



# Future Ready Oregon: BOLI Apprenticeship Grants Program

## Round 3 - Application Instructions

Applications must be submitted through our web-based application system. A link to the application system will be posted to our [Apprenticeship Grants website](#) on **November 4, 2022**. **Rolling application due dates are:**

- December 5, 2022 – 11:59 p.m. PDT
- January 6, 2023 – 11:59 p.m. PDT
- February 3, 2023 – 11:59 p.m. PDT
- March 10, 2023 – 11:59 p.m. PDT – Final due date. **No applications will be accepted after this date.**

When logging into the web-based application system for the first time, the person creating the account/application is called the “owner.” The “owner” of the account can allow others to view and edit the application by adding them as a “contributor.” When your application is complete, only the “owner” of the account will see a SUBMIT button which has to be clicked to complete the submission process. “Contributors” logged into the account will see that an application is complete, but the SUBMIT button will NOT appear. *An application that is complete, but not submitted, will not be reviewed.*

### Application Components

The web-based application system will prompt applicants to provide the following information:

1. Applicant information
2. Project information
  - a. Project title
  - b. Targeted Industry
  - c. Grant Type(s):
    1. *Pre-Apprenticeship, or*
    2. *Apprenticeship, or*
    3. *Development Grant, or*
    4. *Hybrid Development/Pre-Apprenticeship\**, or
    5. *Hybrid Development/Apprenticeship\**
  - d. Community Partner and/or Registered Apprentice Letter(s) of Commitment
  - e. Funding amount requested
  - f. Number of participants to be served
  - g. Geographical area to be served
  - h. Priority Population(s) to be served
  - i. Outreach efforts to Priority Populations
  - j. Brief summary of proposal
3. Project Narratives
  - a. Statement of need
  - b. Project work plan
  - c. Budget narrative
  - d. Organizational & administrative capacity



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- e. Past performance
4. Uploaded Attachments
  - a. Budget
  - b. Logic model
  - c. Letters of Commitment (if required)

**\* Important!** If choosing one of the two hybrid grant options, please address the 1) Development portion and 2) Pre-Apprenticeship or Apprenticeship portion in separate sections in your grant budget, project narratives and logic model so that each of the two parts of your grant application is clearly identifiable and easy to follow.

### Project Narrative Instructions

Applicants are encouraged to thoroughly review the narrative instructions provided below alongside the Grant Evaluation Scoring Rubric (Attachment A). Applicants will submit their narrative into the appropriate section of the application system.

**Note:** The application system is limited to the specified word counts. Applications components that exceed the word limits will not be accepted.

#### ***Statement of Need*** (600 words)

Describe in both quantitative and qualitative terms the need for assistance. Include needs within the applicant's organization that require support to achieve project goals. Describe the nature and scope of the issue this project will address.

The statement of need must identify the **targeted industry** and **priority population(s)** (as defined in the Request for Proposals document) that will be served by this grant. Where quantitative data is used to support the need for skilled workers in a specific industry, or the need for diverse workers, applicants must cite the source of evidence, such as employers, registered apprenticeship data, or labor market information.

#### ***Project Work Plan*** (1500 words)

The Project Work Plan describes logic model elements, flow, and timeline. The narrative must include the overall project goal, milestones, and key activities.

The narrative must include how the project work plan will be implemented and who will be involved in implementation. Applicants must include:

- Proposed methods the project will use to achieve the outputs/milestones identified in the logic model. This includes the scope and detail of how the project will accomplish the proposed work.
- Clearly stated rationale for why the applicant is taking the approach identified in the project proposal to achieve outputs/milestones. Identify potential barriers and describe how the project will be able to overcome those barriers.
- Fully describe any partnerships in place that the applicant will rely on to achieve



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project goals. Applicants must upload written Letters of Commitment from all listed partners with this application.

- All Pre-Apprenticeship applicants must provide a Letter of Commitment from their identified Registered Apprenticeship Program(s).

A Project Work Plan worksheet (Attachment C) is provided to assist applicants in conceptualizing how to develop the narrative portion of this section – this form should not be submitted with your application.

