

APPENDIX A: 2022 Employer Innovation Fund Grant Guidance

Please review the following guidance when preparing your grant application in IowaGrants.gov. The application gathers general information, narratives, budget information, and attachments. Each section includes prompts that must be addressed.

General Information

Complete Cover Sheet-General Information. On this form, applicants will enter basic information about their organization including:

- Contact information of your organization's Authorized Representative
- Contact information of your organization's Fiscal Officer/Agent
- Identification of County(ies) participating, involved or affected by the proposal
- Identification of Congressional District(s), Iowa Senate District(s), and Iowa House District(s) involved or affected by the proposal.

Complete Project Information. On this form, applicants will enter basic information about their application including:

- Legal Organization Name
- Organization type (Government, Nonprofit, Institute of Higher Education, Business, etc.)
- Business Address
- Contact information of person for program matters
- A descriptive project title
- Your project's proposed start and end dates
- Amount requested

Project Description

Provide a brief summary (no more than 5 sentences) that tells us what you are proposing, the project goal and anticipated outcomes.

Example:

"ABC Business is proposing to increase skilled workforce individuals by offering a certificate program in ABC high-demand occupation. ABC Business will seek underrepresented populations to serve, and ultimately will have # individuals participate in this program. The anticipated outcome is for participants to complete the training, obtain a certificate and eventually obtain employment. Funding for this project is needed to purchase tuition, training materials, and wrap around support services for the participants."

Population to be served

- Describe the target population for the project.
- Identify the number and percentage goal for engagement of students or learners from underrepresented populations (Veterans, ex-offenders, members of underrepresented communities including minorities, women, disabled or low-income lowans, lowans with no post-secondary education or training).

Project Design

Project Activities

- Describe the project goal and project activities. Include an outline of a proposed project timeline with key milestones. Ensure proposed project goals align with funding purpose and priorities.
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Connection to Future Ready Iowa goal

- Describe how the projects goals tie to the larger Future Ready Iowa goal.

Project Need

- Describe the need for the project and how it will lead to increased skilled workers to fill high-demand job(s).
- Describe how your project will expand opportunities for credit and/or noncredit postsecondary education and training leading to high-demand jobs for lowans.

Credential Attainment

- Describe if the proposed project will result in the opportunity for participants to participate in or obtain non-credit or for-credit education and training programs. If yes, what type of credential and/or industry recognized credential will participants be able to earn?

High Demand Occupation/Job

- Identify which high-demand job(s) the project intends to support. Describe your justification for determining the job(s) as high-demand (State Workforce Board high-demand job list, regional community college list, linked to locally identified high-demand jobs as demonstrated by statewide or regional data, etc.).

Barriers and Supportive Services

- Include a description of local barriers participants face in obtaining education and training and how you plan to implement innovative strategies to meet the needs and help address the barriers.
- Describe if applicable, does the project increase available funding to pay for wrap around support, such as books, equipment, transportation and childcare to increase program completion rates of participants.

- Describe if the project increases funding available for tuition to enroll in for-credit or non-credit education or training programs.

Partnerships

- Describe key partners, roles, responsibilities and how they will contribute to the success of the project.

Innovative Ideas

- Describe the innovative ideas that are part of your proposed project and how these innovative ideas increase the number of participants from the target population, and their likelihood of success.

Performance Measures

- The following performance measures are required as part of the grant. **Clearly identify any additional outcomes relevant to the project.**
 - Number of participants enrolled.
 - Number of participants from an underrepresented population enrolled.
 - Number of participants persisting in the program.
 - Number of participants completing program
 - Number of participants earning a credential.
 - Total number of credentials earned.
 - Number of participants with secured employment in a high-demand job.

Tracking performance measures

- Describe your plan and ability to track and measure the performance measures.