GUIDE FOR WRITING A GRANT PROPOSAL

[Excerpt IV A~F]

WIOA, Title II
"Adult Education and Family Literacy"

Guam Community College
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IV.   PROPOSAL:

Proposals must adhere to the requirements contained in the Guide for Writing a Grant Proposal, as revised.

Submit your proposal/application – single sided – in the order provided below and refer to each section below in regards to maximum number of pages. A "page" is 8.5" x 11" with 1" margins at the top, bottom, and both sides. Use a font (Times New Roman, Courier, Courier New, or Arial) that is 12 point (characters per inch). You may use a 10-point font (Times New Roman, Courier, Courier New, or Arial) in charts, tables, figures, and graphs. The attachments may only include qualifications of key personnel, letters of support/commitment, references, and price quotations.

The proposal/application must be submitted in paper format – an original plus two copies. Documents shall be submitted to the State Agency Office at the Guam Community College by the deadline indicated in the Notice of Funding Availability.

The State Agency Office reserves the right to disqualify a proposal that does not follow the Guide, is incomplete, omits required documents, exceeds page limit, or fails to meet submission deadline. Proposals electronically transmitted will not be accepted.

The proposal's order and required sections and/or documents include:
- Cover Page
- Abstract
- State of Need
- Statement of Work
- Project Outcomes
- Budget and price quotations
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (ED80-0014) [Appendix G]
- GCC Special Project/Grant Budget Form [Appendix F]
- 501(c) (3) Certificate of Tax Exemption (non-profit) and a copy of the most recent **published** financial statement.

A. COVER PAGE [1 PAGE MAXIMUM]
The eligible recipient shall complete the appropriate cover page. GCC faculty/staff should complete an "internal" cover page while a non-GCC applicant should complete an "external" cover page. At a minimum, the cover page should contain the following information: grant title, project title, date submitted, organization's name (address, phone and fax numbers, email address), and appropriate signatories [Appendix B].

B. ABSTRACT [1 PAGE MAXIMUM; DOUBLE SPACED]
    The Abstract provides concise information – capturing significant aspects of the project and responding to *what, who, why,* and *how*. What is the purpose of the proposed project? Who is the target population? Why is this project essential? What successful outcomes do you anticipate from this project? What is the cost to effectively implement the project's goals and objectives? How will you implement the required activities?

    This one page (double spaced) document provides a quick peek to the proposal's goals and objectives.

C. STATEMENT OF NEED [3 PAGES MAXIMUM; SINGLE SPACED]
    Provide a clear, succinct description of the project (e.g., scope).

    1. Describe the degree to which this proposal would be responsive to –
        o   Regional needs as identified in the Title II, Adult Education and Family Literacy of the WIOA State Plan; and
        o   Serving individuals in the community who were identified as most in need of adult education and literacy activities, including individuals—
            ▪   who have low levels of literacy skills; or
            ▪   who are English language learners;

    2. Describe the ability of the eligible provider to serve eligible individuals with disabilities, including eligible individuals with learning disabilities;

    3. Describe past effectiveness of the eligible provider in improving the literacy of eligible individuals, to meet State-adjusted levels of performance for the primary indicators of performance described in section 116, especially with respect to eligible individuals who have low levels of literacy; and

    4. Describe the extent to which the eligible provider demonstrates alignment between proposed activities and services and the strategy and goals (WIOA State Plan for the Territory of Guam).

    5. Describe how funds awarded under this title will be spent consistent with the requirements of Title II of the WIOA State Plan for the Territory of Guam.

    6. Describe any cooperative arrangements the eligible provider has with other agencies, institutions, or organizations for the delivery of adult education and literacy activities.

    7. Describe how the eligible provider will provide services in alignment with the local plan under section 108, including how provider will promote concurrent enrollment in programs and activities under title I, as appropriate.

8. Describe how the eligible provider will meet the State adjusted levels of performance described in section 116(b)(3), including how such provider will collect data to report on such performance indicators;

9. Describe how the eligible provider will fulfill one-stop partner responsibilities as described in section 121(b)(1)(A), as appropriate;

10. Describe how the eligible provider will provide services in a manner that meets the needs of eligible individuals.

11. Describe major issues or obstacles to be resolved through grant funds.

12. Describe the impacted area (labor market information). Reliable source for data and economic information may include Guam's American Job Center website, formally the One-Stop and/or –

   - Census Bureau – http://www.census.gov
   - America's Career InfoNet – http://www.acinet.org/acinet
   - America's Labor Market Information Systems – http://www.doleta.gov/almis
   - Workforce Investment Act – http://www.doleta.gov/usworkforce/

13. Discuss how this proposal plans to continue successful elements of the project after the grant period ends.

D. STATEMENT OF WORK [7 PAGES MAXIMUM; SINGLE SPACED]

This section is fundamental to the proposal as it requires information to support the Statement of Need. Develop two or more **concise** paragraphs on each item listed below.

