**MERA 2023-2024 Grant**



**Who should apply for a MERA grant?** Public high schoolteachers may apply for grants to receive **Customer Service & Sales Exam Licenses**; Business of Retail Exam Licenses; **Workforce Prep Online Courses; DECA competitive conferences;** and/ or Funding for School Based Enterprises. Applicants may apply for one or more of the following grant opportunities.

**Grant Applications must be Postmarked by September 1, 2023!**

**►Customer Service & Sales Exam License**- Licenses will be available immediately, so we encourage teachers to begin testing as early as possible. ALL TESTING MUST BE COMPLETED BY MARCH 8, 2024. After this date, licenses will not be guaranteed. *Complete the Customer Service & Sales Exam License Order Form.*

**►****Business of Retail Exam License-** Licenses will be available immediately, so we encourage teachers to begin testing as early as possible. ALL TESTING MUST BE COMPLETED BY MARCH 8, 2024. After this date, licenses will not be guaranteed. *Complete the Business of Retail Exam License Order Form.*

**►Workforce Prep Online Courses:** Workforce Prep is an online curriculum intended to help young

adults entering the workforce. The courses are designed to be completed on computers or any mobile device. *Complete the Workforce Prep Course Registration Form.*

**►School Based Enterprise:** A grant of $500.00 will be awarded to schools that operate SBE’s. One teacher per school may apply. SBE grants can be used to revitalize spaces, purchase inventory, purchase technology, etc. The grant may be used to establish or support virtual businesses, assign e-commerce websites, etc. A simplified business plan must be provided with final report.

*Complete the School Based Enterprise Funding Grant Form.*

* Are you interested in starting a school-based enterprise at your school but don’t know where to start? We can help with that! Please email brandi@laretail.org or call 225-344-9481.

**►Louisiana DECA Fall Leadership Conference.** Applicants may request a max of $225 for the advisor and a max of $135 per student. Grants may **only** be used for registration.

*Complete the LA DECA Conference Funding Request Form. Please note funding will be sent directly to LA DECA.*

**►Louisiana DECA Sports Marketing Conference (with N.O. Pelicans).** Applicants may request a max of $20 for the advisor and $20 per student. Grants may **only** be used for registration. *Complete the LA DECA Conference Funding Request Form. Please note funding will be sent directly to LA DECA.*

**►Louisiana DECA Career Development Conference.**Applicants may request a max of $250 for the advisor and a max of $160 per student. Grants may **only** be used for registration. *Complete the LA DECA Conference Funding Request Form. Please note funding will be sent directly to LA DECA.*

**QUESTIONS? Contact Paul Grethel at** **mera@laretail.org** **or (504) 301-7194.**

**GUIDELINES**

\*Please complete the appropriate application forms and mail to MERA. Applicants will receive an email when MERA receives your application. If you do not receive confirmation within 1 week of the date the application was mailed, it is applicant’s responsibility to confirm MERA’s receipt of application. After the applications are audited, applicants will receive a copy of the audit and will have 4 days to correct any issues or provide additional documentation. All corrections are to be emailed to mera@laretail.org.

\*MERA may deny your request or approve only a portion of your request. Applicants MUST submit all required documents to be put in queue for funding.Grant application, official rosters/attendance list, grant agreement and student participation report are required documents for all grant requests.

\*If applying for grants for 2nd semester students, rosters/attendance list must be submitted at time of application. Names can be changed later, but the number of students cannot be increased.

**\***A Grant Review Committee will evaluate applications. Grant applications must enhance and expand the classroom experience as it relates to Marketing Education, Entrepreneurship, and Workforce Development.

**\***Privacy laws provide the baseline for data governance and privacy policies by establishing minimum protections for protecting students’ personally identifiable information (PII). You may download a copy of the privacy form signed by MERA at [www.louisianadeca.com/advisor](http://www.louisianadeca.com/advisor) and then click on MERA grant resources and then on Confidentiality Agreement*.* This may be a requirement of your school district, so check with your principal to determine whether you need a copy.