**NOTE:** Applicants are also required to submit a Project Logic Model (Attachment B) as part of this application.

### ***Budget Narrative (600 words)***

The Budget Narrative must provide a description of all costs associated with each line item on the Project Budget Form (Attachment D). The Budget Narrative should also include a section describing any leveraged resources provided (as applicable) to support grant activities. Leveraged resources are all resources, both cash and in-kind, in excess of this award.

*The Budget Narrative must include a statement about budget scalability that specifies how funding at a lower level will impact your proposal.*

### ***Organizational and Administrative Capacity (500 words)***

Description of applicant's ability to manage project components – including service delivery and fiscal management. Narrative must include how the project components will be staffed and provide a description of the qualifications and experience of all staff, including board members or advisors, needed to execute the project.

### ***Past Performance (500 words)***

Applicants must provide a description of previous work on similar initiatives or projects and how it prepares the organization to effectively deliver services.

### **Required Attachments:**

- **Project Logic Model** – Recommended template located in Appendix B
- **Project Budget Form** – Sample form with instructions located in Appendix D
- **Letters of Commitment** –
  - a. **All applicants** that identify key partnerships in their Project Work Plan must submit written documentation of commitment from each listed partner.
  - b. **All Pre-Apprenticeship applicants** must identify at least one Registered Apprenticeship Program (RAP) that their graduates can enter. They must also provide a Letter of Support from that RAP. If there is no RAP, then one must be created *before* a pre-apprenticeship can be approved.



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### APPENDIX A: EVALUATION SCORING RUBRIC

Applicant Organization: \_\_\_\_\_

FRO Funding Round: \_\_\_\_\_ Score: \_\_\_\_\_

Service Type(s): \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewer Recommendation	<input type="checkbox"/> Recommend funding	<input type="checkbox"/> Recommend consideration for funding	<input type="checkbox"/> Do not recommend funding this proposal in its current form
Based on the combined elements below, the project is likely to achieve its stated goals and to support the overall objectives of Future Ready Oregon.	Most elements received a “strong” rating. Elements with a “satisfactory” rating can be easily improved. (See Feedback to Applicant) Score: 18-21	Some elements were rated “strong” but many were rated “satisfactory” indicating areas that need further development. With feedback and some technical assistance, the applicant could improve the project plan. (See Feedback to Applicant) Score: 14-17	The proposal has multiple deficiencies and is not viable. (See Feedback to Applicant) Score: 7-13

*Reviewers will complete the rubric to evaluate the quality of each proposal and its alignment with Future Ready Oregon grant program goals. Reviewer recommendations to Council may be outside of the scoring ranges noted above. Applicant feedback is provided by the Reviewers for all applications that are not recommended.*

Criterion	3 points – Strong	2 points – Satisfactory	1 point - Developing	Score
<b>Service Delivery Logic Model:</b>	Proposal inputs, activities, and outcomes are clearly aligned and logically support outcomes that achieve the goals of Future Ready Oregon.	Proposal inputs, activities, and outcomes are somewhat aligned and support outcomes that achieve the goals of Future Ready Oregon but require more detail to connect specific elements with one another.	Proposal inputs, activities, and outcomes are vague, incomplete, insufficient, or unclear with little (to no) alignment. Significant work is required to clearly define specific elements with one another.	
<b>Priority Population Outreach, Recruitment, Retention</b>	Proposal clearly identifies Priority Population(s) to be served. Describes specific strategies for outreach, recruitment, and retention tailored to achieve successful outcomes for Priority Population(s) and build long term, sustainable success at the program level.	Proposal identifies Priority Population(s) to be served. Describes general strategies for outreach, recruitment, and retention that require additional tailoring to achieve successful outcomes among Priority Population(s). Proposal may not clearly show a path to long-term, sustainable success at the program level.	Proposal approach for addressing Priority Population(s) goals is insufficient. Strategies for outreach, recruitment, and retention are vague and require significant adaptation to accommodate Priority Population(s).	



