitted as **one** PDF document in the following order:

- Letter of Support and Sustainability on district letterhead signed by the Superintendent
- Request for Proposal
- Budget Request
- Requested supplemental documentation

For division specific technical or equipment questions please contact:

- Scott Nemecek, AGED 405-743-5495 scott.nemecek@careertech.ok.gov
- Mark Burch, BMITE 405-743-5419 mark.burch@careertech.ok.gov
- Holly Hanan, FACS 405-743-5465 holly.hanan@careertech.ok.gov
- Lara Morris, HEALTH 405-743-5106 lara.morris@careertech.ok.gov
- Tonja Norwood, STEM 405-743-5187 tonja.norwood@careertech.ok.gov
- Renee Reed, T&I 405-743-5145 renee.reed@careertech.ok.gov

Submit your PDF proposal packet to cslotterygrants@careertech.ok.gov. Upon successful submission, you can expect a confirmation email within one business day. If, for any reason, you do not receive a confirmation email, please contact Kim Downey at 405-743-6831 or kim.downey@careertech.ok.gov.

Your prompt attention to this matter is appreciated. We look forward to receiving your proposals and contributing to the enhancement of educational initiatives.