



## **Innovative Work-and-Learn Grant Grant Application Guidelines**

The Indiana Regional Works Councils (IRWC) were unanimously established in a bipartisan effort by the Indiana General Assembly in 2013, consisting of 11 regional working groups aligning the education and workforce development pipelines by bringing together more than 150 representatives from business and education.

The purpose of this grant application is to foster and scale the most innovative and effective work-and-learn models in the state working in collaboration with the Department of Workforce Development and the NGA Policy Academy team.

**Challenge:** There are 1.2 million youth and young adults age 16-29 who live in Indiana. This accounts for roughly 1/3 of the working population. Since the great recession, unemployment amongst this age group has been higher than the average working population. Additionally, Indiana loses a large percentage of its youth who have earned postsecondary credentials and degrees to surrounding states and California.

Simultaneously, there are more than 1 million jobs that will be available in the next 10 years, and education and training programs must align programming and skills-attainment to the occupational demand of employers.

**Vision:** Connecting youth and young adults to high-wage, high-demand employment opportunities through work-and-learn is essential to filling the 1 million jobs that will be available in Indiana between now and 2025. This vision can only be accomplished through the alignment of business, government, education, and community resources toward priority industry needs.

In order to accomplish this, the Department of Workforce Development (DWD) will lead a team that will assist Indiana in developing strategies to scale work-and-learn opportunities that connect young adults with employers offering STEM and middle-skills career opportunities. Because the benefits of work-and-learn experiences have been demonstrated over time, the Governor would like the Regional Works Councils to work with DWD and the NGA Policy Academy Team on bolstering local work-and-learn opportunities for our young people.

## ***Section I: Eligible Applicants***

Grant proposals must be developed and approved by an Indiana Regional Works Council. Please see Definitions (Appendix A) for a list of entities that may serve as fiscal agents. After grant applications are approved at a regional level they will be submitted to the Department of Workforce Development staff. An internal DWD review team will analyze all grant applications.

## ***Section II: Fiscal Requirements***

Grants available during this cycle will last 12 consecutive months during which grantees may request reimbursement on a quarterly basis.

The deadline to submit grant applications is July 01, 2016. Grants will require a 4:1 ratio of grant funding to private investment match, meaning that the grantee will receive \$4 in grant funding for each \$1 of private investment match, which can be comprised of in-kind or cash monies.

Grants will run on the following approximate timeline:

<b><u>Event</u></b>	<b><u>Timeline</u></b>	<b><u>Dates Covered</u></b>
Proposals Due	July 01, 2016	
Announcement of Awards	Week of July 11, 2016	
Funding Available	July 15, 2016 - June 30, 2017	
First Status Report and Invoice Due	Oct 31, 2016	July 15, 2016 – October 15, 2016
Second Status Report and Invoice Due	Jan 31, 2017	October 16, 2016 – January 15, 2017
Third Status Report and Invoice Due	Apr 30, 2017	January 16, 2017 – April 15, 2017
Final Status Report and Invoice Due	July, 15 2017	April 16, 2017 – June 30, 2017

### *Payment and Status Reports*

Grantees must submit written status reports, via email and/or postal mail, to the Department of Workforce Development. Each status report must include the following: (1) name, title, and annual salary for any staff member supported by grant dollars, (2) a financial statement, (3) Report on performance measures and (4) update on the near and long term activities. Invoices will not be processed without a status report. If a status report and/or invoice is not received by the due date listed in the grant timeline, reimbursement requests will be held until a status report is received

### *Requests for Reimbursement*

Grantees must submit requests for reimbursements utilizing an invoice template to be shared. Reimbursements may be submitted on a quarterly basis (utilizing the timetable above) and will not be processed without a status report. Reimbursements may take up to 45 days.

### *Fiscal Agents, Grant Agreements, and Conditions of Payment*

Grants awarded must be received by a fiscal agent which is registered as a business entity with the Indiana Secretary of State. To check status or request registration, please visit the Secretary of State's website at <http://www.in.gov/sos/business/2426.htm> or call 317-232-6531. Fiscal agents must also be an active registered vendor with the Auditor of State's Office. Please provide an active Vendor Identification Number or you may request a new or updated registration by completing a W-9 and State Form 47551. Please refer to Appendix A for a list of eligible fiscal agents.

