

*NCWorks Local Innovation Fund*  
*Grant Guidelines*

## Contents

Introduction .....	3
Grant Overview .....	3
Eligible Applicants .....	4
Schedule for Grant Applications and Awards .....	5
Grant Reporting .....	5
Resources .....	6
Application Submission .....	6
CAPACITY GRANT APPLICATION.....	7
Capacity Grant Required Elements.....	7
Project Evaluations – Capacity Grant.....	9
IMPLEMENTATION GRANT APPLICATION .....	10
Implementation Grant Required Elements.....	10
Project Evaluations – Implementation Grant .....	12

## Introduction

As the Governor's workforce development board, the NCWorks Commission recommends policies and strategies that enable the state's workforce and businesses to compete and be successful. Led by a private sector chair, the 33-member NCWorks Commission includes representatives from the business community, heads of state workforce agencies, educators, and community leaders. The mission of the NCWorks Commission is to ensure that North Carolina has an innovative, relevant, effective, and efficient workforce development system that develops adaptable, work-ready, skilled talent to meet the current and future needs of workers and businesses to achieve and sustain economic prosperity. This work complements Gov. Roy Cooper's NC Job Ready workforce initiative, which is built on three core principles: skills and education attainment so North Carolinians are ready for the jobs of today and tomorrow, employer leadership to remain relevant to evolving industry needs, and local innovation to take great ideas and apply them statewide.

Communities across North Carolina are struggling with training, retaining, and recruiting talent to meet the workforce needs of their local employers. As a result, many employers either cannot grow their business or decide to relocate to another area, leaving communities with smaller economies and people without good jobs. As such, the NCWorks Commission is announcing a competitive grant program to identify, design, and implement new strategies, or scale existing models, to solve challenging workforce issues: the **NCWorks Local Innovation Fund**.

## Grant Overview

The *NCWorks Local Innovation Fund* will provide a total of \$2 million in funding to local communities to pilot innovative programs or replicate successful program models that address a local or regional workforce issue. Communities will assemble a collaborative team to design and implement a set of solutions to a workforce issue. Teams must include the local workforce board, should include education, workforce, community, labor, and businesses leaders, and must use an equity lens in the design and delivery of the solution. The NCWorks Commission is especially interested in projects that address an underserved or under-resourced community or population currently disconnected from the education and workforce system; bring together diverse community organizations; increase educational attainment; and develop talent pipelines for in-demand, high-wage occupations. Successful grant applications must be:

- **Data informed** – projects must use data and research to identify workforce issues, develop solutions, and track progress.
- **Collaborative** – multiple stakeholder organizations (e.g., workforce programs, educational institutions, civic groups, businesses, non-profits, philanthropic entities, academic organizations) must comprise the grant team and each project participant must commit to bringing their resources and expertise to the project. (Note: A local workforce development board must be one of the project partners and be willing to be the financial administrator for the grant.)
- **Transformational** – the project will materially and demonstrably improve worker access to family-sustaining wage opportunities and the way the education and workforce system operates in the community.
- **Committed to Equity** – the project must develop strategies that will create equitable opportunities and outcomes for everyone receiving the targeted support.

- **Sustainable** – project teams must have strategies for continuing the work after the grant period ends.
- **Replicable and Scalable** – the project must be replicable and scalable, and the team will be required to identify the key components necessary for success.

We anticipate projects may focus on populations such as Opportunity Youth – the one-in-seven young people who are disconnected from the economy; or communities that have been cut off from needed resources by geography, lack of transportation, or discrimination; or low-income people that struggle to put food on the table, but cannot improve their skills for better jobs because of work and family requirements. If North Carolina is going to be successful, it must help ALL North Carolinians acquire the education and training needed for good jobs.

Grants will be reviewed on the strength and viability of the conceptual framework, substantive involvement of strong partnerships, and indications that projects are transformational and innovative in nature. Projects should also show a commitment to equity, and be data-informed, replicable, and scalable.

