Workplace Education Planning Grant (Phase 1) Program

Applicants must respond to the items in Sections I – IV for a possible total of 100 points. Responses must not exceed six (6) pages, single-spaced with 10 Arial Font. The six-page limit does not include the budget pages. Other attachments will not be reviewed.

SECTION I Organizational Capacity and Partnership Commitment in Phase 1 (20 points)

1. Provide a brief description of each partner, including the size and type of the business. Where the workforce is unionized, describe the labor union. Describe the education provider’s expertise in providing contextualized basic skills instruction, particularly in collaboration with a business partner. (5 points)

2. Identify and describe the CEO/President-level support from the business and the support from union (if applicable) for Phase 1 activities. Adapt the Phase 1 sample Memorandum of Agreement to partnership needs and submit with proposal. (15 points)

SECTION II Plan for the Workplace Needs (70 points)

1. Identify the designated person to organize and orient the WNA team to its tasks. Summarize the qualifications and experience of the lead person responsible for the organization, facilitation, and leadership of this team. (10 points)

2. Describe the roles and involvement of each WNA team member with an estimate of the time commitment of each WNA member in the process. (10 points)

3. Describe the representative sampling of the workforce that will be included in the WNA process to determine the readiness of the business and the union (where the workforce is unionized) to implement educational services for its workforce. This sampling should include a range of perspectives that includes supervisors, managers, front line workers, and others as necessary whose input will create support for a strong foundation for the potential workplace education program. (10 points)

4. Describe the data collection methodology or methodologies that will be used to collect information to determine the readiness of the business and union (where the workforce is unionized) to support a multi-year classroom based instructional program. Cite the rationale for the selected methodology/ies. (10 points)

5. Describe the likely basic skill needs of the incumbent workforce and how this was determined. (10 points)

6. Provide a weekly/bi weekly projected timeline that describes the sequence of WNA activities. (10 points)

7. Describe the plan to evaluate the effectiveness and projected outcomes of the WNA process. (10 points)

SECTION III Budget and Budget Narrative (10 points)
Applicants must submit a budget and budget narrative that provides details of the proposed expenditures, including hourly rates and weekly personnel time commitments for proposed activities for the requested grant. The detailed budget narrative must correspond to the line item sequence of the required Budget Detail Pages in the Department's Standard Application for Grants package.

**Note:**
- No grant funds may be used to pay any employee of the business partner.
- There is no match required for Phase 1.