

Career Readiness Mini-Grant Application Guidelines, 2018-2019

1. Project Approach: (35 Points)

- a. Provide a general description of your project, including the project goals and objectives. (5 Points)

Integration of Career & Education Work Standards (10 Points)

- b. Describe how the mini-grant will go towards supporting the implementation of career readiness activities in your school/district.
- c. Identify the Pennsylvania Career Education and Work Standards addressed through this project.

Relevance to Local Labor Market (10 Points)

- d. Indicate how local labor market information helped shape your project.
- e. Indicate how the project is intended to address one or more identified regional needs.

Partnership and Collaboration (10 Points)

- f. Identify and explain the roles of all partners, particularly as they connect to **this** grant project. If two schools or districts are partnering for the project, describe how the partnership will work and outline the division of labor between schools/districts.
- g. Identify the role of your Local Workforce Development Board in this project. Have you partnered with the LWDB before? How will they be involved with this project?

2. Implementation: (20 Points)

- a. Describe how you propose to implement your project.
- b. Provide a detailed timeline outlining program activities, including the planning process.
- c. Identify proposed outcome measures and how you will evaluate project success.

3. Innovation: (10 Points)

- a. Describe how and why the project is innovative.

4. Potential Impact: (10 Points)

- a. Describe the potential impact of your project in your school/district and community.
- b. Describe the short- and long-term impacts expected as a result of the project.
- c. Describe how the project is scalable and replicable.

5. Sustainability: (10 Points)

- a. How will you sustain your project at the end of the grant period?
- b. Provide background information about the school and/or district's previous career readiness activities, including whether this proposed project or a similar project has been executed in the past.
- c. If this is part of a larger initiative, describe the connection of this project to other work. If the proposed project is based on an existing model, please describe the basis of the work.

6. Budget & Budget Narrative: (15 Points)

- a. Provide a budget, including a detailed list of all expected costs or expenses related to the proposed project and explanation of how each expense is connected to the project.