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Criterion	3 points – Strong	2 points – Satisfactory	1 point - Developing	Score
<b>Project Work Plan</b>	Narrative description clearly identifies the overall project goals and milestones that will result from this funding. Key activities are specific and feasible within the applicant’s identified timeline. Clearly stated reason for utilizing the proposed approach to achieve project goals.	Narrative description identifies some project goals and milestones that will result from this funding. Key activities listed but require more specificity and/or a revision of the applicant’s identified timeline. Does not demonstrate reason for utilizing proposed approach to achieve project goals.	Narrative description is vague. Milestones are not clearly identified. Key activities lack specificity. Identified timeline is not included or is not feasible based on project work plan. There is no identified reason for the proposed approach.	
<b>Measurable Outcomes</b>	The proposal clearly identifies specific outcomes and measurement strategies that can validate the project’s success and can be independently evaluated.	The proposal identifies outcomes and measurement strategies that can be independently evaluated and logically demonstrate the project’s success	The proposal outcomes and measurement strategies are weak and/or unclear and there is concern that the project’s success cannot be measured.	
<b>Budget/Budget Narrative</b>	The planned budget logically supports and is necessary for the service type and service delivery model. Budget can be scaled, and narrative describes impact of funding different levels that may be below the amount requested.	The planned budget might support the service type and service delivery model but require more detail and justification. The budget does not include sufficient information about how funding at a different level may impact programming/service delivery.	The planned budget does not align with goals or measure and/or does not support the service type and service delivery model and/or requires significantly more detail and justification.	
<b>Key Personnel – Experience and Qualifications</b>	Key personnel are identified. FTE, experience, and qualifications demonstrate high capacity for carrying out the demands of project activities and grant reporting requirements.	Key personnel are identified. FTE, experience, and qualifications demonstrate some capacity for carrying out the demands of project activities and grant requirements but additional personnel and/or technical assistance may be required to assist applicant to meet objectives.	Key personnel are not sufficient to support proposal. FTE, experience and/or qualifications do not demonstrate capacity for carrying out the demands of project activities and grant requirements or would require significant training and technical assistance for applicant to meet proposed objectives.	
<b>Previous Experience</b>	Detailed description of previous work and how it prepares the organization to effectively deliver services. Applicant’s experience or opportunity to build experience is clearly described with specific examples.	Description of previous work and how it prepares the organization to deliver services is provided. Applicant’s experience or opportunity to build experience is sufficiently described but lacks concrete examples or is not obviously applicable with the field of the populations.	Applicant’s has insufficient experience with comparable resources and/or program expectations. Application does not show clear, credible plan to overcome this inexperience without taking on undue risk.	

**Feedback to Applicant:**



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### ATTACHMENT B: Suggested Logic Model Template

Applicants must submit a logic model that describes the minimum activities, outputs, and outcomes supported by this funding opportunity. The logic model must identify specific, measurable milestones. Below is an example for a Pre-Apprenticeship proposal.

Inputs (Resources)		Activities	Outputs/Milestones
Existing	New		
-Program Manager	\$575,000 Grant funds	Develop pre-apprenticeship curriculum and training plan	OSATC approved Pre-Apprenticeship Training Program
Training Facility	Targeted Outreach Coordinator (.5 FTE)	Submit to Council for approval	2 MOUs executed
Partnerships: -Registered Apprenticeship Program [Name(s)]	Training Coordinator (1 FTE)	Develop MOUs with two culturally- and community-based services in [X] community	8-week pre-apprenticeship training class held
-Industry Association	Targeted marketing materials	Conduct outreach and recruitment for individuals from [X] Priority Population	15 individuals begin training
-Community-based Organization [Name]	Student Support Services	Recruit and enroll participants for pre-apprenticeship class	13 individuals complete training
	Program Tools		



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### ATTACHMENT C: PROJECT WORK PLAN WORKSHEET

This worksheet is provided to assist applicants in developing the narrative for the Project Plan section of the application. Applicants should identify key outputs (or deliverables and/or milestones) and the timeframe for achieving them.