**APPLICATIONS MUST BE POSTMARKED BY** **SEPTEMBER 1, 2023**; however, please mail your grant application as soon as possible as funding may be awarded on a first come, first served basis. No Email or Fax applications will be accepted. Retain a copy of all submissions for your records. Mail all TYPED applications on one-sided pages (no front and back accepted) to:

**MERA**

**18522 Magnolia Bridge Road #103**

**Greenwell Springs, LA 70739**

 **Required Forms for ALL Applicants**

* Grant Application- Complete all information and check box(es) for all grants for which you are applying. Teachers may apply for one or more grant opportunities.
* Grant Agreement with all required signatures.
* Student Participation Report
* Class Rosters/attendance list - Applicants must provide a copy of class rosters/attendance list, including the name of the course, the period, teacher’s name, and students’ names.

**Additional Forms (Applicant should submit additional form for each separate grant opportunity)**

* Customer Service & Sales Exam License Order Form
* Business of Retail Exam License Order Form
* LA DECA Competitive Conference Order Form
* School Based Enterprise Funding Grant Form
* Workforce Prep Online Course Registration Form

**2023-2024 MERA Grant Application**

***Applicant must complete all blanks. This form MUST be typed.***

|  |  |
| --- | --- |
| Name of School |  |
| School District Tax ID #/ EIN # (7digits to add) | **72**- |
| State Planning Region # (See map on last page)  |   |
| School District |  |
| Teacher’s Name (Only individual teachers may apply)  |  |
| Teacher’s Email Address |  |
| School Street Address |  |
| School City, State, ZIP |  |
| School’s Phone w/AC |  |
| Teacher’s Cell # w/AC |  |
| Teacher’s Personal Email Address |  |
| Principal’s Full Name |  |
| Principal’s Phone w/AC |  |
| Principal’s Email Address |  |
| School Bookkeeper’s Name |  |
| School Bookkeeper’s Email Address |  |
| Superintendent’s Name |  |
| Superintendent’s Email Address |  |
| Superintendent’s Street Address |  |
| Superintendent’s City, State & ZIP |  |
| CT Supervisor’s Name |  |
| CT Supervisor’s Email Address |  |
| CT Supervisor’s Phone w/AC |  |
| CT Supervisor’s Street Address |  |
| CT Supervisor’s City, State, ZIP |  |

**Please mark the box (ü or X) in front of the grant opportunities for which you are applying. Select all that apply.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  **Customer Service Licenses** |  |  **Workforce Prep** |  |  **School Based Enterprises** |
|  |  **Business of Retail Licenses** |  |  **DECA Conferences** |  |  |

**2023-2024 MERA Grant Agreement**

1. The eligible recipient agrees to provide proper fiscal control and accounting procedures as required by MERA and the school system for fiscal audit and program evaluation. MERA grant funds are not to be used to pay sales tax. Please provide original receipts or copies of receipts proving expenditures as budgeted, along with copies of purchase orders.
2. The eligible recipient agrees to inform MERA in writing if the program that made them eligible is discontinued from the school or school system where it is currently operating or if there is any change in teaching or school assignment.
3. The eligible recipient shall notify MERA if they are no longer employed by the school where the grant was received. The name of the teacher taking over the grant shall be provided to MERA immediately.
4. FINAL REPORT--The eligible recipient agrees to provide a final report no later than March 15, 2024 on the forms provided. Any unused grant funding must be returned to MERA by March 15, 2024. The final report will become part of the evaluation and may be shared with other marketing programs and will be retained for review by the Auditor. Please retain all invoices, receipts, and all participant names, including teachers, students and employers. Final report instructions were emailed with original grant application.
* Evaluation forms completed by each student and each teacher for each grant opportunity will be required as part of the final report. For employer events, employers should complete an evaluation form provided by MERA with the required questions, as appropriate.
1. Final Reports not received will result in a letter being sent to the school’s principal and supervisor requesting a grant refund or partial refund for those expenses not proven. If your final report is not complete, MERA may require an in-person audit and/or future grants may be reduced or not offered.
2. The eligible recipient agrees to share or present grant ideas to other programs and interested parties and abide by the guidelines as outlined in the Grant Application.
3. Non utilization of funds and/or other awarded grant opportunities may result in ineligibility for future grant years.
4. Eligible school is a public high school in the state of Louisiana.

