

APPENDIX A: Future Ready Iowa Youth Summer Internship Program Application 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 (must match W-9).
- 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.
- Estimated grant funding.
- Indicate whether the applicant is partnering with WIOA Title I.

Short Project Summary (Limited to One Paragraph)

Provide a brief summary (no more than five sentences) that tells us who, what, why, how, where, and how many.

Program Design Narrative

- Identify which high-demand occupation(s) the project intends to support. Describe your justification for determining the occupation(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.).
- Describe the need for the project and how it will lead to increased skilled workers to fill high-demand occupation(s). Relate the need to the barriers provided in priorities.
- Describe the proposed project and identify proposed activities and goals. Include connections to areas such as: Career Exploration, Employment Skill Development, Coaching/Mentoring, Financial Literacy Education, and Development of Hard and Soft Skills

- Describe the On-the-Job Training aspect of your project and how your project will expand opportunities for credit and/or non-credit post-secondary education leading to high-demand jobs for lowans.
- Describe key partners, roles, responsibilities, and how they will contribute to the success of the project.
- Describe the community or geographic region served. Describe how the project will address areas of workforce needs throughout the region.
- Describe the demographics of participants. Identify a number and percentage goal for engagement of participants from under-represented populations (African American, Hispanic, American Indian/Alaskan, and Native Hawaiian/Pacific Islander).
- Provide opportunities for replication and expansion into other geographic areas or to support additional high-demand jobs.
- Describe how this project is an innovative approach to overcoming barriers faced by participants and an innovative approach to supporting high-demand occupations.
- List any supportive services or additional benefits of the project, such as providing assistance to pay for related expenses such as books, tools, uniforms, etc.

Performance Measures

- Clearly identify key performance measures including outputs and desired outcomes, including the following measures:
 - a. Participants to be served and description of attendance reporting plan.
 - b. Connection of participants to barrier(s) listed in priorities.
 - c. Number of participants completing program and receiving credential/certificate.
- Describe your plan and ability to evaluate the program and indicators of success.
- Describe the timeline of activities with details provided for project activities. Provide key milestones of the project.

Organization Capability Narrative

- Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement, specifically managing projects focused with youth participation. Subcontracting to implement the program will not be permitted.
- Provide information about the applicant's size and structure, as well as the length of time in business.
- Provide a list of the applicant's staff whose time will be reimbursed with grant funds and provide a brief description of their role and relevant work experience.

Budget Summary and Narrative

- Complete the budget narrative. Include a description of proposed costs and an overview of how budgeted costs are calculated.
- Complete the Budget Spreadsheet.

Application Attachments

Upload the following in the Attachment section in IowaGrants.gov:

- WIOA Title I partnership contract, if applicable; and
- Letters of commitment from key partners (combine and upload as a single PDF document).

Minority Impact Statement

Pursuant to 2008 Iowa Acts, HF 2392, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa must include a Minority Impact Statement. This requires applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups. This form includes a series of questions for the applicant to complete identifying either a potential positive impact, negative impact, or no impact.