

Improving the Economic Mobility of Detroiters through Innovative Approaches in Adult Education

Phase 2 Application Requirements: Mini Grants

The United Way for Southeastern Michigan-Detroit Regional Workforce Fund and Detroit Employment Solutions Corporation invite your organization to develop a full proposal for a mini grant during Phase 2 of the “Improving the Economic Mobility of Detroiters through Innovative Approaches in Adult Education” funding opportunity. The Phase 2 application is due at midnight on September 13, 2018, and NO late applications will be accepted.

Partners

Request for applications issued by:



Support for Strategic Initiative by:



Background

The focus of this grant opportunity is on improving the foundational skills of Detroiters. Foundational skills include basic entry-level work skills, including reading, math, English; work and basic professional skills; digital literacy; and career management skills. These grants will support new approaches that are innovative, accelerated, and build foundational skills at the same time as developing occupational skills.

Research has shown that four specific strategies are proving to be effective in other parts of the country:

- Contextualized integrated education and training programs;
- Career pathway on-ramp programs (also known as foundational skills bridge programs);
- Employment-based programs; and
- Accelerated high school diploma and equivalency programs.

The mini grants are designed to strengthen existing programs that already fit one of the above program types or where an infusion of funds would facilitate a closer adherence to the essential elements that make them successful in their program design. For more information on the strategies please visit this CSW research report: <http://skilledwork.org/publications/detroit-foundational-skills/>. You may review the [chart of essential elements here](#).

Timeline

	Key Dates
Request Phase 2 full mini grant proposals	August 14
Applicants develop full proposal; Technical Assistance available	August 14 – September 10
Information Session	Monday, August 20
Full mini grant proposals due	September 13 at midnight
Review of full proposals	September 14-28
Award announcements made	End of September
Program work launches	October 2018

Technical Assistance

The goal of these mini-grants is to strengthen existing programs within the four new approaches to improving foundational skills and to further encourage partnerships that remove silos in the education and workforce spaces. This Phase 2 development period is being utilized to allow applicants the time to develop a plan for a potential mini-grant investment to improve alignment of a current program with these four strategies. Technical Assistance workshops on general topics of need will be held, and individual technical assistance will be offered throughout the entire period. Applicants are strongly encouraged to compare their current program design to the Essential Elements Self Assessment Tool. General and Individual feedback will be provided at the beginning of the Phase 2 process. The point of contact for Technical Assistance referrals is Hilarie Chambers at HChambers@readingworksdetroit.org.

Submitting Applications

Similar to the submission of Phase 1 Applications, United Way will provide a link to their Apricot system later in August for the submission of full proposals. You should begin developing answers to the full proposal questions now and can add them to the system at that point.

Questions and Answers

Questions and answers related to the application will be posted periodically and will be updated regularly. You will be notified of the location of the questions and answers link shortly.

Additional questions will be accepted through noon on September 7, 2018 at descprocurement@detempsol.org

Additional Resources

Additional resources you may want to review as you explore and craft your application:

- [PowerPoint presentation](#) from the Phase 1 Information Sessions on July 19, 2018
- A [chart of essential elements](#) for each of the four strategies and common across all four strategies
- [Additional resource documents](#) on the four strategies

Full Proposal Requirements

- I. Current Program Description
- II. Impact of the Mini-Grant Funds
- III. Outcomes and Data Tracking
- IV. Budget
- V. Timeline
- VI. Organizational Background
- VII. Anticipated Technical Assistance Needs
- VIII. Attachments

I. Current Program Description

A. Connection to Program Model(s)

- i. Please indicate what program model(s) your current program follows. If you are incorporating more than one of these strategies you may check more than one box.
 - Accelerated High School Diploma or Equivalency
 - Contextualized Integrated Education and Training
 - Career Pathway On-Ramps (foundational skills Bridge programs)
 - Employment-Based

B. Current Program Design

- i. Describe your current program, including how it aligns with the four strategies.
- ii. When relevant include the following components:

