**Wake Partners Reentry Grants Application**

*\*Proposals due February 7, 2024 by 5:15 p.m.*

**Contact Information**

|  |  |
| --- | --- |
| **Organization Name:** |  |
| **Organization Address:** |  |
| **Contact Person:**  |  |
| **Contact Email:** |  |
| **Contact Phone Number:** |  |
| **Organization Mission:** |  |

**Introduction**

Capital Area Workforce Development Board (CAWD) is a private-public partnership that believes in economic development through workforce excellence. The mission of the Capital Area Workforce Development Board is to create a highly effective workforce system. This system will provide employers with productive, skilled workers and offer citizens training and employment opportunities that promote job satisfaction and economic stability. The accomplishment of this mission will enable all citizens to contribute to the prosperity of the community.

CAWD in collaboration with Wake County Government is looking to fund specific reentry projects from Wake County non-profit organizations. These projects must show an understanding of the needs and employment barriers faced by Wake County residents whose lives have been impacted by the criminal justice system. Successful projects will have a clear, creative plan to provide justice-involved citizens the support and resources needed to gain employment. Funding will be offered as small grants up to $25,000. The contracts will last 1 year.

\*Grantees that successfully met their performance outcomes can renew their ***initial*** contracts for up to 2 additional years without reapplying. Grantees requesting new outcomes and/or revised budget must reapply for funding.

**Proposal Submittal Requirements**

Applicants will submit all proposals to Capital Area Workforce Development Board (CAWD) via this [Smartsheet link.](https://app.smartsheet.com/b/form/19e2f1c99ba947278bef685195cebe3b) No proposals will be accepted via email or in hard copy. All applicants must attend an information session prior to submission. Proposals must be received no later than 5:15 pm on February 7, 2024.

**Minimum Requirements**

|  |
| --- |
| * Provide services to justice-involved Wake County residents
 |
| * Be a Wake County organization with 501(c)3 status
 |
| * Be approved by State of North Carolina to receive grant funding
 |
| * Willing to present proposal to review panel during interview
 |
| * Register as a Wake County Vendor (after award announcement)
 |
| * Submit performance and financial reports by the 10th of every month
 |
| * Attend quarterly review meetings
 |

**Project Proposal Narrative – Be clear and direct**

When writing this section, consider the following:

* What are your participants’ needs?
* How are you reaching your target populations?
* Why are they using your services?

|  |
| --- |
| **Prior Experience** |
| What is your experience with the target population?  |
| Have you received Wake Partners Reentry Grant funding in the past? |
| If yes, did you meet all outcomes. If no, please explain: |
| **Employment** |
| How many participants will receive employment services? |
| How do you plan to prepare participants for employment?  |
| What type of career awareness does the project provide? |
| **Education/Training** |
| How many participants will receive educational or training services?  |
| What educational services does your project provide? |
| How are the services provided to participants (in-person, virtual)? |
| What specific training program(s) does your project provides? |
| Will participants work toward a specific credential? If yes, please explain.  |
| **Supportive Services** |
| How many participants will receive supportive services?  |
| What supportive services will participants receive? |
| Will participants receive supportive services from community partners? If yes, please explain.  |
| **Partner Network** |
| Does this project’s success depend on building new partner relationships?  |
| Is this project already connected to the Wake Local Reentry Council, NCWorks Center, or the NextGen Center? If yes, please describe the partnership. |

**Budget Request – Up to $25,000**

Identify funding requests in detail using the chart below. Up to 20% of requested funding can be provided up front with justification. The following is a list of allowable & non-allowable expenses:

|  |  |
| --- | --- |
| Allowable Expenses | Non-allowable Expenses |
| * Staff salary or fringe (specific to the project)
 | * Rent deposits and payments
 |
| * Stipends for mentors
 | * Unauthorized food purchases
 |
| * Training supplies
 | * Any staff related expenses including food
 |
|  | * Gift cards used as incentives
 |
|  | * Utility funds given directly to participant
 |

| # | Expense Category | Amount Requested | Narrative |
| --- | --- | --- | --- |
| 1 | Contracted Services |  |   |
| 2 | Equipment  |  |   |
| 3 | Materials and Supplies |  |  |
| 4 | Education/Training Components |  |  |
| 5 | Participant Supportive Services |  |  |
| 6 | Staff Salary/Fringe |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
|  | Total Request: |  |  |

**Expense Category Definitions:**

* **Contract Services –** Third-party provides direct training to trainees via formal agreement (contract or MOA)
* **Equipment –** Required equipment necessary for associated training (computers, printers, projectors, etc.)
* **Material and Supplies –** Required training supplies (pens, paper, certificates, printing etc.)
* **Education/Training Supplies –** Required books, manuals, course-related software, online training subscriptions, and certification exams.
* **Participant Supportive Services –** Employment-related transportation, clothing, grooming (haircuts and hygiene items-no cosmetics)
* **Staff Salary/Fringe –** Staff time spent directly on the program.

**Performance Outcomes– Must be achieved during the grant period.**

When writing this section, consider the following:

* What are the desired outcomes?
* How do the outcomes affect the target population/customer?

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| **SMART Outcomes** **S -Specific M – Measurable A – Achievable R – Relevant T – Time-bound**(Ex., 10 participants will receive XYZ certification 60 days after enrollment) |
| 1. |
| 2. |
| 3. |