1. **Local Program to be Funded:** Identify the local programs, activities and services such as –
   - Adult education;
   - Literacy services;
   - Workplace adult education and literacy activities;
   - Family literacy activities;
   - English language acquisition activities;
   - Integrated English literacy and civics education;
   - Workforce preparation activities; or
   - Integrated education and training.

2. **College and Career Readiness Standards for Adult Education (CCR):** CCR are standards that bring "awareness and understanding of the critical skills and knowledge expected and required for success in colleges, technical training programs, and employment in the 21st century."[1] The standards are separated into four: Reading, Writing, Speaking and Listening, and Language. For each standard, select at least one "CCR Anchor" and illustrate related activities.

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[1] College and Career Readiness Standards for Adult Education, Susan Pimental, 2013

3. **Work Schedule Plan:** Using the Work Schedule Plan table below, identify a Project Goal and then separately list at least three objectives. Each Project Objective should identify a corresponding Task/Activity, the quarter (Q1, Q2, Q3 or Q4) the Task/Activity will be initiated and completed, and the individual (Responsible Staff) assigned to carry out the Project Activity. Expand the Work Schedule Plan table to include all relevant project objectives or tasks/activities.

W O R K S C H E D U L E P L A N									
Project Goal:									
Project Objective	**Task/Activity**	**Year 1 by Quarter (Q)**				**YEAR 2 by Quarter (Q)**				**Responsible Staff**
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.										
2.										
3. etc.										

4. **Measurable Goals:** Establish goals to measure participant outcomes.
   A. the percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;
   B. the percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;
   C. the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
   D. the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program; and
   E. the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.

5. **Proposed Services:** Describe whether the program is (A) of sufficient intensity and quality, and based on the most rigorous research available so that participants achieve substantial learning gains; and (B) uses instructional practices that include the essential components of reading instruction.
   a. List classes (basic skills, etc.) and corresponding number that will be offered during the program year.
   b. List the estimated number of participants/students to be served during the program year.

6. **Program Intensity:** Describe whether the activities, including whether reading, writing, speaking, mathematics, and English language acquisition instruction are based on the best practices derived from the most rigorous research available and appropriate, including scientifically valid research and effective educational practice.

7. **Use of Technology:** Describe whether the activities effectively use technology, services, and delivery systems, including distance education in a manner sufficient to increase the amount and quality of learning and how such technology, services, and systems lead to improved performance.

8. **Learning in Context:** Describe whether the activities provide learning in context, including through integrated education and training, so that an individual acquires the skills needed to transition to and complete postsecondary education and training programs, obtain and advance in employment leading to economic self-sufficiency, and to exercise the rights and responsibilities of citizenship.

9. **Quality of Instructors, Counselors, and Administrators:** Describe whether the activities are delivered by well-trained instructors, counselors, and administrators who meet any minimum qualifications established by the State, where applicable, and who have access to high quality professional development, including through electronic means.

10. **Link to Other Resources / Providers:** Describe whether the activities coordinate with other available education, training, and social service resources in the community, such as by establishing strong links with elementary schools and secondary schools, postsecondary educational institutions, institutions of higher education, local workforce investment boards, one-stop centers, job training programs, and social service agencies, business, industry, labor organizations, community-based organizations, nonprofit organizations, and intermediaries, for the development of career pathways.

11. **Flexible Schedule:** Describe whether the activities offer flexible schedules and coordination with Federal, State, and local support services (such as child care, transportation, mental health services, and career planning) that are necessary to enable individuals, including individuals with disabilities or other special needs, to attend and complete programs.

12. **Information Management System:** Describe whether the eligible provider maintains a high-quality information management system that has the capacity to report measurable participant outcomes (consistent with section 116) and to monitor program performance.

13. **Need for Additional Programs:** Describe whether the local areas in which the eligible provider is located have a demonstrated need for additional English language acquisition programs and civics education programs.

