



Workforce Development Funding

Request for Project Proposals

Background:

The East End District's 2017-2020 Strategic Plan for Economic Development supports the expansion and retention of existing businesses and encourages entrepreneurialism and small business creation, including skills training and other education programs. To that end, the District allocates 3% of annual assessment revenue toward workforce development projects that benefit both workers and employers in the East End. The District is accepting proposals through July 31, 2019, from qualified organizations that have programs or projects that provide job skills training and/or job placement services that benefit East End workers and employers.

Funding Available:

The District's 2019 and 2020 workforce development budget is approximately \$162,000, or approximately \$81,000 each year, and may be apportioned to one or more qualifying organizations, as determined by the District's Board of Directors. Funds available for the second year may be higher or lower, depending on availability and as approved by the Board of Directors.

Eligibility Criteria:

- The program or project should have a two-year plan for workforce development, job skills training, and/or job placement services that will serve East End residents, workers, students, trainees and employers within the boundaries of the East End District.
- The program or project should have a detailed two-year budget with expenses designated for administrative costs and project costs, as described below. Administrative Costs exceeding twenty five percent (25%) of the total request will not be considered. Preference will be given to projects providing in-kind or match dollars (from other funding sources) to pay for administrative costs.
- **While it still may be considered, programs are discouraged from using these funds for currently funded and existing staff positions and currently funded and existing projects.**

Proposal Format: The submitted proposal must be no more than five (5) pages of narrative and a one (1) to two (2) page budget, for a maximum of seven (7) pages total. **Provide four (4) hard copies of the proposal and one electronic copy via USB.**

The narrative should include:

- Organizational history
- Mission statement
- Prior service and training in the East End
- Your organization's top three short-term priorities (priorities intended to be accomplished in the next five years)
- Description of the program for which you are requesting funding, which should include a description of how this program effectuates your organization's short-term priorities
- Demographics (e.g., ethnicity, gender, income level) of the students and trainees anticipated to participate in the program (if the program has prior student or trainee participation please indicate that and provide historical demographics) and a description of how your organization provides equal opportunity programming
- Description of how you intend to measure the return/impact of the program for which you are seeking funding, including what key performance indicators and each respective measure you anticipate establishing to evaluate program success
- How the dollars will impact students or trainees and attract or retain resources into the East End
- Whether your entity or another entity is providing funds to the program and whether you anticipate any matching funds tied to those contributed by the East End District

The program budget should include:

- Revenues by year
- Expenses by year, with line items for:
 - Administrative costs
 - Projects costs (e.g., costs of equipment, materials)
 - Dollars **directly** provided to students/trainees

Final Report:

A final report will be required at the conclusion of the grant to include a presentation to the East End District Board of Directors. The final report should include an accounting of expenditures, key performance indicators, and measures of the key performance indicators. The final report may be presented at a mutually agreed upon date and no later than September of the fiscal year in which funding concludes.

Timeline:

- Project proposal submission deadline is **2:00 pm Wednesday, July 31, 2019**
- Proposal under review August 1 – August 15, 2019
- Award recommendations to East End District Board, Thursday, August 22, 2019
- Funding announcement on website will be **Friday, August 23, 2019**

Proposals will be accepted through July 31, 2019, 2:00 p.m. No late proposals will be accepted. No extensions will be granted, unless otherwise approved by the District and made available to all potential applicants.

Deliver or mail four (4) physical copies of the proposal and one electronic copy via USB drive. Mailed submissions **must be received** on or before the above deadline. **Submissions received by mail after the deadline will not be considered.**

Mail or deliver to:

East End District
Veronica Gorczynski
Workforce Development Proposal
3211 Harrisburg
Houston, Texas 77003

Questions should be submitted in writing via e-mail to Veronica@EastEndDistrict.com

Submissions by email WILL NOT be accepted.