

Northwest PA Regional Career Education Partnership
Request for Mini- Grant Proposals
For
Career Education Efforts

This Request for Proposals is being issued by the Regional Center for Workforce Excellence on behalf of the Northwest PA Regional Career Education Partnership.

Eligible Applicants may include: School Districts, Intermediate Units, Career & Technical Centers, Industry Partnerships, School-to-Work Programs, Community Agencies/Organizations, or other non-profit organizations which focus on career education for youth.

Amount of mini-grant: Up to a total amount of \$27,000 for the six-county region is available to award small mini-grants. It is expected that a number of projects will be awarded. The dollar amount and number of awards will be determined based on the proposals received. (Proposals with budgets under \$1,000 will not be considered).

Project Timeframe: Proposed projects must occur after February 19 and prior to June 30, 2010.

Deadline for accepting applications: 4:00pm, February 15, 2010. Bidders will be notified of application status by February 19, 2010.

Send Application via e-mail to: Deb O'Neil (deb@nwpawib.org) at the Regional Center for Workforce Excellence. Please write "RCEP Mini-Grant Proposal" in the subject line. Applications will be reviewed by a sub group of the NWPA WIA Youth Council/RCEP members that have not applied for Mini-grant funding.

Purpose of mini-grants: Successful mini-grant applications will work toward the goals of the NWPA Regional Career Education Partnership highlighted below. Projects should assist in developing sustainable career education programs, which aid in the implementation of PDE Career Education and Work Standards; and which have a STEM focus (Science, Technology, Engineering & Math) especially for females, minorities and other underrepresented groups.

- ✓ *Imbedding STEM occupations (science, technology, engineering, and math) into career awareness, career exploration, and work-based learning experiences; especially for females, minorities and other underrepresented groups.*
- ✓ *Significantly Increase Internships and other Work-based Learning Opportunities for youth*
- ✓ *Build Strategies for Re-engaging Disconnected Youth who have dropped out of high school or are aging out of foster care*
- ✓ *Imbedding PDE Career Education and Work Standards into curriculum*
- ✓ *Expanding efforts to provide high-quality workforce related professional development for Teachers and Counselors*
- ✓ *Strengthening relationships and collaboration with the Career and Technical Education system*

In addition, priority will be given to projects that:

1. Involve the workforce development network including PA CareerLink and the NWPA Industry Partnerships (more information about Industry Partnerships is available at www.nwpawib.org)
2. Assist youth to make informed choices regarding careers and occupational opportunities
3. Create and expand Employer support for career awareness activities

4. Promote and provide the conduit for information and resources for career awareness to students, parents, and communities
5. Strengthen the Project 720 high school reform strategy throughout the region
6. Convene employers to promote support for career preparation and high school reform
7. Have a regional approach which provides equity to all areas of the workforce investment area and are accessible for all schools and youth.

Letters of Support: Letter(s) of support and commitment from any schools or agencies that will be involved in the project must accompany the application.

Disallowed Costs:

- ADMINISTRATIVE FUNDS – Please note: there are no administrative funds/allowances with these grants. All funds **MUST** be used to cover program costs.
- Purchase of equipment or building construction
- Development of virtual or internet based tools
- Reimbursement to the bidder and participating partners for the cost of curriculum development, or delivering any direct training services that are available by other funding streams (such as PDE, TANF and WIA)

Reporting Requirements: Awarded projects will be required to participate in the Regional Career Education Partnership and provide monthly 1-page updates that incorporate the outcomes identified on Page 3, Item 3.

Payment Process: Awarded projects will submit monthly invoices to RCWE for reimbursement of expenditures. Payments will not be made in advance of expenses being incurred.

Technical Assistance: All questions must be submitted in writing. E-mail your questions to Deb O’Neil, Quality Assurance Specialist at deb@nwpawib.org. All questions and answers will be posted on the RCWE website, www.nwpawib.org, throughout the proposal period.

Right to Reject: RCWE reserves the right to reject any and all proposals received in response to this RFP.

Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the bidder and will not be reimbursed by RCWE.

Equal Opportunity: The Regional Center for Workforce Excellence is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Officer: Paul Newlin, 814-333-1286 x 105; TTY/TTD: 814-337-7205.

Regional Career Education Partnership Mini-Grant Application

Please complete the following:

NAME OF ORGANIZATION:

CONTACT PERSON/TITLE:

ADDRESS:

PHONE:

E-MAIL:

PROJECT TITLE:

1. STATEMENT OF NEED / PURPOSE (Clearly identify need):

2. DETAILED DESCRIPTION OF PROPOSED ACTIVITIES:

3. ANTICIPATED OUTCOMES AND DELIVERABLES:

3-a. RCEP Required Outcomes: Please provide your projected numbers for each of the following:

- Total Number of youth engaged in the activity(s)
- Target Age Group
- List employers who will be involved in the project
- List Project 720 Schools (or schools committed to the principles of Project 720) involved with the project
- Number and types of work-based learning opportunities (i.e. job shadowing experiences, company tours, mentoring opportunities)
- Number of internships (please list both paid and unpaid)
- Number of teachers/counselors involved in teacher-in-the-workplace experiences and number receiving Act 48 credits or graduate credits
- Number of out-of-school youth who acquired a post secondary credential or enrolled in post secondary education upon attainment of a high school diploma or GED)
- Number and types of outreach activities with parents
- Number and types of outreach activities with community

3-b. Other student outcomes: If your project will produce other outcomes, please list them here.

4. **STANDARDS ADDRESSED: (Career Education and Work Standards that will be implemented as a result of this activity/program)**

5. **HOW DOES THIS ACTIVITY/PROJECT ALIGN WITH THE RCEP GOALS LISTED ON PAGES 1 and 2?**

6. **TYPES OF ENGAGEMENT/OUTREACH ACTIVITIES WITH PARENTS AND COMMUNITY:**

7. **OTHER IMPACTS SUCH AS CHANGES IN CURRICULUM/TEACHING METHODS RESULTING FROM EXPERIENCES:**

9. **LONG TERM SUSTAINABILITY FOR CONTINUING THE PROJECT AFTER INITIAL FUNDING:**

10. **LIST PARTNERING ORGANIZATIONS (INCLUDING INDUSTRY PARTNERSHIPS) AND THEIR RESPONSIBILITIES TO THE PROJECT:**

11. **TIMELINE FOR IMPLEMENTATION:**

12. **HOW AND WITH WHOM WILL PROJECT OUTCOMES BE SHARED ?**

13. **DETAILED PROJECT BUDGET:** Proposal must show at least a 50% match which can be cash and/or in-kind.