



The Fund for Workforce Equity is a project of

The Fund for Workforce Equity

Request for Proposals – APPENDIX A

Released – May 31, 2022

Submissions due – July 31, 2022

Submit all inquiries and applications to FWE@workforce-matters.org

# Appendix A: Application Package Requirements

**Application Checklist**

|  |  |
| --- | --- |
|  | Cover Page (see attached for template) |
|  | Narrative Proposal of up to 3,000 words |
|  | Project Budget and Budget Narrative, including any other sources of support |
|  | Organizational Budget for current fiscal year |
|  | Organizational Demographic Profile (see attached for template) |
|  | Professional bios for staff members/consultants who have a lead role in the implementation of the proposed project\*  |
|  | Written race, equity, and inclusion (REI) statements or commitments\* |
|  | Audited or unaudited financial statements\* |
|  | IRS Tax Exempt Status Letter\* |

\*Denotes item is optional and should only be submitted if applicable.

**Fund for Workforce Equity Application Cover Page**

1. **Organizational Information**

|  |  |
| --- | --- |
| Applicant Name: |  |
| Fiscal Sponsor (if applicable): |  |
| Address: |  |
| Website: |  |
| Executive Director/President/CEO Name: |  |
| Executive Director/President/CEO Phone: |  |
| Executive Director/President/CEO Email: |  |
| Primary Contact Person Name & Title: |  |
| Primary Contact Person Phone: |  |
| Primary Contact Person Email: |  |
| Federal Tax-Exempt ID Number (if applicable): |  |
| Amount Requested: |  |

1. **Brief description of funding request (1-2 sentences)**

|  |
| --- |
|  |

1. **Does your proposal target any of the Fund for Workforce Equity’s priority service areas, populations, or interests? (Check all that apply)**

|  |  |
| --- | --- |
| **Check all that apply** |  |
| California |  | New York City Post Secondary Institution serving young adults ages 14-30 |  |
| Cleveland/Cuyahoga County (OH) |  | Rural communities[[1]](#footnote-1)  |  |
| Southeast Michigan (Wayne, Oakland, Macomb, Washtenaw, St. Clair, Livingston, Monroe counties) |  | Offer digital skills and/or IT training |  |
| Northwest US (MN, IA, ND, MT, ID, WA, OR) |  | Serve immigrants and/or refugees |  |
| Western NY (Erie, Cattaraugus, Niagara, Orleans, Monroe, Wyoming, Chautauqua, Genesee, Allegany counties) |  | Serve opportunity youth/young adults |  |

1. **Do you permit Workforce Matters to share your proposal summary and contact information with interested funders in its network? Select one: Accept Decline**
2. **If awarded a grant from the Fund for Workforce Equity, do you consent to participating in the learning community and evaluation and to having your funded project documented and shared with the field? Select one: Accept Decline**
3. **By my signature below, I attest to our organization’s commitment to the goals of the Fund for Workforce Equity and to my support for this proposed project.**

**Signature Date**

**Name & Title**

## Narrative Proposal (Please limit to 3,000 words, or approximately 6 pages)

***Organization Description***

1. Please provide a brief overview of your organization’s mission and relevant workforce development programs and services.
2. Please provide an overview of who your organization serves (demographic info – race/ethnicity, age, citizenship/immigration status, geography, etc).
3. For organizations that provide direct services to individuals: Approximately what percentage of your organization’s clientele/participants are People of Color?

***Organizational Readiness to Engage in Racial Equity and Inclusion***

1. Please briefly describe the racial equity and inclusion (REI) work that your organization has undertaken to date.[[2]](#footnote-2)
2. What changes has your organization made as a result of this work?