**We, the undersigned, understand that grant recipients failing to comply with the above provisions may be liable for return of the grant award and ineligible for future funding. We understand that a site visit by Paul Grethel, MERA Educational Consultant, will occur at any time during the implementation of this grant or within 1 year of the final reporting time.**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Print School Name Print Teacher’s Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Teacher’s Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CTE Supervisor’s Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Principal’s Signature Date**

|  |
| --- |
| **Student Participation Report Form** **This form MUST be typed.****To add lines, simply right click in any line, click Insert, and Insert line below. Students listed are receiving MERA provided workforce prep; customer service training and/or school-based enterprise.**  |
|
| **Teacher Name:** |   |   |
| **School Name:** |   |
| **School Address:** |  |
| **Region # (See Map last page)** |   |
| **Semester (put 1, 2 or 1&2)** |   |
| All teachers MUST submit this form to qualify for any grant opportunity.  |
| Student’s Name | Student’s Place of Employment. If student does not work, type NE (for Not Employed) in this column | Student’s Job Title (leave blank if not working) |
|
|  | Student A (sample) | Winn Dixie | Cashier |
|  | Student B (sample) | NE |  |
| 1 |   |   |   |
| 2 |   |   |   |
| 3 |   |   |   |
| 4 |   |   |   |
| 5 |   |   |   |
| 6 |   |   |   |
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| 24 |   |   |   |
| 25 |   |   |   |
| 26 |   |   |   |
| To insert additional line, put your cursor on line 26, right click, and choose INSERT and then INSERT ROW BELOW. Add the next number and the student info. |

**CUSTOMER SERVICE & SALES EXAM LICENSE ORDER FORM**

|  |  |
| --- | --- |
| School Name: |  |
| School Address:  |  |
| Teacher’s Name:  |  |
| Region # (See Map on last page) |  |
| Number of Customer Service Licenses requested? |  |
| What month are you testing for Customer Service 1st Semester? |  |
| What month are you testing for Customer Service 2nd Semester? Must be by March |  |

**BUSINESS OF RETAIL EXAM LICENSE ORDER FORM**

|  |  |
| --- | --- |
| School Name: |  |
| School Address:  |  |
| Teacher’s Name:  |  |
| Region # (See Map on last page) |  |
| Number of Business of Retail Credential Licenses requested? |  |
| What month are you testing 1st semester? |  |
| What month are you testing 2nd semester? Must be by March  |  |

**To obtain your Customer Service and Business of Retail licenses during the school year, you will email the license order form to** **Mera@laretail.org****. Licenses will then be transferred to your Kaleidoscope Learning account. Any licenses requested during the 1st semester but not used, will be reclaimed by MERA at the end of the first semester. This will prevent licenses from expiring. Even if your licenses were reclaimed at the end of the 1st semester, you can still request your awarded licenses until March 8th. After March 8th, all licenses are distributed on a first come first served basis.**

**SCHOOL BASED ENTERPRISE FUNDING GRANT**

 *This form MUST be typed.*

A grant of up to $500 is available for support of school-based enterprises. Grant funding may be used to assist with start-up costs for a new business or to enhance an existing business through purchases of inventory, technology, infrastructure upgrades, etc. The grant may be used to establish or support virtual businesses, assign e-commerce websites, etc. MERA requires a business plan to be provided in the final report, which will be due March 15, 2024. A description of the simplified business plan format may be found at <https://www.louisianadeca.com/advisor> under MERA grant resources. The business plan should include a title page, executive summary, description of the SBE operations, who is involved in management, what marketing is used, and a financial report. The school-based business enterprise must be operated by your students and be an ongoing endeavor in which your students learn about business principles and strategies.

|  |  |
| --- | --- |
| School Name: |  |
| School Address:  |  |
| Teacher’s Name:  |  |
| Region # (See Map on last page) |  |
| Name of your School Based Enterprise: |  |
| What type of business? |  |
| How many students will be involved in operations of the SBE? |  |

**Workforce Prep Online Courses Registration Form**

**This course is only available for 9th-12th grade students.**

***This Form Must be Typed***

|  |  |  |  |
| --- | --- | --- | --- |
| **School Name:** |  | **Teacher Name:** |  |
| **Region #** |  | **Teacher Email:** |  |
| **School Address:** |  |