## Eligible Applicants

Applicants to the *NCWorks Local Innovation Fund* must be partnerships of multiple organizations that will actively support the work of the grant. Each partnership must include a lead agency from the list below and at least one local workforce development board, which will receive the funds for the partnership and be responsible for the appropriate use of the funds. The local workforce development board may be the lead agency and financial administrator. Below is a list of organizations the partnership may consider including in the project.

- Government Organizations (city/town, county, regional, tribal, etc.)
- Education Organizations (K-12, Community Colleges, Universities, etc.)
- Community Organizations (local non-profits, youth serving programs, veterans and military organizations, philanthropic organizations, etc.)
- Local businesses

Two types of grants will be available, capacity grants and implementation grants:

### **Capacity Grants – Up to \$100,000 for one year**

Local areas may apply for capacity grants of up to \$100,000 for one year, which are designed to assist communities that need additional capacity building to strengthen partnerships, identify community needs and resources, and build local support. Technical assistance will be provided to capacity building grant teams to assist them during the year. Teams who successfully secure capacity building grants will be encouraged to apply for implementation grants in future years.

### **Implementation Grants – Up to \$400,000 for two years**

Implementation grants of up to \$400,000 for two years are designed to assist communities that already have a collaborative team, an innovative idea ready for implementation, and the local support needed

to be successful. Implementation grant teams will also benefit from technical assistance during the grant period.

There is no specified target allocation for funding across the two types of grants.

### **Technical Assistance and Cross-Team Sharing**

Grant teams will be brought together in person three times during the grant period to learn, share, and advise. All grantees will come together in spring 2019 for a kick-off meeting. This meeting will include an advisory team of experts in innovation, workforce, collective impact, and community; members and staff of the NCWorks Commission; and other key education and workforce leaders. Grantee teams will finalize action plans and have opportunities to work with advisory team members to strengthen their work. Grantees will also have the opportunity to share their successes and challenges with other teams. There will be other phone and video meetings with team members and other resources as required.

## Schedule for Grant Applications and Awards

Announcement of grant opportunity	October 10, 2018
Grant applications due	November 30, 2018
Grant awards announced	February 13, 2019
Kick-off meeting for grantees	Spring 2019
End-of-grant for capacity grants	Spring 2020
Grantee convening	October 2020
End-of-grant for implementation grants	Spring 2021

## Grant Reporting

Grant recipients will be required to submit status reports and financial updates quarterly during the life of the grant. Reports will cover areas such as solutions implemented, challenges encountered, partnership updates, expenditures and other subjects. Changes to the report format may be provided after the implementation process is underway.

Upon closeout of the grant, the grant awardees must submit a summary of promising practices developed as a result of the project. A narrative on how the project will be sustained locally and could be replicated in other regions, if it was determined it was a success, will be required as well.

## Resources

WorkforceGPS <https://strategies.workforcegps.org/> provides a library of promising practices and workforce system strategies that can be browsed for resources using the WorkforceGPS by clicking through on the tabs. Items listed with numbers next to them indicate how many resources are tagged with that term.

## Application Submission

Submit the completed application with original signatures by **5:00 p.m. November 30, 2018**. Applicants must address all sections. Electronic mail of the application is acceptable with a scanned copy of the signature page. However, the original signature page must be submitted by standard mail or in-person within one week of the grant submission. The signature page can be found in Attachment A.

Submit the Application Package to:

By email:

NCWorks Commission – [ncworkscommission@nccommerce.com](mailto:ncworkscommission@nccommerce.com)

By mail:

NCWorks Commission  
NC Division of Workforce Solutions  
4316 Mail Service Center  
Raleigh, NC 27699-4316

# CAPACITY GRANT APPLICATION

## Capacity Grant Application Contents

### Required Elements

The following elements must be included in the application for consideration. Applications must be submitted by **5:00 p.m. November 30, 2018**. Applications that are missing an element below will not be considered for funding.

