FY2026-2027 Grant Guidelines & Application Process Q&A Document

Instructions: Please submit any questions that you have regarding the State grants, Perkins grants or WTCS Apply Portal to grants@wtcsystem.edu. We will review and then post the questions and responses to them in the appropriate sections below. Note that general questions will be listed first followed by State, Perkins and then WTCS Apply Portal.

# **GENERAL QUESTIONS** (applies to all grant categories)

### How often will the Q&A be updated?

The Q&A will be updated at a minimum weekly.

## Will all FY26-27 grants be submitted through the WTCS Apply Portal?

Yes, the grant applications, any revisions and the grant reports will all be submitted through the Apply Portal.

## Where can we find the FY26-27 grant applications?

Please go to the WTCS Apply Portal website at wtcs.smapply.io

# **Procurement Questions**

## For services under $50,000, does this follow the academic or calendar year?

The service follows the length of the contract.

## How specific does the description of the equipment need to be?

If the function and type of equipment is grant eligible it can be listed in the grant. If the equipment meets the thresholds of your college’s procurement process, that process must be followed.

# **Program Income Questions**

## Does program income apply to all grants?

Program income **applies to federal grants only**, which currently is Perkins and AEFLA. Any additional federal grants that we get that we subaward, we will notify colleges that program income applies during the grant conference.

## If you have program income for a grant event, can you purchase food?

Program income should be used for costs that are typically allowable under Federal guidelines. Because food is not typically allowed under Federal guidelines, you should not use program income to purchase food.

# **STATE** (applies to all state grant categories)

## If professional development occurs early in the next fiscal year, can a college pay for registration and basic airfare costs in one fiscal year (with college funds to secure a spot and save money) and then be reimbursed for those costs from a state grant when the new grant year begins?

### This is allowable in State General Purpose Revenue grants.

### Can you provide a link to the rubrics?

<https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/application-forms/>

## Regarding sustainability - We are supposed to describe ways outside of the operational budget. I don’t know another way to “sustain” other than to state, “Seek external funding opportunities.” How will that be looked at?

Sustainability plans that include more detail often score higher on this rubric criterion. Describing how the program is tied to other supporting initiatives such as career pathways, student success and support programs at the college and/or part of the WTCS mission, vision and Commitments to Progress, future grant and/or other internal/external funding opportunities, community partnerships, advisory/employer relationships, etc. help to explain the college’s plan to bolster the named program.

## What happens if there are discrepancies with the detailed budget, SFR and budget summary in my competitive grant application?

If there are discrepancies in these three areas, you will lose points in the budget section of the rubric.  The totals in each budget line item for these three areas should match.  We’ve set up the detailed budget spreadsheet so that the amounts in the total lines should automatically be pulled over and appear on the SFR sheet.  If you delete or alter the formulas that we have set up in the detailed budget spreadsheet, it will change/impact what gets pulled over into the SFR.  To complete the budget summary section, you just have to copy the totals from each line item from the SFR.

## When is the blackout date for questions regarding the State grant categories?

All blackout dates for questions relating to the following grants are one week prior to the application due date.

* State Grants - the blackout date is Friday, January 2, 2026, at 4 pm
* IET Development and Expansion Grant - the blackout date is Friday, March 9, 2026, at 4 pm
* WAT grant - the blackout date is Thursday, April 24, 2026, at 4 pm

# **Career Pathway**

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# **Completion**

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# **Core Industry**

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# **Developing Markets**

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# **Emergency Assistance**

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# **IET Development & Expansion**

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# **Workforce Advancement Training** (WAT)

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# **PERKINS** (applies to all Perkins grant categories)

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# **Targeting Attainment Gaps**

## Question 1:

Response 1:

# **Career Prep**

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## Question 2:

Response 2:

# **NTO**

## Question 1:

Response 1:

# **Strengthening Programs**

## Question 1:

Response 1:

# **Student Success**

# **WTCS APPLY PORTAL**

## Can colleges see the archived grants/other documents (grant documents, grant reports, budgets)?

Due to portal limitations, we must archive grants when the year is final, and all reports have been submitted and approved. We highly recommend you keep copies of the documents uploaded to the WTCS Apply Portal. On a very limited basis, we may be able to help.


## Is there a way to search or organize the grants so we don’t have to scroll through so many grants to get to the one we need?

Due to portal limitations, this is not possible. We have put in this request, but Survey Monkey has not updated this feature yet.

## Regarding revision, once a revision is submitted and approved, it becomes the new “original” submission. So, if you need to submit a second revision, you will work from the most recent submission. Is this correct?

Yes, everyone on your team should work off the new, same grant application & information. Please see the WTCS Apply Portal User Guide for instructions for first and subsequent revisions. The guide can be found here (very bottom of the page), <https://mywtcs.wtcsystem.edu/grants-data-reporting/grants/egrants-apply-portal/>