



REAL JOBS RI IMPLEMENTATION GRANT PROPOSAL WORKING CHECKLIST

- Cover Page (**APPENDIX A**): Signed by Lead Applicant (Original Signature only)
- Letter of Application: A one-page 'cover letter' signed by Lead Applicant that provides a brief introduction to the Proposal and describes the commitment of each partner to the success of the partnership
- Table of Contents
- Executive Summary: A clear and concise outline of the Proposal that should not exceed one page
- Proposal Narrative: A description of the need for an Implementation Grant, as well as a detailed description of required elements listed in (**APPENDIX B**).
- Data Source List (**APPENDIX C**): A listing of the various 'hard' (published reports, Labor Market data, etc.) and 'soft' (surveys, employer interviews, etc.) data used in the proposal
- Membership List and Subgrantee Information (**APPENDIX D**): Information detailing each of the members of the Real Jobs Partnership as well as information for each subgrantee that may receive Implementation Grant funds
- Workforce Training Module Overview (**APPENDIX E**): A brief description of each proposed Training Module, including the module's name, the training that will be provided, the anticipated number of trainees, expected outcomes, and timeframe
- Workforce Training Module Template (**APPENDIX F**): A more detailed description of each individual training module listed in the Module Overview, including:
 - A **NARRATIVE** description of the Training Module, the skills that will be obtained, the goals of the training, and a description of who will be providing the training; and
 - **PROJECTED TRAINING OUTCOMES** describing the expected outcomes such as the number of participants that completed training, the number obtaining employment, and the expected hourly wage of employed participants
- Participant Template (**APPENDIX G**): A description of how participants will be recruited, screened, or otherwise entered into the training, as well as any support or job placement services/programs that will be included
- Budget Summary and Narrative Form (**APPENDIX H**): A detailed budget, and accompanying narrative for the Implementation Grant proposal
- Assurances Form (**APPENDIX J**): Signed by Lead Applicant (Original Signature only)
- Fiscal Agent Form (**APPENDIX K**): Completed and signed by Fiscal Agent (Original Signature only)
- [If Applicable] Documentation of any necessary approval (and/or exemption from approval) for training
- FOR LEAD APPLICANT:
 - Certificate of Good Standing: An official document from the Rhode Island Division of Taxation that indicates Lead Applicant is in good standing with the Division of the date on the certificate
 - Most recent two years' audited, reviewed or compiled Financial Statements. If the Lead Applicant is a community college or state agency, a web link to audited financials may be provided in lieu of a hard copy
 - F.E.I.N Number
 - W9 Form
- Letters of Commitment/Intent for ALL PARTNERS that clearly states what they will contribute to the Project (including in-kind and/or financial resources) and how they will participate in the implementation of the workforce training plan and/or other activities.
- Resume(s) of Project Manager and Key Personnel
- Resume(s) of any Faculty or Training Providers (organizational resumes accepted)