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| **NAME OF GRANT PROGRAM:**  | Workplace Education | **FUND CODE:** 494  |
| **FUNDS ALLOCATED:**  | $ 100,000 (Federal) |
| **FUNDS REQUESTED:** | $ 15,909 |
| **PURPOSE:** Partnerships among education providers, employer partners, and unions to identify needs for instructional services (phase 1) and to implement an instructional program (phase2) for adult incumbent workers. |
| **NUMBER OF PROPOSALS RECEIVED:**  | 2 |
| **NUMBER OF PROPOSALS RECOMMENDED:**  | 2 |
| **NUMBER OF PROPOSALS NOT RECOMMENDED:** | 0 |
| **RESULT OF FUNDING:** Grants are awarded to provide instructional services at the workplace to those with skills below the postsecondary level, from basic literacy or beginning English language proficiency through the skill level expected of a high school graduate. Each workplace, however, presents its own set of language and literacy needs depending on its employee population; workplace education classes are custom designed to meet these needs.During Phase 1 applicants will complete a Workplace Needs Assessment (WNA). The WNA includes the following: * analyzes the overall educational needs of workers within a business/union/organization;
* looks for potential assets to the success of the workplace education and determines strategies to capitalize on these;
* looks for potential barriers to the success of the workplace education program and develops strategies to overcome potential barriers to the program;
* evaluates the language, literacy, and numeracy skills needed for the range of job categories;
* examines oral and written communication systems of the workplace, including use of workers’ first languages, bilingual resources, and how workers perform their jobs;
* investigates the readiness of the partnership to sustain a multi-year basic education program; and
* plans for Phase 2 components, including classroom space.
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| **RECIPIENTS** | **AMOUNTS** |
| Asian American Civic Association | $7,000 |
| YMCA of Greater Boston | $8,909 |
| TOTAL FEDERAL FUNDS | **$15,909** |