Before grant funding will be awarded, the Grantee must agree to the terms provided within the grant contract. All services provided by the Grantee under this Agreement must be performed to the State's reasonable satisfaction, as determined at the discretion of the undersigned State representative and in accordance with all applicable federal, state, local laws, ordinances, rules and regulations. The State shall not be required to pay for work found to be unsatisfactory, inconsistent with this contract or performed in violation of any federal, state or local statute, ordinance, rule or regulation

Unless the grant agreement provides otherwise, all interest earned on grant funds during the grant period must be expended by the grant recipient during the grant period, but only for purposes authorized by the grant. Any grant funds or interest earned on grant funds not expended or obligated at the end of the grant period and any interest earned on grant funds after the grant period has expired, must be returned to the state within 45 days following the end of the grant period

### ***Section III: Narrative Requirements***

The purpose of this grant application is to foster and scale the most innovative and effective work-and-learn models in the state working in collaboration with the Department of Workforce Development and the NGA Policy Academy team.

The Works Councils will assist by helping DWD and the NGA Policy Academy team to:

- Vet and market a framework for quality work-and-learn experiences for 16-29 year-olds.
- Map existing work-and-learn programming and educational constructs to maintain relationships with employers.
- Reimagine work-and-learn beyond traditional CTE programming to include high-ability students, STEM pathways, 21<sup>st</sup> century scholars, and liberal arts and sciences postsecondary programs.
- Expand work-and-learn within more traditional programming like CTE, JAG, adult education, and more.
- Define how we measure high-quality work-and-learn experiences

All submissions must be in Microsoft Word format. **No other format will be accepted.** Applicants must respond to each question in order and in the format required. Each answer should be numbered to reflect the section and question it answers. Answers should be as specific as possible.

**A. Activities Supporting Implementation of Regional Innovative Work-and-Learn Plans**  
**60 Points**

Grants will provide support for regional innovative work-and-learn activities and initiatives. Activities within regional work-and-learn plans can focus on current and/or the creation of work-and-learn practices.

Grantees must answer the following questions in their proposal:

1. What activities will be supported using grant funds?
2. How will activities be supported?
  - i. If staff is to be hired, please provide title, salary, and benefit information for the proposed position. Please also provide a summary of the day-to-day duties of the staff, including how staff will interact with employers, educators, and council members.
  - ii. If consultants are to be hired, please provide a summary of the projects and/or deliverables to be completed by the consultant(s).
  - iii. If the Council plans to use any portion of the grant on implementation activities that do not involve staff, please provide a description of what goods and services will be funded with grant funds.

**B. Performance Measures, Metrics, and Evaluation**  
**30 Points**

Grantees must answer the following questions as part of their proposal:

1. What are the goals and proposed outcomes for the Regional Innovative Work-and-Learn plan?
2. What outcome based measures will the grantee utilize to evaluate how well each outcome is achieved?
3. What metrics will be used to gauge efficiency?
4. How will success be defined?

5. If staff and/or consultants are hired using grant funding, what metrics will be used to evaluate their success?

### **C. Budget Narrative**

#### **10 Points**

1. Please detail all costs outlined on the budget form.
2. Please explain in detail how the private funds will be utilized to support the implementation of the regional action plan.
3. If staff and/or consultants are to be hired using any portion of grant funds, please provide the following information:
  - i. Salary and fringe benefit costs (staff)
  - ii. Fees and/or other expenses (consultants)

## ***Section V: Submission Requirements***

### **A. Application Format**

Applications must be typed, single spaced in size 11 font on 8 ½” by 11” paper. The narrative for Section III may be no longer than 5 pages, including any answer tables used. Applicants must respond to each question in order and in the format required. Each answer should be numbered to reflect the section and question it answers.

Required forms do not count against the page limitation and are not required to have page numbers. The first page must be Form 1 – Grant Application Cover Sheet. A Grant Application Checklist is provided. Please submit all application documents in the order listed on the Grant Application Checklist.

Please note, **only applications submitted in Microsoft Word format will be considered.** Grants may be awarded for up to a maximum of \$40,000 in grant funding.

