Project ACCESS : Accelerating Career Connections and Employment Success Strategies

College Proposal Template

Submission Instructions

1. Review the **Project ACCESS Request for Proposals** (RFP) carefully.

2. Draft your responses to the proposal questions in your downloaded **Project ACCESS College Proposal Template**. Please limit responses to 350 words per applicable item unless otherwise noted.

3. Prepare additional attachments: Two letters of support:

   a. A letter of support from your college president

   b. A letter of support from a critical partner, which could include an employer

4. All documents should follow the naming convention: College Name – Document Type (i.e. Proposal; President Letter; Partner Letter)

5. When ready, submit the following materials as attachments by **January 17, 2025**, to projectaccess@jff.org:

   a. Completed PDF Project ACCESS College Proposal

      i. Review your proposal thoroughly before submitting.

   b. Letter of support from college president

   c. Letter of support from a critical partner, which could include an employer

6. JFF will verify your submission electronically.

Proposal

Basic institutional information

Primary Contact at Institution

First name   Last name

Email address

Institution Address

Institution

Institution name

City   State

If your institution is a minority-serving institution (MSI), please select all appropriate designations that apply:

Historically Black Colleges and Universities (HBCUs)

Tribal Colleges and Universities (TCUs)

Hispanic Serving Institutions (HSIs)

Asian American and Native American Pacific Islander Serving Institutions (AANAPISIs)

Is your institution a Rural-Serving Institution?

Yes   No

Any other institutional designations *(optional)*

Participating institutions must be public community or technical colleges, which may include community colleges offering baccalaureate programs. Is your institution a public community or technical college?

Yes   No

 If no, your institution is not eligible for participation. If you have questions, please contact projectaccess@jff.org.

For the following, please enter the total number of students at your institution during the last full academic year (2023-2024) in each designated text box. If you do not have or do not collect this data, please enter NA into the specific text box.

Total enrollment (credit and noncredit)

Credit   Noncredit

Please disaggregate your institution total enrollment by the following categories if possible:

Gender Identity

Male   Non-Binary   Other gender identity
                                          not listed here

Female   Transgender

Race

White   Native Hawaiian or Other Pacific Islander

Black or African American   Two or more races

Asian   Other race not listed here

Native American

Ethnicity

Latine/Hispanic or Latino

Pell eligible students:

Full-time/part-time enrollment

Full-time   Part-time

Total six-year completion rate

Please enter six-year completion rates disaggregated by the following categories if possible. If you do not have or do not collect this data, please enter NA into the specific text box.

Gender Identity

Male   Non-Binary   Other gender identity
                                          not listed here

Female   Transgender

Race

White

Black or African American

Asian

Native American

Native Hawaiian or Other Pacific Islander

Two or more races

Other race not listed here

Ethnicity

Latine/Hispanic or Latino

Pell eligible students:

Program Information

1. What is the name and type of program with demonstrable success in connecting learners to paid work-based learning and/or quality jobs?

2. Does this program exist within a specific academic, technical, or workforce program/major/field of study at the college?

       Yes   No

   a. If yes,

      i. What is the name of the program/major/field of study?

      ii. Check all that apply:

         It is a required component of the program/major/field of study.

         Online students are eligible to participate.

         Hybrid students are eligible to participate.

         Online students are required to participate.

         Hybrid students are required to participate.

         Students complete the program during a particular point in their studies

         If so, when?

      iii. Please provide additional details as relevant.

      iv. Go to question 3 and then to question 4.

   b. If no, please skip question 3 and go to question 4

3. If you answered "Yes" to question 2, since this work-based learning or other related program exists within a specific academic, technical, or workforce program/major/field of study at the college, how many students have participated in the specific academic, technical, or workforce program/major/field of study over the last academic year (2023-2024):

Total enrollment

Please disaggregate by the categories below if possible. If you do not have or do not collect this data, please enter NA into the specific text box.

Gender Identity

Male   Non-Binary   Other gender identity
                                                  not listed here
Female   Transgender

Race

White   Native Hawaiian or Other Pacific Islander

Black or African American   Two or more races

Asian   Other race not listed here

Native American

Ethnicity

Latine/Hispanic or Latino

Pell eligible students:

Full-time/part-time enrollment

Full-time   Part-time

4. The next set of questions is concerning data on students served by your program that has demonstrable success in connecting learners to paid work-based learning and/or quality jobs:

    a. What is the total enrollment in your program for each of the last three academic years, or since inception?