- Adult education/ESL/HSD/HSE
 - Work readiness/awareness/navigation
 - Occupational training (including certificate attainment)
 - Support services
 - Work experience/placement
 - Other
- iii. Include a brief description of format (location, length, schedule, size of cohorts, etc.).
- iv. Describe the clients served by your current program (e.g. target region(s) of city, population groups, education attainment level, etc.) How do you currently recruit participants?
- v. Describe the partnerships within your current program and their roles:
- Adult foundational skills provider
 - Occupational training provider
 - Support service provider(s)
 - Employer(s)
 - Others
- vi. How long has the current program been in existence? How many people have you served during this time period?
- vii. Current Program Outcomes: Describe the outcomes of your current program including when relevant:
- Educational improvement/attainment
 - Foundational skills improvement/attainment.
 - Occupational Skills attainment/improvement (including credentials)
 - Career Navigation
 - Support Services/personal stability
 - Other

II. Impact of the Mini-Grant Funds

Describe how you will use the mini-grant investment to improve the current program. Improvements must be focused on the adherence to the essential elements of the four strategies. Be specific; cover all of the items under “Current Program Design” that you are improving. You may also cover additional items such as: staffing improvements, new partnerships, recruitment, intake and support service enhancements, equipment and technology (including online offerings) upgrades and expanded capacity to serve more Detroiters.

III. Outcomes & Data Tracking

- A. Describe the outcomes the program is designed to achieve and how the mini-grant investment would change them.
- B. At what scale do you propose to operate this program, and for what period of time with this grant? Does the mini-grant provide a permanent change to your program (i.e., through the development of curriculum) or temporary improvements that will have to be sustained through additional funding?
- C. What scale is possible in the future, presuming the program is successful?
- D. Organizations who receive funding will be required to track and report demographic and outcomes data. Assistance will be provided, but describe your experience with and capacity to do that tracking, including any tools that you use/have used and found effective. Key data to be tracked will include:
 - Employability
 - Improved educational functioning level
 - High school degree/equivalent
 - Engagement in occupational training
 - Occupational credentials earned
 - Employment
 - Placement into job; retention
 - Wage gains
 - Housing status
 - Household income at start of program

IV. Budget

Please provide a budget for your mini grant investment that includes a budget narrative explaining the basis for the costs proposed. If you are doing a partnership, identify which partner will serve as grant recipient and fiduciary for the partnership. No matching funds are required, but please indicate any funding/resources from other sources you propose to leverage to help deliver this program. Describe how the mini-grant investment fits into the overall cost of the program. Below is a budget template for a full program. Applicants do not need to fill out this template, but should use it to inform the details they provide in the mini-grant budget.

BUDGET TEMPLATE

Salary and Wages	Partner A	Partner B	Partner C	Total
Total Salary and Wages				

Benefits & Payroll Taxes				
Total Labor Costs				
Consultant/ Professional Fees				
Subcontracts				
Curriculum Development				
Program Operating Costs				
Office Supplies/ Materials				
Rent/Occupancy				
Utilities				
Marketing				
Equipment				
Indirect Cost (10 % allowed)				
Total Budget				
Total Unduplicated Participants				
Average Cost per Program Participant				

V. Timeline

Please provide a timeline for adding the enhancements to your current program.

VI. Organizational Background

- i. Describe the experience your organization and partners bring to this proposal, including:
 - a. Subject matter expertise
 - b. Experience in working in Detroit and/or comparable communities
 - c. Project management capabilities
- ii. How does this proposed project fit within your organization’s current or planned strategic plan?

VII. Anticipated Technical Assistance Needs

We would welcome your input on technical assistance or other supports (i.e., recruitment, marketing, partnership development, etc.) that you feel would be beneficial to your organization in the implementation of your proposal. We understand technical support and other assistance will be critical in bringing new

strategies into action, and plan to provide continuing technical assistance for this first cohort of grantees. We also hope that the grantees and other interested stakeholders will support the foundational skills strategies through ongoing professional development and learning community opportunities.

VIII. Required Attachments

- Staffing Plan/Partnership Structure Chart
- Materials about Current Program (i.e., Promotional, Curriculum, etc.)
- Annual Organization Budget
- Mini Grant Budget
- Most Recent Audit (financial statement audit results and single audit results) (if not applicable, please provide an explanation)
- Organization Financial Statements (tax returns, income statement, balance sheet) (if not applicable, please provide an explanation)
- Incorporation papers/ IRS 501 (c) (3) confirmation

IX. Review/Scoring

A scoring rubric will be provided at the August 20 mini-grant proposal information sessions.