



Grant Funding Opportunity Announcement
Workforce Education and Training Fund Grant
Vermont Internship Program
FOA #: WETF-2019-INTN

Total Funds Available: \$200,000
Posted: November 6, 2018
Closes: **December 5, 2018 at 4:30pm** (Note: extended deadline)

I. Grant Funding Opportunity Description

The Workforce Education and Training Fund (WETF) supports up-skilling and re-skilling opportunities for Vermont workers through technical and academic instruction, on-the-job training, internships, pre-apprenticeships, apprenticeships, returnships, and other workforce development activities aimed at strengthening and expanding the labor force.

The Vermont Internship Program, funded through WETF, promotes internships by providing grants to organizations who support or match Vermont employers with student-interns from public and private secondary schools, regional technical centers, the Community High School of Vermont, colleges, and recent graduates of 24 months or fewer. Funding may be used to build or administer an internship program or to provide participants with need-based stipends during the internship.

In fiscal year 2019, the Department of Labor is allocating \$350,000 of the WETF in support of the Vermont Internship Program. This funding opportunity announcement describes the process for awarding at least \$200,000 through a competitive application process.

II. Award Information

Award Type and Amount

Two types of grants may be awarded through this funding opportunity. Unmatched grants may be awarded to selected organizations in amounts up to, but not exceeding \$25,000. Matched grants may be awarded to selected organizations in amounts up to, but not exceeding \$50,000. Matched grant awards must include a commitment of 1:1 dollar match in program funds from an employer, an industry organization, philanthropic fund, or post-secondary educational institution. Funds from other state or federal sources are not eligible to serve as a match. Matched funds may include funding for program administration, intern stipends, job-related equipment or supplies, mentoring or coaching of employer or intern, and employer incentives.

The purpose of the matched grant awards is to expand the availability of high-quality internships by leveraging state investment and promoting private investment in internship opportunities.

Period of Performance

The standard period of performance for grants awarded under this funding opportunity is December 15, 2018 to September 1, 2019. Awardees may request a later start date and with the permission of the Commissioner of Labor, may be granted a later end date.

Reporting

Grantees will submit quarterly fiscal reports. Grantees will submit a programmatic performance report at the middle of their grant period and within 30 days after the grant ends. The programmatic performance reports will consist of a data-driven template and a short narrative. The Department of Labor will provide guidance to grantees on the form and substance of the report.

III. Eligibility & Application Information

Eligible Applicants

Public and private entities are eligible to apply for this grant. Organizations must be in good standing with the state and be able to comply with all standard state provisions and assurances contained in "Attachment C: Standard State Provisions for Contracts and Grants" as revised 12/15/2017.

Proposal Criteria

The Vermont Department of Labor is seeking proposals to support the creation and expansion of internship programs and opportunities at the post-secondary level or for participant-interns within 24 months of graduation from an accredited postsecondary program. Grants will not be awarded to projects or proposals that replace or supplant existing positions with interns through the creation or expansion of internship opportunities.

Internship proposals funded through this grant opportunity must demonstrate success in achieving one or more of the following aims:

- Providing participants with work-based exposure to real workplace experiences, expectations, and consequences;
- Progress in mastery of occupation-specific or transferable skills required for success in the workplace through work-based experiences with a Vermont employer; or
- Increasing employer involvement with the development of industry-specific curriculum or best practices for on-the-job training, for postsecondary students.

Applicants must describe:

- The process for recruiting and matching participants, if applicable;
- Access to additional supports for participants, including mentoring, stipends, support services, career counseling, occupation-related instruction; if applicable;
- The scope of internship opportunities targeted (e.g. sector, geography, type, etc.);
- The expected number of participants and employers served;
- How participants will receive or access assistance in locating post-internship employment opportunities in Vermont within the industry sector of their internship, and
- How employers will be encouraged to support internship opportunities that could lead to near-term or existing opportunities for employment with their business or similar businesses within the state.

Applicants who propose to use grant funding to provide stipends to participants during the internship must describe how they determine need.

Application Process

Applicants shall submit applications to Sally Redpath (sally.redpath@vermont.gov) by close of application period. The application should include:

- Applicant contact information: Contact name, Organization, Mailing address, Phone number, email, FEIN, and DUNS number
- Project narrative
- Budget form and narrative (Attachment A & B)
- Any additional information that is relevant to the review and selection process.

IV: Review & Selection

Selection Criteria

In addition to the proposal criteria listed in section III above, proposals addressing the following aims will be favored:

- Internship experience leads to an opportunity for permanent employment with intern employer;
- Opportunities in health care, construction, manufacturing, hospitality, information technology, or business services sectors are targeted;
- Focus on regional occupational demand is demonstrated;
- Program targets postsecondary participants who have an affiliation with Vermont and wish to become employed in Vermont;
- Matched funding demonstrates an institutional or industry commitment to promoting work-based learning experiences that lead to employment in Vermont;
- Participants with potential barriers to future employment are provided additional support or consideration; and
- Innovative ways to expand internship placements, including braiding of non-state or federal funds, special incentives offered by employers or third parties, or participant outreach

Application Review Process

The Department of Labor will create a grant review team with representatives from the Agency of Education, the State Workforce Development Board, and the Agency of Commerce and Community Development. The team will consider applications using the selection criteria below and will submit recommendations for grant funding to the Commissioner of Labor by December 10, 2018. The Commissioner will make final determinations and applicants will be notified by December 13, 2018.

V. Department Contacts

For further information about this FOA, please contact Sally Redpath, Grant Manager, at (802) 828-4394, or sally.redpath@vermont.gov. Please reference this FOA # WETF-2019-INTN in your inquiries.