



Solicitation for Planning Grant Proposals Working Checklist

PROPOSAL CONTENTS

- Cover page template, which includes the requested budget amount and signature
- Letter of application, signed by an authorized individual
- Table of Contents
- Executive Summary
- Proposal Narrative
- Management Plan (Project Management Plan and RJP Membership List)
- Budget Narrative and Budget Form
- Assurances Page
- Fiscal Agent Form
- Certificate of Good Standing

FORMAT

- One-inch margins
- Numbered pages
- At least 1.5 line spacing and 12-point font; charts may use single spacing and 10-point font

FINAL PRODUCT

- Two originals and four copies of the proposal submitted in hard copy, with one electronic copy on a USB flash drive or CD
- Standard size (8 ½" x 11") paper of regular weight
- Cover sheet (Appendix A) must be the first page of the proposal
- Application, excluding proposal cover sheet and other appendices, may not exceed 20 pages

HOW TO SUBMIT

Proposal submissions must be received in hand by a Real Jobs RI staff member at the RI Department of Labor and Training, 1511 Pontiac Avenue, Cranston, RI 02920. All proposals will be time and date stamped. Submissions must arrive no later than 3:00 P.M. Local Time on Friday, July 3, 2015, in order to be considered. If the proposal submission is mailed, it must be postmarked no later than 3:00 P.M. Hand delivery is preferred.

Refer to Section 4 of the "Proposal Submission Format" document for details on formatting and number of copies required. Proposals may not be submitted by e-mail or facsimile.

DEADLINE FOR QUESTIONS

All questions should be submitted via email to DLT.REALJOBS@DLT.RI.GOV no later than Friday, May 29, 2015 at 5:00 P.M.

Questions will be answered in a timely manner. All questions and answers will be posted to the Real Jobs RI web site (www.dlt.ri.gov/realjobs).

REAL JOBS

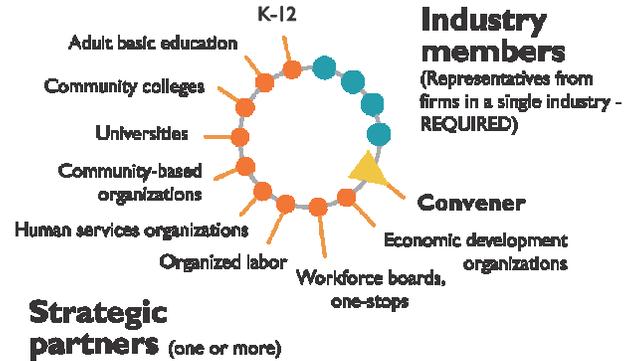
Rhode Island

Employers'
workforce
needs
drive the
solution

How will it work?

Real Jobs Partnerships will provide the framework for business-led workforce strategies and solutions. Through a networked approach, Real Jobs RI will:

- determine the specific needs of employers;
- convene the necessary partners to provide strategies and solutions to address workforce demands; and,
- provide skills training and resources to meet labor force needs.



What's expected of me and my company?

Real Jobs Partnerships must take root in the industry itself. The Department of Labor and Training will seek to have partnerships in all of Rhode Island's most critical industries, but these collaborations start with **YOU**.

April 2015: Solicitation for Planning Grants/Proposals opens — Seed grants, up to \$25K, to plan partnerships and initial workforce strategies.

July 2015: Solicitation for Planning Grants/Proposals closes

July 2015: Planning Grant Awards announced

July 2015: Solicitation for Implementation Grants/Proposals opens — Development grants, up to \$150K, to implement the proposed partnership plan.

October 2015: Solicitation for Implementation Grants/Proposals closes

November 2015: Implementation Grant Awards announced