        2021-2022   2022-2023   2023-2024

b. Please disaggregate your **participant data** for the program for the 2023-2024 academic year. If you do not have or do not collect this data, please enter NA into the corresponding text box:

Gender Identity

Male   Non-Binary   Other gender identity
                                                                            not listed here

Female   Transgender

Race

White   Native Hawaiian or Other Pacific Islander

Black or African American   Two or more races

Asian   Other race not listed here

Native American

Ethnicity

Latine/Hispanic or Latino

Pell eligible students:

Full-time/part-time enrollment

Full-time   Part-time

c. Please disaggregate your **completion data** for the program for the 2023-2024 academic year. If you do not have or do not collect this data, please enter NA into the corresponding text box:

Total completers

Please disaggregate by the categories below:

Gender Identity

Male   Non-Binary   Other gender identity
                                                                            not listed here

Female   Transgender

Race

White	Native Hawaiian or Other Pacific Islander
Black or African American	Two or more races
Asian	Other race not listed here
Native American	

Ethnicity

Latine/Hispanic or Latino

Pell eligible students:

Full-time/part-time enrollment

Full-time   Part-time

5. What are the current funding mechanisms for the program? What is the duration of this funding source? Please provide additional information about the sustainability of funding for this program.
   Please limit your response to 350 words.

Narrative
Please limit responses to 350 words for each item.

1. Describe your program including any and all:

   a. Work-based learning activities

   b. Career navigation services

   c. Short-term credentials (credit and noncredit), including certifications and one-year certificates that lead to labor market opportunity

   d. Increased professional social capital

   e. Other strategies that connect students to paid work-based learning and/or quality jobs

2. Describe your program theory of change and how participation in this initiative will advance progress toward key goals. Cite appropriate literature if possible.

3. How does this program align with your institution's overall strategy for connecting students to careers, including efforts to build inclusive pathways for students facing barriers to economic advancement e.g., learners who identify as Black or Latine?

4. How is the program having an effect/impact on the labor market, including employment outcomes? How would additional resources help to expand its impact and effectiveness?

Evaluation

Please limit responses to 350 words for each item unless otherwise noted.

1. What data do you currently collect about your program's impact, and how?

2. How do you know this program is effective in connecting learners to paid work-based learning and/or jobs that meet one or more of the criteria of quality jobs? Please include evidence that this program is effective in connecting community college learners to paid work-based learning and/or jobs that meet one or more components of quality jobs. In making your case, please reference any programmatic data on outcomes that you may collect including what is known about long- and short-term outcomes for your program's participants. Additionally, please include any relevant literature or outside research that supports the effectiveness of this type of program?

    Please limit response to 500 words.

3. As a part of this initiative, colleges will be expected to collect and report data on program applicants and participants, and potentially follow up with completers and those who have left programming. Data collection methods will include (but are not limited to) collecting administrative data and administering surveys to each of the groups mentioned above. Additionally, you may be asked to help JFF identify and recruit participants for qualitative interviewing and/or focus groups to delve deeper into topics of interest. Please list your staffing capacity to meet data collection goals.

    a. If you do not have full staff capacity to meet these goals, how do you plan to expand your capacity to do so (which can include use of these funds)?

Budget

Participating colleges will be granted a **$300,000 sub-award** to strengthen, expand, and scale effective institutional programs over a two-year period (awarded in two $150,000 installments in spring 2025 and spring 2026). Utilization of funds toward this goal will be determined by the participating college. For example, funds might be applied to support existing staff person(s) as they participate in the TA and community of practice; hire additional staff; strengthen partnerships; improve and expand robust data systems, including assistance fielding student surveys and focus groups; support activities that build social capital; improve wraparound supports; and/or address other program components.

Please use the template below to include a budget that indicates how the $300,000 in grant funds will be allocated. Grantees can charge up to 15% for indirect costs. Please estimate costs to the best of your ability. This budget is nonbinding.

See following page for further instructions on completing the budget template.

Item/Name	Total Amount
Personnel (Include FTE)	
Other Expenses	
Fringe Costs	
Consultants	
Conferences/meetings	
Travel	
Marketing and communications	
Participant support and stipends	
Project-specific supplies and technology	
Sub-grants	
Indirect costs (up to 15%)	
Other (please describe)	
Other Expenses Subtotal	
Total	

***Please note that you are not required to have costs in every line item and additional categories can be added under "Other" if necessary for the purposes of the proposal. Travel for up to two people per institution will be provided by JFF for the annual convening of the community of practice and should not be included in the budget above. The line items above refer to any other travel, conferences, and/or meetings aligned directly with the college's objectives in this project of strengthening, expanding, and scaling effective institutional programs that lead to paid work-based learning and/or quality jobs.

Budget Narrative

Please limit response to 350 words.

Please provide a budget narrative describing the proposed use of the total budget and the funds allocated to each budget line. Please explain how your college would utilize $300,000 over a two-year period to strengthen, expand, and scale your program(s).

Proposal Assessment

Proposals will be assessed based on demonstrated success, scalability potential, equity focus, data capabilities, strategic alignment with institutional goals and workforce needs, strength of partnerships (such as with employers and community organizations), and innovative approaches to connecting students with paid work-based learning and/or quality jobs.

Submission Checklist

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Doublecheck formatting on all documents before submission.

JFF will verify your submission electronically.

Thank you for your interest in this project and your investment in improving student learning and employment outcomes.

JFF

Building a Future
That Works
For Everyone