### **B. Submission Requirements**

All grant applications are to be submitted to the Department of Workforce Development by an Indiana Regional Works Council who has worked closely with the fiscal agent to develop the proposal, unless it is a statewide application. Applicants must address all requirements and *one original hardcopy application* must be **received** by DWD on or before the application due date. Please note that DWD must receive applications by this deadline, i.e. this is not the postmark date. DWD will not accept faxed copies. Applications should be sent to:

Indiana Department of Workforce Development  
Attn: Charles Reeves  
10 N. Senate Avenue  
Indianapolis, IN 46204

*In addition to a hard copy, electronic copies of grant applications must be submitted via email to [creeves2@dwd.in.gov](mailto:creeves2@dwd.in.gov) with the subject “Region #: Innovative Work-and-Learn Grant Application.”*

**Only applications submitted in Microsoft Word format will be considered.**

A confirmation email will be sent once both the electronic and hardcopy versions of the application are received. Use the Grant Application Checklist to check that all components have been submitted.

**C. Technical Assistance**

Questions about this grant opportunity may be addressed to Charles Reeves, Program Director, Employer Engagement, at [creeves2@dwd.in.gov](mailto:creeves2@dwd.in.gov) or 317-232-8345.

### **Application Checklist**

- Form 1: Grant Application Cover Sheet
- Form 2: Budget Detail Sheet (Grant Funds)
- Form 3: Budget Detail Sheet (Private Match Funds)
- Grant Narrative
- W-9 and State Form 47551

### **List of Appendices**

- Appendix A: Definitions

**Form 1: Grant Application Cover Sheet**

Works Council Region: \_\_\_\_\_

Chairperson of Region: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: IN Zip+4: \_\_\_\_\_

<b>Fiscal Agent</b>	
Name of Organization: _____	
Employer Identification Number (EIN): _____	
Contact Person: _____	Title: _____
Phone: _____	Date: _____
Fax: _____	Email Address: _____
Signature of Fiscal Agent: _____	
<b>Project Director</b> ( <i>person responsible for conducting daily grant operations</i> )	
Name: _____	Title: _____
Phone: _____	Date: _____
Fax: _____	Email Address: _____
<b>Any Additional Contact Information</b>	
Name: _____	Title: _____
Phone: _____	Date: _____
Fax: _____	Email Address: _____

Total Grant Funding Amount Requested: \$ \_\_\_\_\_  
Total Private Investment Matching Funds: \$ \_\_\_\_\_  
Total Amount of Application (Grant Funding + Private Investment) \$ \_\_\_\_\_

**Form 2: Application Budget Detail Sheet (Grant Funds)**

Note: **Please enter only the total grant dollars requested for each category.** When entering dollar amounts, round off to the nearest dollar. Submit details explaining the expenditures by category below.

<b>Explanation of Expenditure</b>	<b>Amount Requested (in grant funding only)</b>
Salary Expenses	\$
Benefits and other Salary-Related Expenses	\$
Indirect Costs (maximum of 5.7% of grant funding)	\$
Travel Costs:	\$
Other Costs:	\$
<b>TOTAL GRANT FUNDS REQUESTED</b>	\$

**Form 3: Application Budget Detail Sheet (Private Match Funds)**

Note: **Please enter only the total private matching dollars for each category.** When entering dollar amounts, round off to the nearest dollar. Submit details explaining the expenditures by category below.

<b>Explanation of Private Investment</b>	<b>Amount of Private Investment Matching Funds</b>
Salary Expenses	\$
Benefits and other Salary-Related Expenses	\$
Indirect Costs:	\$
Travel Costs:	\$
Other Costs:	\$
<b>TOTAL PRIVATE INVESTMENT MATCHING FUNDS</b>	<b>\$</b>

## **Appendix A: Definitions**

The definition of “private investment” includes:

- Individual funds
- Business or corporate funds
- Non-profit organization or foundation funds

The definition of “private investments” does NOT include:

- Local government funds
- State government funds
- Federal government funds

The term “private match” includes:

- Cash
- Equipment or facilities
- Personnel time and expertise

The term “matching” means a ratio between “private investments” and state innovative career and technical education curriculum development funds. The cost for all matching investments must be clearly articulated within the program budget.

Allowable fiscal agents include:

- Private entity/corporation
- Non-profit organization; 501(c)(3)
- School district
- Local Education Authority (LEA)

Allowable expenses include:

- Salary and benefits for staff
- Consultancy fees
- Travel
- Administrative Costs

Indirect costs associated with administering grant projects may be paid using grant funding totaling not more than 5.7% of the total awarded amount.

Expenses not expressly stated as allowable may also be classified as allowable. It will be at the discretion of the review committee to make final determinations on allowable costs.