- ✓ Signature Page (Attachment A)
- ✓ Project Narrative
- ✓ Partnership Chart (Attachment B)
- ✓ Budget (Attachment C)
- ✓ Budget Narrative
- ✓ Letter(s) of Support from Partners

### Narrative

**Note:** The points in parentheses are the weight values given to the questions and will be used by the review panel to score the proposal.

Please provide a written narrative describing the proposed project that addresses the following areas. Please limit response to 3-5 pages, not including attachments and budget documents.

1. Local or regional workforce issue (20 points)
  - a. Describe the local or regional workforce issue this grant will address.
  - b. Describe how the project is data informed – projects must use data and research to identify workforce issues, develop solutions, and track progress and develop talent pipelines for in-demand, high-wage occupations.
2. Address the under-resourced—the NCWorks Innovation Fund will be focused on projects that address an under-resourced community or population currently disconnected from the education and workforce system and brings together diverse community organizations (20 points)
  - a. Describe the under-resourced community you are interested in serving and your plan to help.
3. Describe how you will use this capacity building grant to develop a comprehensive plan that can address the aforementioned local or regional workforce issue. (25 points)

4. Evidence of multiple and diverse partnerships and collaboration (25 points)
  - a. Describe the role and contributions of partners in the project.
  - b. Describe the role that partnerships had in the development of the proposal and the relationship that will exist during the project.
  - c. Complete Attachment B listing all partner organizations and their role (this attachment does not count toward the page limit).

5. Budget and Budget Narrative (10 points) – does not count towards 3-5-page limit.

Provide a line-item budget (Attachment C) and a narrative with justification for the resources necessary to accomplish the goals and objectives set forth in the scope of work. The narrative should explain all costs associated with the project and should reflect any leveraged resources set forth in the budget and how the planned expenses support the overall goals and activities of the *NCWorks Local Innovation Fund*.

The “leveraged resources” column should include all leveraged funds that will be used to support the grant. State whether they are in-kind or monetary, and the source of these funds. Examples of these funds would be facilities, in-kind training, and/or professional development.

Note: The following should be carefully considered before inclusion into the budget:

- Regarding the use of funds for equipment or equipment-related purposes if it is necessary to include an expense for equipment, there should be a compelling case for purchase. The cost should be included in “Other Expenses.”
- All accounting records should be maintained in accordance with the NC Local Government Budget and Fiscal Control Act, State Policies, application Office of Management and Budget (OMB Circulars, and general accepted accounting practices).
- Indicate if additional existing resources may be leveraged from grants or funds. Please include any in-kind contributions. This information must be contained in the narrative and on the budget form.

6. Match opportunities – OPTIONAL (10 points)
  - a. Additional points may be awarded for proposals that demonstrate and incorporate matching cash funds or in-kind donations. Please identify the organizations providing matching funds/resources (space, technology or other resources) in the narrative and in the budget outline. Specify whether the resources are in-kind or monetary and the source of these funds.

## Project Evaluations – Capacity Grant

All grant recipients must participate in an evaluation, which may include items such as:

- An analysis of the project’s challenges, successes, expenditures
- A model for how to replicate or scale successes
- An update on each goal and whether the measures were met, exceeded, or not
- An explanation of successes, failures, and lessons learned

## Questions

All questions should be sent to [ncworkscommission@nccommerce.com](mailto:ncworkscommission@nccommerce.com). A summary of the responses to questions will be posted online.

# IMPLEMENTATION GRANT APPLICATION

## Implementation Grant Application Contents

### Required Elements

The following elements must be included in the application for consideration. Applications must be submitted by **5:00 p.m. November 30, 2018**. Applications that are missing an element below will not be considered for funding.

- ✓ Signature Page (Attachment A)
- ✓ Project Narrative
- ✓ Partnership Chart (Attachment B)
- ✓ Budget (Attachment C)
- ✓ Budget Narrative
- ✓ Goals/Outcomes Measures Narrative (Attachment D)
- ✓ Letter(s) of Support from Partners

### Narrative

**Note:** The points in parentheses are the weight values given to the questions and will be used by the advisory panel to score the proposal.