***Experience Centering Worker and Learner Voice***

1. If you **have experience** centering worker and learner voice in your work:
	1. Please provide an overview of your organization’s current efforts to center worker and learner voices, particularly workers and learners of color.
	2. Please describe a recent example of how your organization worked to center worker and learner voice in designing and/or implementing workforce programs or policy.
		1. What was your approach?
		2. What did you change about your program or policy recommendations as a result, if anything?
		3. What did you learn about the process of centering and engaging workers and learners? What challenges did you face, and what will you do differently next time, if anything?
2. If you **do not have prior experience** centering worker and learner voice in your work:
	1. Please discuss your motivation and opportunity for engaging in this work at this time
	2. Please discuss how your organization has sought or used feedback (from any source) in the past and what you learned from those efforts.

***Proposed Project***

1. Please describe the work you would like to support with this grant funding.
	1. Is this a new project, or does it build on existing work?
	2. How will you center workers and learners of color in designing and/or implementing workforce programs or policies?
	3. Please describe the workers and learners you will engage in the project?
	4. What is the proposed project timeline?
2. Anticipated Impact
	1. What do you hope to learn?
	2. What will be different for your organization and/or for workers and learners as a result of the proposed work?
	3. How do you anticipate the work will be sustained or integrated after the grant term?
3. The Fund for Workforce Equity will support technical assistance offerings from grantees. Please select your top three areas of interest for technical assistance and learning:
	1. Human-centered design
	2. Journey mapping
	3. Gathering and applying feedback from workers and learners
	4. Community organizing
	5. Power building and power sharing
	6. Establishing worker/learner councils and advisory bodies
	7. Sustainability of grant-supported efforts
	8. Other – please specify

## Budget and Budget Narrative (not included in the word/page limit)

1. Please submit a line-item project budget. You may use your own template. Please be sure to list all relevant categories for which you are requesting support, including staff, contractors/consultants, participant honoraria/stipends/other compensation, other direct costs, and any indirect costs for which funding is requested. [Sample budgets can be found on Candid’s website.](https://learning.candid.org/resources/sample-documents/)
2. Please submit a brief budget narrative.
3. Please include the amount and sources of any additional funding for this work.
4. Please submit an organizational budget for your current fiscal year.

##

## Other Attachments (not included in the word/page limit)

1. \*Required\* A **demographic profile** of your organization’s board, leadership, and staff (see attached)
2. \*If applicable\* Brief **professional bios** for any staff members or consultants/contractors who may have a lead role in the implementation of the proposed project or for whom funding is requested.
3. \*If applicable\* Any written **race, equity, and inclusion (REI) statements** or commitments that the organization has adopted.
4. \*If applicable/available\* Financial Documents and Tax Status. We recognize that all organizations may not have the following. Please submit these documents if available or applicable:
	1. **Audited Financial Statements** for the most recent fiscal year, if available. If an audited financial statement is not available, applicants may submit unaudited financial statements or a financial statement review.
	2. **IRS letter** confirming your status as a tax-exempt non-profit organization. *Note: If your organization uses a fiscal sponsor, please provide a letter of support from the fiscal sponsor and the organization’s tax exemption letter.*



**Workforce Composition Survey**

*Adapted with permission from the Annie E. Casey Foundation*

Workforce Matters is a national network of grantmakers that draws on expert and practitioner knowledge and works together to strengthen workforce development philanthropy such that it empowers workers, learners, and job seekers to realize their full potential; dismantles inequities based on race, gender, ability, and other individual characteristics; and advances equitable education and employment outcomes for youth and adults.

As we launch our first collaborative funding initiative, the Fund for Workforce Equity, Workforce Matters is committed to intentionally incorporating diverse cultural experiences, perspectives and ideologies, with a particular focus on centering the voices and lived experiences of workers and learners of color.

Therefore, we are asking applicants and potential consultants to the Fund to complete the following Workforce Composition Survey.

The race, ethnicity and gender categories used in the survey follow those that the Equal Employment Opportunity Commission requires employers to use for reporting purposes. Workforce Matters recognizes these categories may not be inclusive or consistent with how people identify themselves; however, they are the only uniform way in which employers collect and report data. Workforce Matters will continue to review and consider modifying or expanding these categories in the future. If your organization uses additional categories when collecting workforce data, you may include this information as an attachment at the end of the survey.

