

River Parishes Community Development Corporation
Technical Training Grant
Request For Proposals

River Parishes Community Development Corporation (RPCDC) is accepting funding proposals that align with our goal of implementing a successful and strategic technical training and/or apprenticeship program in the River Parishes (St. Charles, St. James, and St. John).

Funding Opportunity Description

Grant Amount: RPCDC will accept requests up to \$15,000.

Purpose of Technical Training Program: We seek to support a training and/or apprenticeship program that works collaboratively through partnerships and innovative techniques. The project should demonstrate the capacity to implement proven practices in technical job skills development, on the job training, and possible job placement upon completion.

This Request For Proposals (RFP) is open and competitive.

Funding Criteria

RPCDC will give highest priority to projects that reflect the following criteria:

A. Program Effectiveness

- 1) Ability to deliver a quality, research based program that:
 - a. Provides on the job training or technical career skills through an apprenticeship or similar program
 - b. Demonstrates effective practices and policies in all areas of work
 - c. Provides sufficient level of involvement for participants to achieve stated goals
 - d. Builds technical skills for successful transition to post-secondary training enrollment

B. Organizational Capacity

- 1) Organization has a demonstrated ability to utilize participant focused outcome measurements.
- 2) Organization has fostered collaborative relationships with public and private entities and nonprofit organizations.
- 3) Organization has the ability to maximize resources and provide integrated services to program participants.
- 4) The proposed project must align with the mission and strategic goals of the organization.

Proposal Requirements

- 1) Goals and objectives for the project must include a placement or post-secondary training rate of at least 70%.
- 2) Organization must submit the following documents with the proposal:
 - a. The organization's 501(c)(3) documents. For government affiliated organizations, please submit appropriate information in place of the 501(c)(3) documents.
 - b. The organization's most recent board approved financial audit or corresponding management letter.
 - c. Letters of support or other documentation that portrays the organization's ability to implement the project and shows collaboration with other organizations.
- 3) The funding request must not exceed \$15,000.

Proposals are due on January 31, 2018.

**Please email completed grant proposal and required attachments by January 31, 2018 to:
johnd@uwaysc.org**

Please include "Technical Training Grant" in the subject line.

TECHNICAL TRAINING GRANT PROPOSAL

Date of Application: _____

Project Name:

Legal Name of Organization Applying:

Contact Person/Title:

Address:

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

E-mail address:

Total Amount requested for Technical Training Project: \$ _____

Board Chair: _____ Date: _____

Organization Director: _____ Date: _____

PROPOSAL FORMAT

Please structure your proposal to provide the following information in the order indicated. Use the headings and subheadings provided to address the questions posed in the outline. Any additional information pertinent to your project should also be included.

Please submit using 12 point font.

A. NARRATIVE

1. Organization information

- a. Mission Statement
- b. Explanation of organization's philosophy & major accomplishments
- c. Describe organization's prior or current experience with technical training programs

2. Goal, Objectives, Activities

- a. Describe the proposed technical training program or project.
- b. Identify the target population and number of people to be served by the project.
- c. Identify other organizations or partners participating in the project and their roles.
- d. Describe the project goals and objectives, and how you plan to meet them. Describe your plan to document progress and results.
- e. If funded this year through a RPCDC grant, is there a plan for future funding of the program? What is the plan for future funding?
- f. How will RPCDC be recognized in the project?

B. ATTACHMENTS

1. 501(c)(3) documents or alternative documents (public agencies, govt. affiliated organizations)
2. Board approved Audit or Review with Management Letter
3. Letters of support or other documentation that portrays the organization's ability to implement the project and show collaboration with other organizations.

PROPOSAL APPLICATION BUDGET

An accurate, detailed budget for the proposed project is required. **A narrative description explaining unusual budget items and, if applicable, the percentage of “overhead” applied to the project should precede the itemized listing.**

Proposed Budget Period: _____ (ex. July 1, 2018 to June 30, 2019)

	Revenue and Expense Report	Proposed Budget 2018-2019
1	Grant/RPCDC	
2	Other Grants/Funding Sources (Name)	
3	Program Service Fees	
4	Miscellaneous Revenue	
	TOTAL REVENUE	
6	Salaries	
7	Payroll Taxes, Employee Benefits, etc.	
8	Professional fees	
9	Supplies	
10	Telephone/Utilities	
11	Postage	
12	Occupancy	
13	Printing & Publication	
14	Travel	
15	Miscellaneous	
16	Other line items not covered above	
17	Other line items not covered above	
18		
	TOTAL EXPENSES	

Please list number of employees and the percentage of their time involved in the project.