



WORKPLACE PROJECT
REQUESTS FOR PROPOSALS

Requirements: All applicants must agree to the following:

1. We will send a 3 to 5 person team to the annual bidders' conference. One member of the team must be a teacher in a "Workplace Balance" CTE program.¹ (The FY2010 Workplace Balance Project Bidder's Conference is June 3, 2010 at the Lowry Conference Center, Denver, CO. Mileage/lodging expenses will be reimbursed for out-of-metro area teams.)
2. We will submit and share the relevant Leading Indicators Data (see scorecard) about the grant community during the bidders' conference held at the end of the year, if a grant is awarded.
3. We will provide one (1) industry volunteer to participate in reading and scoring proposals (September 9, 2010, 11:30 a.m. to 4:00 p.m., Lowry Conference Center, Denver, CO – mileage/lodging expenses will be reimbursed for out-of-metro area volunteers)

NAME OF FISCAL AGENT COLLEGE:

TOTAL DOLLAR AMOUNT OF PROPOSAL:

We agree to the above requirements; we understand the Mini-Grant Logistics; and we understand that Perkins rules and regulations apply to this mini-grant.

SIGNATURES:

Fiscal Agent's Perkins Contact:

¹ "Workplace Balance" CTE Programs are CCCS approved CTE programs for occupations or fields of work, including careers in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender comprise less than 25% of the individuals employed in each such occupation or field of work.

Printed Name & Title: _____

Signature & Date: _____

Fiscal Agent's Controller:

Printed Name & Title: _____

Signature & Date: _____

WORKPLACE BALANCE PROJECT MINI-GRANT LOGISTICS:

1. Submit one electronic copy by e-mail. Be sure a reply e-mail confirming receipt of the submittal is received.
2. Prepare the proposal in **Times New Roman font, 12 point, double-spaced**, with one inch margins and pages numbered on lower right corner.
3. The proposal cannot be any longer than **five (5) pages** plus the cover sheet.
4. E-mail the electronic copy to the Workplace Balance Project Coordinator (linda.forkner@cccs.edu) no later than close of business (**5 p.m.**), **August 27, 2010**.
5. The fiscal agent for the grant must be one of the Colorado Postsecondary Perkins eligible recipients (community college or technical college).
6. Grant awards will range from \$5,000 to \$20,000. Larger, sustainable projects are preferred. For larger grant requests, an expanded case for support is expected.
7. All grants must show how it integrates collectively with the entire State and the Workplace Balance Strategic Plan as a transformational movement.
8. Submit a letter of support from a business or identify a business you will work with if you are awarded a grant.
9. Awarded grants will be determined by September 30th and the recipient's Perkins contact will receive a mailed hard-copy Amendment to their Perkins Grant Agreement Letter *after* their Perkins Local Plan Award Packet has been received and approved.
10. Processes for this mini-grant will not be in the CTE Online System. The proposal should be e-mailed. The Amendment to the Perkins Grant Agreement Letter will be hard-copy mailed through regular mail to the attention of the Perkins contact for the fiscal agent college.
11. Vouchers to be used for requests for reimbursements of mini-grant expenses will be e-mailed to the fiscal agent's Perkins contact. Voucher submittals must be accompanied by the same support documentation as is required for Perkins grant voucher submittals. The mini-grant transactions must be recorded in a unique general ledger account, not intermingled with other Perkins grant funds. Federal rules and regulations applicable to Perkins grants apply to Workplace Balance Project mini-grants.
12. Proposal revisions after a grant has been awarded should be avoided. Since this is a competitive process, any revisions should be based on emergency situations only and any revisions to the proposal must be approved by the Perkins Director.
13. The required attendance at the year-end bidders' conference and submittal of the Leading Indicators portion of the Workplace Balance Project Scorecard constitutes the year-end reporting requirement for awarded grants.

WORKPLACE BALANCE PROJECT MINI-GRANT PROPOSAL:

<p>Proposal Outline:</p>			
<p>I. Community Action Plan (40 Points):</p> <p style="margin-left: 20px;">A. Brief summary of what you are going to do.</p> <p style="margin-left: 20px;">B. What evidence is there that this approach will work?</p> <p style="margin-left: 20px;">C. How is this innovative or how is this an evolution of current best practices?</p> <p style="margin-left: 20px;">D. How will you document and sustain positive outcomes of your action plan?</p>			
<p>II. State Action Plan: (30 Points):</p> <p style="margin-left: 20px;">What aspects of the Workplace Balance Project Strategic Plan does this proposal implement?</p>			
<p>III. Partnerships: (30 Points):</p> <p style="margin-left: 20px;">A. Who: External (e.g., secondary, other postsecondary institutions, industry) and/or Internal (e.g., different departments)?</p> <p style="margin-left: 20px;">B. How will the other partners be involved?</p>			
<p>IV. Budget – Please follow the same format that is used in Perkins Local Plans:</p>			
<p>Action Step Description (Do x to accomplish y.)</p>	<p>List Specifically What Item(s) Are Being Purchased for This Action Step</p>	<p>Category of Specific Items Being Purchased (Personnel, Equipment, Travel, Other)</p>	<p>Estimated Amount</p>
(Add rows as needed)			
		TOTAL:	

Be sure to include the Total Amount the Proposal is Requesting on this Budget form and on the Proposal Submittal Cover Sheet. (Subtotals by Category are not required.)