Complete the survey for your organization as a whole, counting each person only once based on the individual’s primary role.

University systems, state agencies and large institutions should provide information only for the school or department that is applying for a contract or grant from Workforce Matters.

In a fiscal sponsor/agent relationship, the data should represent the ultimate beneficiary of a grant or contract from Workforce Matters.

Organizations may attach additional data on race, ethnicity and gender in their workforce if they collect data in categories beyond the ones presented.

For questions or assistance, email fwe@workforce-matters.org

Organization

DBA/AKA (if applicable)

Department (if applicable)

CEO/EXECUTIVE DIRECTOR

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male | Female | Non-Binary |
| White |  |  |  |
| Black or African American |  |  |  |
| Asian |  |  |  |
| Native Hawaiian or Other PacificIslander |  |  |  |
| Hispanic or Latino |  |  |  |
| American Indian or Alaska Native |  |  |  |
| Balance (or Other) |  |  |  |
| Total |  |  |  |

BOARD MEMBERS/TRUSTEES

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male | Female | Non-Binary |
| White |  |  |  |
| Black or African American |  |  |  |
| Asian |  |  |  |
| Native Hawaiian or Other Pacific Islander |  |  |  |
| Hispanic or Latino |  |  |  |
| American Indian or Alaska Native |  |  |  |
| Balance (or Other) |  |  |  |
| Total |  |  |  |

SENIOR MANAGEMENT LEVEL STAFF

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male | Female | Non-Binary |
| White |  |  |  |
| Black or African American |  |  |  |
| Asian |  |  |  |
| Native Hawaiian or Other PacificIslander |  |  |  |
| Hispanic or Latino |  |  |  |
| American Indian or Alaska Native |  |  |  |
| Balance (or Other) |  |  |  |
| Total |  |  |  |

PROGRAMMATIC/PROFESSIONAL STAFF

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male | Female | Non-Binary |
| White |  |  |  |
| Black or African American |  |  |  |
| Asian |  |  |  |
| Native Hawaiian or Other Pacific Islander |  |  |  |
| Hispanic or Latino |  |  |  |
| American Indian or Alaska Native |  |  |  |
| Balance (or Other) |  |  |  |
| Total |  |  |  |

ADMINISTRATIVE/CLERICAL/SUPPORT STAFF

|  |  |  |  |
| --- | --- | --- | --- |
|  | Male | Female | Non-Binary |
| White |  |  |  |
| Black or African American |  |  |  |
| Asian |  |  |  |
| Native Hawaiian or Other Pacific Islander |  |  |  |
| Hispanic or Latino |  |  |  |
| American Indian or Alaska Native |  |  |  |
| Balance (or Other) |  |  |  |
| Total |  |  |  |

**Approximately what percentage of your staff has been hired from the community you serve? \_\_\_\_\_\_\_\_\_\_**

**Please describe any efforts your organization makes to hire from the community you serve.**

1. For the purposes of this RFP, we are adopting the [USDA Economic Research Service guidelines](https://www.ers.usda.gov/topics/rural-economy-population/rural-classifications/) for “rural communities” or nonmetropolitan areas defined on the basis of counties. Nonmetro counties include some combination of open countryside, rural towns (places with fewer than 2,500 people), and urban areas with populations ranging from 2,500 to 49,999 that are not part of larger labor market areas (metropolitan areas). [↑](#footnote-ref-1)
2. This includes work that your organization has done to understand key concepts related to race and racism and the historical context of race and racism and how they show up in institutional and systemic policies, practices, and structures. It also includes work that your organization has done to identify, interrogate, and change policies, practices, systems, and structures such that they contribute to eliminating racial inequities and advance equity. [↑](#footnote-ref-2)