Career Academy Incentive Fund Proposal Submission Instructions

Submit application, career academy program applications and supporting documentation to Heather Meissen at heather.meissen@iowa.gov by November 13, 2026.

Applicants submitting a Career Academy Incentive Fund (CAIF) proposal will be required to utilize the Iowa Department of Education (Department) provided application and career academy program templates. Application and supporting documentation can be found on the Career Academy Incentive Fund webpage.

Application Information

- **2026-2027 Career Academy Incentive Fund (CAIF) Application**
  - Questions requiring narrative are open-ended.
  - Required information/supporting documentation outlined on page 4 of the CAIF application is not required to be documented within the application. Supporting documentation should be submitted in addition to the application.
- **2026-2027 Career Academy Program Application**
  - A program application must be completed and submitted for **each** career academy offered.
  - Questions requiring narrative are open-ended.
- **Tip:** When completing the CAIF Application and Career Academy Program Application, applicants are encouraged to refer to the career academy incentive fund scoring rubric. The review team will score each proposal based on the criteria identified and each sub-category will be evaluated independently.

Application Review Process

- Review of CAIF proposals will begin after the submission deadline: November 13, 2026.
- After the initial review of all proposals by the review team, applicants submitting a CAIF proposal may receive a request to provide additional information and/or clarification if deficiencies within the applicant's proposal are identified by a member of the review team.
- Applicants who are contacted to submit additional information will be given a minimum of three business days to provide a response.

Direct questions to Heather Meissen at heather.meissen@iowa.gov or 515-326-5378.