

North Central Workforce Investment Board  
Regional Career Education Partnership  
Request for Mini-Grant Application for Career Education Projects

This Request for Mini-Grant Applications is being issued by the North Central Workforce Investment Board on behalf of the Youth Council / Regional Career Education Partnership.

Eligible Applicants: School Districts, Intermediate Units, Career and Technical Centers, Community Agencies / Organizations, or other non – profit organizations which focus on career education for youth.

Amount of mini-grant: There is a total amount of \$30,000 available and it is expected that a number of projects will be awarded therefore applications are limited to a request of no more than \$3,000.

Project Timeframe: Proposed projects must occur between March, 2009 and June 30, 2009.

Deadline for accepting requests: 4:00 pm, February 13, 2009. Applicants will be notified of application status by Wednesday, February 18, 2009.

Send application(attached): via email to Pam Streich ([pstreich@ncwib.org](mailto:pstreich@ncwib.org)) at the North Central Workforce Investment Board. Please write Youth Council RCEP Mini-Grant Application in the subject line.

Purpose of Mini-Grants: Successful mini-grant proposals will work toward the goals of the Youth Council / Regional Career Education Partnership listed below (1-3) as well as other goals as listed below and which assist in developing sustainable career education programs

1. Increase the awareness of career and educational opportunities among our youth.
2. Ensure career preparedness through improved youth literacy, and basic and soft skills (e.g. attitudinal, work readiness, etc.).
3. Connect Youth with employment opportunities through stakeholder collaboration.
4. Aid in the implementation of PDE Career Education and Work Standards
5. Include a STEM focus (Science, Technology, Engineering and Math)

Additional information regarding the goals of the Youth Council / Regional Career Education Partnership can be found at the link that follows:

<http://web2.ncentral.com/ncentral/WIB/youthpub/YouthCouncilStrategicPlan.pdf>

In addition, priority will be given to projects that:

1. Involve the workforce development network including PA CareerLink and the NCWIB Industry Partnerships. For additional information on CareerLinks and Industry Partnerships contact Pam Streich at 814-773-3162 or [pstreich@ncwib.org](mailto:pstreich@ncwib.org).
2. Strengthen Project 720 high school reform strategy throughout the region.

Letters of Support: Letters of support and commitment from any schools or agencies that will be involved in the project must accompany the application.

Disallowed Costs:

- Administrative funds – please note that there are no administrative funds / allowances with these grants. All funds MUST be used to cover program costs.
- Purchase of equipment or building construction.
- Development of virtual or internet based tools.
- Reimbursement to the bidder and participating partners for the cost of curriculum development, or delivering any direct training services that are available by other funding streams (such as PDE, TANF and WIA).

Reporting Requirements: Awarded projects will be required to participate in the Youth Council and Regional Career Education Partnership and submit monthly reports to the NCWIB. The monthly report is attached to this document.

Payment Process: Awarded projects will submit monthly invoice to the NCWIB for reimbursement of expenditures. Payments will not be made in advance of expenses being incurred.

Technical Assistance: All questions must be submitted in writing via email by 12:00 pm, February 4, 2009. E-mail your questions to Pam Streich, Director of Planning at [pstreich@ncwib.org](mailto:pstreich@ncwib.org). All questions and answers will be answered via email to all responders by 4:00 pm on February 4, 2009.

Right to Reject: the NCWIB reserves the right to reject any and all proposals received in response to this request.

Conditions of Proposal: All costs incurred in the preparation of a proposal received in response to this request will be the responsibility of the bidder and will not be reimbursed by the NCWIB.

Equal Opportunity: The North Central Workforce Investment Board is an equal opportunity employer / program. Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Officer: James Stockdale, 814-773-3162, Extension 3015.

4. STANDARDS ADDRESSED: ( Career Education and Work Standards that will be implemented as a result of this activity / program):
5. HOW DOES THIS ACTIVITY / PROJECT ALIGN WITH THE RCEP GOALS LISTED ON PAGE 2?
6. LIST TYPES OF ENGAGEMENT / OUTREACH ACTIVITIES WITH PARENTS AND COMMUNITY:
7. OTHER IMPACTS SUCH AS CHANGES IN CURRICULUM / TEACHING METHODS RESULTING FROM EXPERIENCES:
8. LONG TERM SUSTAINABILITY FOR CONTINUING THE PROJECT AFTER INITIAL FUNDING:
9. LIST PARTNERING ORGANIZATIONS (INCLUDING INDUSTRY PARTNERSHIPS AND THEIR RESPONSIBILITIES TO THE PROJECT):
10. WHAT IS YOUR TIMELINE FOR IMPLEMENTATION?
11. HOW AND WITH WHOM WILL PROJECT OUTCOMES BE SHARED?
12. DETAILED PROJECT BUDGET: Proposal must show at least a 50% match which can be cash and / or in-kind.