# Attachment A | Request for Applications

ASPIRE Capacity Building Grants

| ORGANIZATION CONTACT INFORMATION | |
|---|---|
| Name | |
| Address | |
| **City, State, Zip** | |
| **GRANT ADMINISTRATOR CONTRACT INFORMATION** | |
| Name | |
| Title | |
| Email Address | |
| Phone Number | |
| **FISCAL REPRESENTATIVE CONTACT INFORMATION** | |
| Name | |
| Phone Number | |
| Email | |
| **AUTHORIZED SIGNER FOR AGREEMENT** | |
| Name | |
| Title | |

Respond to the following questions or statements. Stay within the max word count; additional words will not be considered or read.

| Project Abstract (max 100 words): 5 points<br>Summarize your project |
|---|
| |

**Need to be Addressed (max 300 words): 10 points**
- In determining the need for the project, the evaluation committee considers the following factors:
    - The magnitude or severity of the problem(s) to be addressed. (Examples: As measured by the described: Access gap, multilingual service needs, low FAFSA/ORSAA completion, low to no college/postsecondary training access/completions, etc.)
    - The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project.
    - Cite appropriate references to data used in the application.

**Organizational Background and Capacity (max 200 words): 10 points**
Describe your organizations capacity to successfully implement this project. Include evidence of past successes, past work with specific populations to be served, evaluation strategies, and other evidence to support your organization's ability to do this work.

**Project Plan/Timeline (max 500 words): 20 points**

- Provide a detailed description of your proposed project, including its goals, objectives, activities, timeline, and budget. How will you include FAFSA/ORSAA outreach and working with OSAC? Feel free to choose from this list:

  - Create/expand career and college readiness center
  - Financial aid support (presentations, events, scholarships & grants)
  - FAFSA/ORSAA completion
  - Work with students and families
  - Visits to colleges/universities
  - Attend career and college fairs
  - Mentoring (one-to-one, group, peer, class, staff/community volunteers, etc)
  - Assist students return to college who have previously stopped out (adult learners/returning students)
  - Other

- Define "success" in the context of this project.
- Describe how you will measure success for this project. Please provide examples of measurables (qualitative/quantitative data).
- Is this work you are currently doing and/or are you proposing new programming and services? If you are expanding a pre-existing project, please explain in detail how these funds will enhance/improve the work.
- Identify any technical training or informational support that will be needed from OSAC and the HECC during the time period of the project and ongoing post-grant window.

.

**Partnerships (max 300 words): 10 points**
- List the key partner organization(s) that will be directly involved in the proposed project/program and for each key partner, please answer the following prompts:
    - How will the partners contribute to the program's ability to identify, engage, and/or serve students?
    - How will the contributions of these partners aid in identifying, engaging, and/or serving students?
- List all current community-based organizations and other partners currently involved with your organization and describe what their level of involvement would be in this project.
- List any other partners you would like to engage in this work:
    - Local Community College
    - Four-year college/university
    - Civic Organizations (Rotary, Lions, Elks, Kiwanis, etc)
    - Chamber of Commerce
    - Business/industry (career presentation, mentoring, tours, job shadow, etc)
    - Trade organizations/unions
    - Student groups
    - Community-based organizations
    - College Access Programs
    - Other

**Cultural Competency (max 300 words): 15 points**
Please address the following prompts in your response:

- Identify how your proposed services and activities will address the needs of underserved students, with attention to barriers and disparities faced by these individuals.
- Indicate if these services and activities are based on or aligned with promising practices, evidence-based practices, and/or cultural practices, or otherwise designed for these individuals.
- How does the program ensure safe, affirming, and inclusive spaces for all participants?
- How will you solicit and incorporate participant feedback into program design and delivery?

**Budget Narrative (max 300 words): 5 points**

- Costs and Justification: Explain how you estimated the costs for each budget item and justify the costs.
- Itemization: Itemize your budget sufficiently. Each budget item should be clearly identified and described.
- Reasonableness: Ensure that your budget is reasonable in relation to the proposed project. Consider the scope of the project, the resources required, and your organization's capacity when developing the budget.
- Sustainability: List efforts your organization will undertake, post-award period to sustain FAFSA/ORSAA completion efforts, and postsecondary education access and success.

**2024-2025 ASPIRE Capacity Building Grant Proposed Itemized Budget**

| Program Name: | | |
|---|---|---|
| **Expenses*** | **Amount Requested** | **Description/Justification** |
| Salaries and Benefits | | |
| Equipment | | |
| Materials and Supplies | | |
| Meetings/Events | | |
| Participant Support Costs (stipends, travel, fees, etc) | | |
| Travel | | |
| Other Goods and Services | | |
| | | |
| | | |
| | | |
| | | |
| **TOTAL GRANT BUDGET** | $ | |

*add additional items in the blank cells under Expenses