

## Baltimore Workforce Investment Board Youth Council Letter of Interest

### Grant Amounts and Duration

Organizations are being invited by the Baltimore Workforce Investment Board Youth Council to apply for grants to support youth programming. Grant awards will range from \$200,000-\$450,000 per year for a maximum of two years and will support projects beginning on or after July 1, 2010. The second year funding will be contingent on year one performance. The Youth Council has elected to support direct services to participants versus overhead costs or capital improvements. Grants are paid in cost reimbursement installments.

### Purpose of Letter of Interest

Applicants for the Baltimore Workforce Investment Board Youth Council (BWIB YC) Grants are invited to submit a Letter of Interest by **December 4, 2009**. The purpose of this process is to assist applicants in determining their organization's eligibility for receiving a BWIB-Youth Council grant and if their program falls within the mission of the Youth Council for its FY 2011 plan. The letter should be no more than three typewritten pages describing the organization, the program for which funding is requested, the total budget, the portion of the budget for which Youth Council funds are being requested, and other funding sources committed to the project. The information provided is for Council review only and will not be used in the final grant review. The Youth Council will review the proposed project as described in the Letter of Interest for eligibility under the Workforce Investment Act guidelines and appropriateness of requested grant amount. The Youth Council will then contact the proposer to discuss the project and to ensure it fits within the scope of the Youth Council mission. A Request for Proposal (RFP) inviting organizations to submit a full proposal will be announced on or about December 14, 2009.

**The full proposals must be received by the Youth Council on or before 4:30 pm February 12, 2010.**

Applicants will be notified as to the status of their proposals by April 22, 2010.

### Proposal Review Process

Full proposals will be received and evaluated by independent reviewers. Reviewers rotate each year and are selected from professionals in the youth development/workforce development field, including youth. Recommendations for grant awards will be submitted to the Youth Council and forwarded on to the Baltimore Workforce Investment Board. The Baltimore Workforce Investment Board will review recommendations from the Youth Council and make the final determination of annual grant awards. Reviewers' comments are available upon request to applicants.

### Application Requirements

Eligible applicants are Community Based Organizations, Non-Profit and for Profit Organizations. The Youth Council will review proposals submitted by organizations that assume legal, fiscal, and administrative responsibility for approved grants and meet the following criteria:

- Serves one or more of the Department of Labor target populations. (See page 2)
- Provides services to Baltimore City youth
- Delivers education program for in school or out of school youth that includes employment.  
And/Or
- Delivers workforce Development programs that result in employment for youth.
- Offers Apprenticeship Program
- Provides academic and occupational assessment
- Provides 12 months of follow-up activity for youth enrolled in the program.
- Ensures a method is in place to deliver the 10 required WIA elements. (see page 2)

## Letter of Interest

The overall goal for the use of the federal Workforce Investment Act (WIA) Youth funds are to assist economically disadvantaged youth ages 16-21 to achieve major educational attainment, skill development and employment. Services must be designed and delivered in a manner that maintains focus on and is relevant to career development, job placement and educational attainment.

Please share the following in your Letter of Interest:

### Section I: Organization Information

- Name of organization, Address and Date Founded
- Mission of Organization
- Eligibility Confirmation
  - Confirmation of federal tax status
  - Currently in Good Standing with the MD Dept. of Assessments & Taxation
  - Tax ID number
  - Population Served
  - Describe how your organization provides direct services that will assist economically disadvantaged youth ages 16-21 to achieve major educational attainment, skill development and employment (use data as appropriate).
- Current Organizational Budget
- Grant Purpose
  - Please summarize in no more than two sentences, the purpose of the grant request. **For example: to support a comprehensive program for out of school youth that focuses on education and employment.**
- Specify the area in which your grant request falls
  - Education
  - Workforce Development
  - Employment & Training
  - Apprenticeships
  - Other(describe)
- Previous contact with and/or funding from the Baltimore Workforce Investment Board Youth Council (one or two sentences)

### Section II: Program Description

- Grant Duration Period
- Program Description
  - Program Design
    - Describe the program
    - Describe the target population, including demographics information and the number of people to be served annually over the grant duration period. (out-of-school youth, high school dropouts, runaway and homeless youth, youth in foster care, court involved youth, children of incarcerated parents, migrant youth, high risk/potential dropouts)
    - Explain how and to what extent this program will help to assist economically disadvantaged youth ages 16-21 to achieve major educational attainment, skill development and employment.
    - Explain how and to what extent this program will benefit the target population and result in measurable outcomes.
    - Describe how the target population has been involved in planning the project, if at all.
    - Describe how the project will incorporate the following WIA Elements: tutoring, alternative education services ,summer employment, paid and unpaid work experience, occupational skills training, leadership development, supportive

services, comprehensive guidance and counseling, follow-up services for at least 12 months and adult mentoring during program participation.

- Organizational Capacity
  - Briefly describe the overall programs and activities of your organization.
  - Describe how the organization is qualified to manage this program by commenting on demonstrated experience and existing infrastructure.
  - List any relevant awards, licenses and accreditation the organization has received.
  - List partnerships with other organizations.

### Section III: Budget Information

- Specific dollar amount of request
- Total cost of program
- Other funds already committed to this program, including internal funds and board support

### Section IV: Contact Information

- Contact Information
  - Full Name, Title
  - Mailing Address
  - E-Mail Address
  - Website

**Guidelines for Submitting a Letter of Interest:** Length - No more than three pages. Please do not include a cover letter. **Format:** Submit Letter of Interest on official letterhead, structured according to the four sections above. Font: Times New Roman or Arial, 11 point or larger; one inch margins, single spaced.

NOTE: Submission of a Letter of Interest **is not a pre-requisite to submitting a full proposal.** The Request for Proposal will be announced on or before December 14, 2009.

**Submit your three page Letter of Interest to:  
BWIB Youth Council  
C/o Mayor's Office of Employment Development  
101 W. 24<sup>th</sup> Street  
Baltimore, Maryland 21218  
Attn: Alice Cole**