**Location: Online Date: N/A**

**Teachers may offer this training to students on an individual basis. MERA has to pay PER STUDENT for this training. Please only register students that you know will complete all of the training. Please see attached course descriptions. Total Training Hours 10.5. To be eligible for the MERA scholarship drawing, students must be Seniors and have completed entire course.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Count** | **Student Name** | **Grade Level** | **Count** | **Student Name** | **Grade Level** |
| **1** |  |  | **21** |  |  |
| **2** |  |  | **22** |  |  |
| **3** |  |  | **23** |  |  |
| **4** |  |  | **24** |  |  |
| **5** |  |  | **25** |  |  |
| **6** |  |  | **26** |  |  |
| **7** |  |  | **27** |  |  |
| **8** |  |  | **28** |  |  |
| **9** |  |  | **29** |  |  |
| **10** |  |  | **30** |  |  |
| **11** |  |  | **31** |  |  |
| **12** |  |  | **32** |  |  |
| **13** |  |  | **33** |  |  |
| **14** |  |  | **34** |  |  |
| **15** |  |  | **35** |  |  |
| **16** |  |  | **36** |  |  |
| **17** |  |  | **37** |  |  |
| **18** |  |  | **38** |  |  |
| **19** |  |  | **39** |  |  |
| **20** |  |  | **40** |  |  |

**Add Additional lines if needed.**

**Workforce Prep 2023-2024 Curriculum**

|  |  |  |
| --- | --- | --- |
| **Course Name** | **Length (minutes)** | **Course Description** |
| Preparing Your Resume | 30 | This course provides an overview of what is included on a resume, the different resume formats and how to deliver a resume when applying for a job. |
| Preparing for an Interview | 25 | This course provides an overview of what should be considered when preparing for an interview. |
| Understanding Job Boards | 25 | This course provides insight into job boards, how they are used and introduces other job-related websites. |
| Workplace Communications | 25 | This course reviews workplace communication and provides guidance on how to communicate effectively with customers, coworkers, and management. |
| Managing Your Time | 30 | This course will look at the concept of time management as it pertains to our daily work schedules, business tasks or entrepreneurial engagements. |
| Exploring LinkedIn | 30 | This course provides an overview of the LinkedIn environment, how to best create a professional profile and explains why it has become a leading social destination for workforce professionals. |
| Conflict Resolution | 30 | This course provides guidance on how to recognize confrontational situations in the workplace and the necessary steps that you should take to avoid or resolve conflict. |
| 10 Principles of Customer Service | 60 | This course takes you on a journey of discovering 10 principles that can help improve customer service. |
| Engaging the Customer | 30 | This course outlines the skills needed to start and finish a conversation that will identify and satisfy the customer's needs. |
| Understanding Job Boards & Work Marketplaces | 30 | This course provides insight into job boards, how they are used and introduces other job-related websites. It also provides an overview of work marketplaces, what they are and how to use them. |
| Selling by Suggestion | 30 | This course will describe techniques for "upselling" the customer and increasing sales. |
| Negotiation (Striving for Win-Win) | 25 | This course describes negotiation and why negotiating skills are such an integral part of personal and business communication. |
| Shoplifting & Employee Theft Prevention | 45 | Internal and external theft costs businesses billions of dollars annually. This course identifies the problem and what employees and managers can and cannot do to prevent these losses. |
| Retail Business Math | 60 | This course provides the learner with a working knowledge of important retail business concepts such as profit and loss, retail pricing, inventory control, and more. |
| Food Safety (Handler Training) | 45 | This course provides an overview of food safety handler training and what employers are required to do. |
| Detecting Counterfeit Currency | 25 | This course provides an insight on how to authenticate currency and detect counterfeit characteristics of legal tender. |
| EMV (Chip CC Global Standards) | 25 | This course reviews the EMV 'Smart Card' payment method, provides a technology overview and discusses established Global Standards. |
| P&L Basics | 25 | This course explains the concept of profit and loss and examines an example P&L. |
| Building a Business Plan | 25 | This course provides insight into the purpose of a business plan and examines a business plan example. |
| Contact Center Fundamentals 1 | 25 | This course will explore the purpose, history, structure and team functions, and employee roles and responsibilities within a contact center. |

**2023-24 DECA Conference Funding Grant**

*This form MUST be typed.*

|  |  |
| --- | --- |
| **School Name** |  |
| **Teacher’s Name** |  |

The MERA Conference Grant is available to DECA Advisors who wish to apply for funding to assist with registration costs for the 3 DECA State Conferences listed below. MERA will fund only ONE advisor per grant application.

