

## Micro-grants for the Development of Career Certification Programs

**Revised: September 21, 2011**

The Department of Workforce Development (DWD) announces the availability of funding toward the development of adult education career certification programs in Indiana. Applicants may apply for micro-grants of up to \$12,000 per career certification program. Applicants must complete a cover page (Attachment A), statement of purpose, budget narrative and budget worksheet (Attachment B) for *each* program offering for which a micro-grant is being sought. Micro-grants may only be used to facilitate the development of a consortium-approved career certification program. Providers offering programs that are already in existence in a region and whose curriculum does not need to be altered to fit the need of adult education students should not apply for a micro-grant. Therefore, micro-grants should not be used to cover tuition or student fees. Only one micro-grant per program offering, per consortium, will be approved.

### *Eligible Applicants for Micro-grants*

All applications for micro-grants should be submitted through the consortium, with the consortium agreeing that a given application is appropriate. Eligible applicants include teachers, adult education administrators, post-secondary faculty or administrators, nonprofits, workforce development personnel or administrators, or some collaboration thereof.

### *Anticipated Grant Process Timeline*

Applications for microgrants will be received and reviewed on an ongoing basis. It can take up to eight weeks for an application to be fully executed.

The following is an example timeline:

- Applications will be received and reviewed on an ongoing basis
- Applications will be reviewed no later than five business days after receipt, and applicants will be notified upon approval or denial.
- If approved, applications with attached signature template will be returned to the applicant within five working days.
- After the applicant returns the partially executed application and signature template to DWD, up to six weeks should be allowed for the agreement to be fully executed by the State.
- Expenses incurred prior to the agreement being fully executed by the State will not be reimbursed.

### *Submission Information*

Please submit completed micro-grant applications via mail or email to:

Alex Perdue

10 N. Senate Ave., SE 205

Indianapolis, IN 46204

[aperdue@dwd.in.gov](mailto:aperdue@dwd.in.gov)

*Required Deliverables for Micro-grants*

1. **Cover Page** – A cover page (Attachment A) must be completed for each micro-grant. **All information on the cover sheet must be completed in order for the review process to begin.**

For the cover page, the following definitions apply:

**Designated Grantee:** responsible for receiving the grant package (which includes appropriate signatures), accrued expenditure reports, and all other financial information that will be turned into DWD.

**Contact Person:** responsible for the overall grant and the main contact for DWD. This person will receive all correspondence. This person will also be responsible for working with the designated grantee, assuring that all financial information has been turned into DWD, and ensuring payment has been dispersed into their accounts.

**Grant Dates:** Grant start dates should be a minimum of six weeks from the time of application submission. Grant end dates should allow a realistic timeframe for the use of funds as indicated in the statement of purpose and budget narrative.

2. **Statement of Work** – Please include a summary (not to exceed two pages) providing an overview of the proposed use of grant funds. This should include specific information relating to how the funds will be utilized, and identify the applicable certification programs. A brief explanation of experience and qualifications of curriculum developers should be included in the statement of purpose (if applicable).

3. **Budget Narrative** – Budget details must be included for each line item as indicated in Attachment B. Additionally, an overall budget narrative (not to exceed one page) explaining the total budget request should be included on a separate sheet.

4. **Budget** – A detailed budget outlining micro-grant line items must be included. A budget sheet (Attachment B), should be used for each certification program. Proposals that do not follow the guidelines, or which include budgets that exceed \$12,000, will not be reviewed.

*Eligible Costs: Please keep your grant requests to round numbers as much as possible.*

*Stipends for curriculum development* – may include stipends of up to \$1,000 per curriculum developer. Stipends should be reserved for teachers, faculty, and independent consultants. Anyone who receives a salary from workforce development, adult education administrators such as directors, those working under professional development contracts, salaried staff of nonprofits, or post-secondary administrators are not eligible to receive stipends. Additionally, curriculum development for a program that the provider already offers elsewhere must be demonstrated as necessary to delivering the career certification as outlined by DWD.

*Instructor salary* – may include a salary of up to \$2,500 per instructor. Salaries should be reserved for individuals who provide instruction during the delivery of the certification program.

*Reusable materials, small equipment or supplies* – including instructor materials and small equipment purchases. Costs that are considered one time use, e.g. gloves, scrubs, etc., are not allowable, and will not be approved. All material, equipment, or supply purchases must be reusable in subsequent program offerings, such as stethoscopes, welding helmets, emergency test models, blood pressure cuffs, safety glasses, etc.

*Administrative overhead cost* – including cost of rental agreements for facilities or for equipment, utilities, or other related costs, but should not include any costs for those who receive a salary including workforce development administrators, adult education administrators, those working under professional development contracts, salaried staff of nonprofits, or post-secondary administrators. Administrative costs should not exceed five percent of **direct costs**.

*Other* – includes the costs of items that are not included in another category. Detailed information on these costs should be included in the budget narrative. Marketing and distribution costs should be kept to a minimum. This category should not include any costs for those who receive a salary including workforce development administrators, adult education administrators, those working under professional development contracts, salaried staff of nonprofits, or post-secondary administrators.

**ATTACHMENT A: MICROGRANT COVER SHEET**

All information on the cover sheet must be completed in order for the review process to begin.

**1. Designated Grantee**

Organization Name:	
Address:	
City:	
State:	
Zip + 4:	
County:	
Telephone Number:	
Email Address:	
FEIN Number:	
DUNS Number:	
CAGE (CCR) Number:	

**2. Contact Person**

First Name:	
Last Name:	
Title:	
Organization:	
Address:	
City:	
State:	
Zip + 4:	
Telephone Number:	
Email Address:	

**3. Consortia Approval**

First Name:	
Last Name:	
Title:	
Organization:	
Region:	

**4. Grant Summary**

Grant Start Date:	
Grant End Date:	
Total Amount Requested:	

ATTACHMENT B: BUDGET WORKSHEET FOR MICROGRANTS

<b>Direct Cost Requested</b>	<b>Total</b>	<b>Budget Details Justification</b> Please keep your costs to round numbers.
1. Curriculum development stipends		
2. Instructor salaries		
3. Materials or equipment		
4. Administrative overhead costs		
5. Other		
<b>Total</b>	<b>\$0.00</b>	