

# ATTACHMENT I: PROPOSAL FORMAT FOR GRANT APPLICATION

(Maximum 10 pages)

## 1. Overview; goals for the planning process

- a. Describe the State's current activities in the incumbent worker field.
- b. Describe the State's goals for this effort.

## 2. Strategy for Statewide Efforts

- a. Describe what will be necessary under this grant for a broad-based strategy Statewide for incumbent worker training; how much this effort will cost; and what funds have already been committed to this effort.
- b. Describe how under this grant this effort will plan for the selection of organizations, firms, or sectors to participate in incumbent worker activities and who will represent them in the planning and implementation processes.

## 3. Stakeholders to be Targeted

- a. Identify the organizations in your State which are already working on incumbent worker training.
- b. Describe what stakeholders will be included in the planning process and their relevance to the effort under this grant.

## 4. Needs for Incumbent Worker Training

- a. Describe what already exists in the area of privately-funded and publicly-funded incumbent worker training and what organizations are already working together on this effort. Describe how these needs were determined.
- b. Describe the goals for the planning effort under this grant in the area of need identification. How will training needs be documented? Who will be eligible for the training?

## 5. Training Providers

Identify potential issues related to selection of training providers, and describe how the plan will address these issues.

## 6. Outcome Goals

What are the specific outcome goals for this project? How were they determined? How will achievement of goals be measured?

**7. Management of Projects**

- a. How will this system-building grant project be managed? Include the name of project manager and the organization.
- b. How will the planning activity address the management of prospective incumbent worker training projects?

**8. Budget**

- a. Describe how much money you have budgeted for this effort, including specific line items as contained in Standard Form 424A.
- b. Provide a narrative description of each line item, indicating the basis for each cost. The maximum allowable total of grant funds is \$50,000 per State. Identify any non-system building grant funds devoted to this effort.
- c. Budget must allow for funds for travel to Washington, D.C., for two persons to attend one two-day conference.

**9. Time line**

Using a chart format, indicate the activities which will take place during the project's period of performance (up to 12 months) to complete the State Strategy.

**10. Evaluation**

Describe how this demonstration project will be evaluated. What would the State consider to be an effective demonstration project?

**11. Additional Information**

Please provide any additional information you feel is necessary to understand your State's Strategy for Incumbent Worker Training.