**Do not submit this worksheet. It is a tool to help applicants organize the required Project Work Plan Narrative section of the application.**

The acronym SMART is a common tool used to test whether an output is sound. Applicants should ensure that the outputs used in their work plans follow the SMART framework described here. Specifically, SMART outputs are as follows:

- **Specific:** Specifically, and qualitatively describe the output/milestone (e.g., recruit and enroll participants for pre-apprenticeship class).
- **Measurable:** Where possible, quantitatively describe the output/milestone in the “measure” column below (e.g., 15 individuals begin pre-apprenticeship training).
- **Achievable:** Check that based on the award amount requested, resources available to be leveraged, and capacity of your organization and partners, you can realistically expect to achieve the output within the scope written in the work plan.
- **Relevant:** Check that achieving the output logically leads to and supports achieving the outcome with which it is associated.
- **Time-bound:** Include a timeframe for completing the output (e.g., “month 6” or “year 1”).

Milestone 1: [Specify milestone from logic model]		
Output	Measure	Timeline
E.g. Participants enroll in pre-apprenticeship class	15 participants enroll 8 enrollees are from target Priority Population	Class begins November 15, 2022
[add lines as needed]		

Milestone 2: [Specify milestone from logic model]		
Output	Measure	Timeline
Insert outputs	Insert measures you will use to demonstrate achievement of milestone	Insert due-dates for achieving milestone

Milestone 3: [Specify milestone from logic model]		
Output	Measure	Timeline
Insert outputs	Insert measures you will use to demonstrate achievement of milestone	Insert due-dates for achieving milestone



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### ATTACHMENT D: APPLICANT BUDGET FORM

Applicants must submit a line-item budget for all costs associated with the project funded by Future Ready Oregon: BOLI Apprenticeship Grants Program. The total must equal the amount requested in the applicant’s proposal.

Applicants should use the following guidance, categories, and budget template:

- **Personnel:** Staff position(s), current and proposed, annual salary, percentage of time spent on project, percentage of FTE (full-time equivalent) funded by the grant. Student wages are not a permitted expenditure. *Grant funds cannot be used to displace existing personnel funding.*
- **Fringe Benefits:** For each position funded by the grant, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, taxes, retirement, etc.
- **Student Support Services:** Goods and services necessary to establish, expand, or implement pre-apprenticeship or registered apprenticeship services to students including, but not limited to, childcare management services, food services, tuition, and transportation. *These services must be a separate line item in your budget and inputted on your grant application under the total budget request text box.* Students may not be paid wages, but other “economic incentives” such as student stipends can be requested under this category if applicant can make a strong case and describe economic factors that necessitate such an expenditure.
- **Travel:** Estimated number of trips, mileage, per diem, and any other costs for anticipated travel.
- **Supplies:** Identify the cost of supplies (e.g., general office supplies, desk/chairs, laptops/printers, other specialty items) in the detailed budget per category. Except for general office supplies, list the item, quantity, and the unit cost per item. Supplies include all tangible personal property.
- **Contractual Services:** Contracts executed to carry out the project, such as graphic design and printing services, consultation, etc. Specify the service provided in the Details column.
- **Other:** List items not covered elsewhere and provide clear and specific detail, including costs, for each item so that evaluators can determine whether the costs are necessary, reasonable, and allocable.

**SAMPLE BUDGET:**

Applicant Name: ABC Community College			
Category	Item	Details	Amount
e.g. Personnel	Outreach Coordinator	New .5 FTE funded by grant. Approximately 20 hrs./wk. at \$30 per hour for six months – through December 31, 2022.	\$32,400
Fringe Benefits	Outreach Coordinator	Taxes and benefits	\$16,800
Support Services	Tuition, childcare, equipment assistance	15 students will receive \$500 tuition vouchers- \$7,500. 5 students will receive \$1,000 in childcare assistance- \$5,000. 15 students will receive hardhats and boots \$4,500.	\$17,000
Marketing Materials	Targeted brochures & community outreach	500 Spanish language brochures \$1,000. Three afterschool pre-apprentice info sessions w/pizza at two high schools \$1,500.	\$2,500
[Add Lines as Needed]			
<b>Total:</b>			