14. **Sustainability:** GCC has a responsibility to provide education and outreach with respect to sustainability issues. Select an item (a-d) and then elaborate by describing how proposal will incorporate sustainability and environmental topics into curriculum. (a) Educating, researching, and providing awareness; (b) Conserving resources; (c) Recycling resources; or (d) Promoting sustainable efforts through instructional activities

E. PROJECT OUTCOMES [2 PAGES MAXIMUM; SINGLE SPACED]

Provider shall describe how each of the following indicators will be addressed –

I. The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program;

II. The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program;

III. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;

IV. The percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent, during participation in or within 1 year after exit from the program;

V. The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment; and

VI. The percentage of program participants who obtain a secondary school diploma or its recognized equivalent shall be included in the percentage counted as meeting the criterion under such clause only if such participants, in addition to obtaining such diploma or its recognized equivalent, have obtained or retained employment or are in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.

F. BUDGET [NO PAGE LIMIT]

Budget, another key piece of the proposal, should link to the project objectives and the tasks/activities and/or services described in the Work Schedule Plan. The "Budget Narrative Justification" should confirm the need for the budget and activity. Include details to facilitate the determination of allowable costs and the relevance of these costs to the proposed project. Travel (conference agenda, itinerary with airfare, and per diem (http://www.defensetravel.dod.mil) and quotations for individually priced items costing more than $500.00 should be included as attachments to the grant proposal.

Write a paragraph or two to demonstrate the need for the budget. Explain why this project and associated costs are an effective and necessary use of WIOA, Title II resources.

Complete the tables below and expand them as needed to show allowable costs

- **Personnel Salaries**
  Provide the title of each staff position and percent of time each person will devote to the project. Budget for personnel salaries and benefits shall not exceed 30% of the project's total direct cost. "Time and Effort" reports must be submitted monthly to P&D.

Object Category: PERSONNEL SALARIES			
Position	% of Time	Hourly Wage	Cost
Total Cost – Personnel Salaries			
Budget Narrative Justification –			

- **Benefits**
  Detail listing of benefits provided to employees.

Object Category: BENEFITS			
Position	Rate	Base Amount	Cost
Total Cost - Benefits			
Budget Narrative Justification –			

- **Travel**

  Includes mileage, plane fare, meals and incidentals, lodging, and any other cost associate with travel for grant (refer to GCC's Travel Policy). [Budget for an individual shall not exceed one travel event per grant proposal.]

Object Category: TRAVEL			
Item	Unit Type	Cost/Unit	Cost
Total Cost - Travel			
Budget Narrative Justification –			

- **Capital Equipment**

  Capital equipment are all tangible, non-expendable property having a useful life of more than one year and an acquisition ***cost that equals or exceeds the $5,000 per unit cost.***

Object Category: CAPITAL EQUIPMENT			
Item	# of Items	Cost/Item	Cost
Total Cost – Equipment			$
Budget Narrative Justification –			

- **Equipment**

  Equipment are all tangible, non-expendable property (categorized as either information technology (IT) or none information technology) having a useful life of more than one year and an acquisition ***cost that is less than $5,000 per unit cost***.

Object Category: EQUIPMENT ~ **None IT**			
Item	# of Items	Cost/Item	Cost
Total Cost – Equipment None IT			$
Budget Narrative Justification –			

Object Category: EQUIPMENT ~ **IT**			
Item	#of Items	Cost/Item	Cost
Total Cost – Equipment IT			$
Budget Narrative Justification –			

- **Supplies**

  Supplies refer to all consumable materials, items costing less than $5,000 per unit, and other goods. Shipping and delivery are a normal part of the cost of supplies.

Object Category: SUPPLIES			
Item	#of Items	Cost/Item	Cost
Total Cost – Supplies			$
Budget Narrative Justification –			

- **Contractual**

  Include the name of the vendor, an explanation of the services to be provided, and the amount.

Object Category: CONTRACTUAL			
Item	#of Items	Cost/Item	Cost
Total Cost – Contractual			$
Budget Narrative Justification –			

▪ **Administrative Cost**
Describe the percent (not to exceed 5% of direct cost) and total amount that will be spent for planning, administration, or other interagency coordination. Not applicable to internal applications.

Object Category: ADMINISTRATIVE COSTS	
Description	Cost
Total Cost – Administrative Cost	$
Budget Narrative Justification –	