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**Missouri Apprentice Ready**

**Request for Funds**

**Due 3/15/2021**

|  |
| --- |
| PRE-APPRENTICESHIP PROJECT: |
| Applicant: (School/CTE/College/LWDB) |
| Partner—Registered Apprenticeship Sponsor(s): <Name> |
| Registered Apprenticeship Occupation(s): <Name> |
| Partner—Equity Increasing Organization(s): <Name> |

**Abstract**

4-5 sentences describing the project.

**Measures** (Impact goals: Share at least four measures and improvements that will occur as a result of this project.)

|  |  |  |
| --- | --- | --- |
| Measure | Baseline | Goal |
|  |  |  |

**Project Management**

***DICE Score (Number columns and describe action)***

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Scoring Guide | Insert score for each row |
| Duration | **The “implementation” of the project. The project begins April 1, 2021. Consider the length of time for development and launch of the first pre-apprenticeship cohort.** | **1 = Less than 2 months**  **2 = 2-4 months**  **3 = 4-8 months**  **4 = More than 8 months** |  |
| Integrity | *The "execution" of the project: Attributes include:*   * Capable leadership, measurable goals, existing partnerships, innovation, adequate resources, attainable milestones, sustainability * Capable leader leading the project | 1 = Rock-solid team leader; team has executed a project of similar scale and difficulty successfully  2 = Good leader; at least one person leading team has executed a project of similar scale and difficulty; outside expertise is being leveraged  3 = Some successful experience on a similar project  4 = We’ve never done this before and we don’t have outside expertise |  |
| Commitment | *The "commitment to change" for applicant and partners.*   * Increased partnering and 25% leveraged funds * Increased access to equitable talent pipelining for apprenticeship * Develop new sustainable pre-apprenticeships, expand existing pre-apprenticeships * Increase career preparation of Missourians | Applicant Commitment to Change  1 = Clearly and strongly communicate need for change  2 = Seem to want success  3 = Neutral  4 = Reluctant |  |
|  |  | Partners  1 = Eager  2 = Willing  3 = Reluctant  4 = Resistant |  |
| Effort | The additional amount of effort (to normal working requirements) -- ideally less than 10% additional effort throughout the course of implementation if development funds are not requested. | 1 = Less than 10% more  2 = 10-20% more  3 = 20-40% more  4 = More than 40% more |  |
|  |  | Total Score | 0 |

***Identify any potential challenges with successful implementation and/or sustainability that would require technical assistance from Apprenticeship Missouri.***

|  |  |
| --- | --- |
| Challenges | Mitigation Strategy |
|  |  |

**Project Coordination**

(Please identify roles for project coordination. Your technical assistance contacts from Apprenticeship Missouri will be contacting these individuals if awarded funds.)

***Who on your team is responsible for work within project and collaborating? Each applicant must designate at least one lead point of contact for the project and assign responsibilities below.***

|  |  |  |
| --- | --- | --- |
| Name | Email | *Technical Assistance Contact: Jeanna Caldwell* |
|  |  |  |

***Who on your team is responsible for case management? Each applicant must designate a responsible party for case management. This may or may not be the lead point of contact.***

|  |  |  |
| --- | --- | --- |
| Name | Email | *Technical Assistance Contact: Chuck Norris* |
|  |  |  |

***Who on your team is responsible for monthly reporting? Each applicant must designate a responsible party for monthly reporting. This may or may not be the lead point of contact.***

|  |  |  |
| --- | --- | --- |
| Name | Email | *Technical Assistance Contact: Haylie Schuster* |
|  |  |  |

**Milestones and Deadlines**

|  |  |
| --- | --- |
| Date | Milestone |
| 4/1/2021 | Award Notice |
| 5/1/2021 | Performance Period Begins |

**Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Description | Cost | Leveraged Funds | Sustained, Y/N? |
| Personnel- Tier I Development | Staff salary for project |  |  |  |
| Personnel-Tier II  Project Coordination | Staff salary for coordination |  |  |  |
| Fringe Benefits | Staff fringe for project |  |  |  |
| Other Staffing | Supplies, Travel |  |  |  |
| Affirmative Outreach | 29 CFR § 38.40 |  |  |  |
| Printing | Flyers, pamphlets, etc. |  |  |  |
| Equipment | Must be approved |  |  |  |
| Supplies | Office supplies |  |  |  |
| Contractual | Subcontractor provided training |  |  |  |
| Training | Workforce preparation, pre-apprenticeship training |  |  |  |
| Supportive Services | Funds expended for participants |  |  |  |
| Job Shadowing/Workplace Exposure | Employer partner contribution |  |  |  |
|  |  |  |  |  |
|  | Left-click on the zero to the right and click “update field.” | $ 0 |  |  |

**Project Narrative Required Elements** (10 pages maximum)

* Please refer to Scoring Rubric for RFF Element Values.

**Statement of Need**

Indicate amount of funding requested and Tier I (Development) and/or Tier II (Participant) costs. Provide a description of regional workforce needs based on labor market information from MERIC and supported by labor market demand of one or more apprenticeship sponsors. Describe the distinct roles that partners and sponsors will play in the project. Provide description of career preparation and apprentice candidate needs that will be addressed through pre-apprenticeship training. Attach letter of commitment from collaborating employer(s) and apprenticeship sponsor(s).

**Diversity, Equity, and Inclusion**

Identify project impact and existing relationship(s) with partner organization(s) to increase equity. Please provide a description of how the partnership(s) will enhance efforts to increase apprentice diversity and create safe, inclusive, and accessible workplaces for Missourians. Please attach letter of commitment from collaborating organization(s).

**Performance**

Define how many participants will be served and how many cohorts will be supported through developed content. Share plan for evaluating each participant’s progress in the program and process for participant connection to their next step on a career pathway. Provide a description of how your project will positively influence credential attainment and sustained employment 6 months and 12 months after participant completion. Please provide projected median earnings and potential earnings based on career pathways and employer-partner wage schedule. Please share the communication plan with all partners and affirm commitment to adhere to monthly reporting requirements and timely case management. Describe how this initial investment will have sustained impact after the funding period has expired.

**Questions** can be directed to Jeanna Caldwell, 573-526-1643 or [jeanna.caldwell@dhewd.mo.gov](mailto:jeanna.caldwell@dhewd.mo.gov)

**Submit application**, *completed RFF Fillable Form and Project Narrative* to:

Jeanna Caldwell, Apprenticeship and Work-Based Learning Manager, [jeanna.caldwell@dhewd.mo.gov](mailto:jeanna.caldwell@dhewd.mo.gov)