Please provide a written narrative describing the proposed project that addresses the following areas. Please limit response to 5-7 pages.

1. Local or regional workforce issue (10 points)
  - Describe the local or regional workforce issue this grant will address.
  - Describe how the project is data informed – projects must use data and research to identify workforce issues, develop solutions, and track progress and develop talent pipelines for in-demand, high-wage occupations.
  
2. Address the under-resourced—the NCWorks Innovation Fund will be focused on projects that address an under-resourced community or population currently disconnected from the education and workforce system and bring together diverse community organizations. (10 points)
  - Demonstrate the appropriateness of the method to be used to address the issue/opportunity.

3. Transformational—the project will materially and demonstrably improve worker access to family-sustaining wage opportunities and the way the education and workforce system operates in the community. (10 points)
  - Describe how the project will improve worker access to family-sustaining wages.
  - Describe the specific way the education and workforce system operates locally.
4. Sustainable—project teams must have strategies for continuing the work after the grant period ends. (10 points)
  - Describe the specific strategies for ensuring the project is sustainable.
5. Scalable—the project must be replicable and the team will be required to identify the key components necessary for success. (10 points)
  - Describe how the project may be replicated in another part of the state, and list the components another community would need to accomplish for the project to be successful elsewhere.
6. Commitment to Equity—the project must develop strategies that will create equitable opportunities and outcomes for everyone served. (10 points)
  - Describe how the project will use an equity lens in the design and delivery of the solution to be considered for the grant and create/support equitable opportunities and outcomes.
7. Evidence of multiple and diverse partnerships and collaboration (15 points)
  - Describe the role and contributions of partners in the project.
  - Describe the role that partnerships had in the development of the proposal and the relationship that will exist during the project.
  - Complete Attachment B listing all partner organizations and their role (this attachment does not count toward the page limit).

7. Budget and Budget Narrative (15 points) – does not count towards the page limit.

Provide a line-item budget (Attachment C) and a narrative with justification for the resources necessary to accomplish the goals and objectives set forth in the scope of work. The narrative should explain all costs associated with the project and should reflect any leveraged resources set forth in the budget and how the planned expenses support the overall goals and activities of the *NCWorks Local Innovation Fund*.

The “leveraged resources” column should include all leveraged funds that will be used to support the grant. State whether they are in-kind or monetary, and the source of these funds. Examples of these funds would be facilities, in-kind training, and/or professional development.

Note: The following should be carefully considered before inclusion into the budget:

- Regarding the use of funds for equipment or equipment-related purposes if it is necessary to include an expense for equipment, there should be a compelling case for purchase. The cost should be included in “Other Expenses.”
- All accounting records should be maintained in accordance with the NC Local Government Budget and Fiscal Control Act, State Policies, application Office of Management and Budget (OMB Circulars, and general accepted accounting practices).
- Indicate if additional existing resources may be leveraged from grants or funds. Please include any in-kind contributions. This information must be contained in the narrative and on the budget form.

8. Match opportunities – OPTIONAL (10 points)

- Additional points may be awarded for proposals that demonstrate and incorporate matching cash funds, or in-kind donations. Please identify the organizations providing matching funds/resources (space, technology or other resources) in the narrative and in the budget outline. Specify whether the resources are in-kind or monetary and the source of these funds.

9. Goals, Outcomes, and Measures (10 points)

- Provide a summary of each goal of the *NCWorks Innovations Fund* grant, showing its relationships to the issues outlined in #1-6.
- Complete the Implementation, Goals, Outcomes, and Measures form (Attachment D).

## Project Evaluations – Implementation Grant

All grant recipients must participate in an evaluation, which may include items such as:

- An analysis of the project’s challenges, successes, expenditures
- A model for how to replicate or scale successes
- An update on each goal and whether the measures were met, exceeded, or not
- An explanation of successes, failures, and lessons learned

## Questions

All questions should be sent to [ncworkscommission@nccommerce.com](mailto:ncworkscommission@nccommerce.com). A summary of the responses to questions will be posted online.