1. **DECA Fall Competitive Excellence Conference** October 22-24 at the Wesley Center near Alexandria, LA. **You may request up to $135 per student and up to $225 for the advisor.**
2. **DECA Sports Marketing Conference** The Louisiana DECA Sports Marketing Conference will be conducted with the New Orleans Pelicans (NBA). Students will spend 1 day listening to guest speakers in sports marketing and entertainment to learn more about careers in this field. They will tour the different areas of the arena. A team from each school will develop a “Marketing Minute” activity (like those seen at a basketball game during a break or time-out), and the top schools will present these to Pelican officials to be judged. Date will be selected in August 2023. **You may request a max of $20 per student and a max of $20 for the advisor.**
3. **DECA State Conference** – February 25-27 at the Baton Rouge Marriott. All students must be in at least one DECA competitive event. **You may request up to $160 per student and up to $250 for the advisor.**

Conference grant funds can only be used for registration fees. *Final Reports for Conference Grants are due March 8, 2024.* Please retain the following information for the conference funding final report: Samples of student competition materials, business plans and/or pictures of students in preparation or at the conference.

**FALL COMPETITIVE EXCELLENCE CONFERENCE ITEMIZED EXPENSES**

|  |  |
| --- | --- |
| Description |  |
| Registration for \_\_\_\_\_\_\_\_ students @ $135 for each  | $ |
| Registration for 1 advisor @ $225 (do not add chaperones, subs) | $ |
| **TOTAL**  | $ |

**SPORTS MARKETING ITEMIZED EXPENSES**

|  |  |
| --- | --- |
| Description |  |
| Registration for \_\_\_\_\_\_\_\_\_\_ students @ $20 for each  | $ |
| Registration for 1 advisor @ $20 (do not add chaperones, subs) | $ |
| **TOTAL**  | $ |

**STATE CAREER DEVELOPMENT CONFERENCE ITEMIZED EXPENSES**

|  |  |
| --- | --- |
| Description |  |
| Registration for \_\_\_\_\_\_\_\_\_\_ students @ $160 for each  | $ |
| Registration for 1 advisor @ $250 (do not add chaperones, subs) | $ |
| **TOTAL**  | $ |

**Total Conference Grant Funding Requested (all 3 conferences): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MERA** **Grant Program Evaluation**

**Attention Teachers- Include a cover page with your evaluations in order to receive credit for turning in evaluations.**

**Please write/type an “X” in the gray shaded box next to your classification. Only write/type in these shaded boxes. Duplicate this page for each student, teacher and business person participating in any grant. An evaluation MUST be completed on each different grant utilized.**

**Return these to MERA, 18522 Magnolia Bridge Road, #103, Greenwell Springs, LA 70739.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Student** |  | **Teacher** |  | **Employer** |

|  |  |
| --- | --- |
| **Name of School/ Organization** |  |

**Write/type an “X” in front of the activity you participated in that was supported by MERA.**

**Complete a SEPARATE evaluation form for each activity. For example, if a student received a voucher for Customer Service from MERA and Workforce Prep online courses, that student would complete 2 separate evaluations.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Customer Service & Sales Exam Vouchers** |  |  **Workforce Prep Online Training Grant** |  | **School Based Enterprise Grant** |
|  | **I Employ MERA Students (Employers ONLY)** |  | **Business of Retail Exam Vouchers** |
|  | **DECA Competitive Conferences** |  | **Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |
| --- |
| ***Write/type the number (1-5) in the gray box to the right which best describes your feelings on this statement.*****5-Strongly Agree 4-Agree 3-Disagree 2-Strongly Disagree 1-Don’t Know** |
| **FOR STUDENTS** |
| 1. The MERA training and assistance has better prepared me for the workforce. |  |
| 2. I will continue using the knowledge and resources gained through this program in the future. |  |
| 3. My overall experience as it relates to MERA programs has been positive and beneficial. |  |
| **Additional Comments** |
|  |
| **FOR TEACHERS** |
| 1. I will continue utilizing MERA programs to create enhanced learning opportunities. |  |
| 2. MERA programs provide knowledge and resources that my students will use in the future. |  |
| 3. My overall experience as it relates to MERA programs has been positive and beneficial. |  |
| **Additional Comments** |
|  |
| **FOR EMPLOYERS** |
| 1. I will hire additional students involved in the MERA program. Type/write “**Y**” for yes or “**N**” for no |  |
| 2. My overall experience as it relates to MERA programs has been positive and beneficial. |  |
| **Additional Comments** |

