Middle Skills Internship Program Development

Building Sustainable Middle Skills Internship Opportunities for Manufacturing, Engineering, Energy, Information Technology and/or Health Care students

Request for Proposals

SUBMISSION DEADLINE

12:00 pm (noon, MST)
Monday December 5th, 2016

www.sfaz.org

Terms of Reference While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Arizona (SFAz). SFAz Terms and Conditions shall govern the administration of SFAz grants and awards to the exclusion of this and any other oral, written, or recorded statement.
Middle Skills Internship Program Development

Assisting Community Colleges and/or Joint Technical Education Districts develop Middle Skills Internship Programs for their students.

Introduction

Science Foundation Arizona (SFAz) is pleased to release this Request for Proposals (RFP) with the generous support of the JPMorgan Chase Foundation. The RFP is designed to assist institutions Community Colleges (CC) and Joint Technical Educational Districts (JTED), develop and/or expand high quality sustainable internship programs for students in manufacturing, engineering, energy, information technology and health care certification or degree programs. These internship programs are seen as important opportunities for enhanced student learning and for institutions to connect and establish stronger ties with their local employer base of businesses and industries.

SFAz is a 501(c)(3) non-profit organization initiated in 2006 by the Greater Phoenix Leadership Inc., Southern Arizona Leadership Council and the Flagstaff Forty in conjunction with the executive and legislative branches of state government. SFAz serves as a catalyst for knowledge-based jobs and economic diversity through oversight of research, development and education grants to education and other non-profit research performing institutions. For more information, visit www.sfaz.org.

Objective

The objective of these awards of up to $20,000 is to provide (a) seed funding to the selected institutions to help build the necessary connections with local business and industry partners, (b) support to students with modest stipends during their internship period and (c) businesses and industry partners risk free opportunities to becoming acquainted with both the educational institution and the calibre of students coming through their programs. The goal for each awardee is to build a successful internship program where their business and industry partners recognize the value proposition of continuing to sustain their local program once the grant period has ended.

Tools available to institutions as they plan and build their proposals and programs include Science Foundation Arizona’s STEM Pathways Guide (http://www.sfaz.org/stem-...
pathways/ and the Pima County One Stop’s Internships 101, A Business Friendly Toolkit (http://leadlocal.global/internships101/) developed in partnership with LeadLocal.

SFAz encourages CCs and JTEDs to submit proposals with creative and innovative ideas. If collaboration between institutions would strengthen a proposed program then it is strongly encouraged. It is strongly recommended that business and/or industry partners be included in building the proposal and that their letters of intent to host interns are included with each proposal submission.

Award

Funding per award is up to $20,000 to build a new and sustainable internship program or to enhance a current program. The funding can be used primarily in support of an Industry Coordinator and stipends for students during their internships with local companies.

The funding period is 9 months from January 9, 2017 to October 8, 2017. Progress reports are required each quarter and final narrative and expenditure reports are due by October 30th, 2017, 22 days after completion of the funding period. The final report must describe the progress made against the proposed project goals, program outcomes, plans to sustain the program, and include an accounting of all the expenses incurred.

Proposals are due Noon (MST), Monday, December 5th, 2016.

The Principal Investigator (PI) will be notified of the results by January 9th, 2017.

SFAz anticipates making up to five (5) awards.

Required Elements of each Program

- Programs designed in support of students studying for degrees or certifications in the middle skills growth sectors of manufacturing, engineering, energy, information technology and/or health care.
- Institutions and the partnering business or industry groups provide cohorts of students the opportunity to intern for pre-determined and significant periods over at least one semester.
- Each program is expected to have reached a point in its development where there is a high probability that partnering companies assume the costs of supporting the students while they intern and each institution has committed to the on-going support and growth of their programs.
- Plans to validate each new program by gathering and analyzing supporting data and metrics, tracking and measure progress should be included.
- Hosting program progress reviews with SFAz program officer / evaluator and industry partners is required.
Eligibility

Eligible applicants are Arizona Community Colleges and JTEDs with established and successful Career and Technical Education (CTE) programs and initiatives leading students toward industry-recognized credentials, certifications and/or degrees, in the middle skills growth sectors of manufacturing, engineering, energy, information technology and/or health care.

PIs may be the Program Directors from JTEDs or the CTE Deans of Community Colleges, or other individuals with comparable positions. The Resume of the PI must be included in the application.

Each proposal requires signed authorization by the appropriate and recognized institutional authority responsible for external grants and funding.

Proposal Review

Eligible proposals will be reviewed by a panel of out-of-state experts. The proposals that emerge from this competitive review process with the greatest potential for success will be submitted to the SFAz Board of Directors for final review and approval.

Proposal Format and Content

Format
• Font: Arial, Times New Roman, Calibri or Cambria
• Point Size: 12-point
• Margins: 1-in on all sides
• Project Description- maximum number of pages: 5

Cover Page (Cover Page Template – Appendix 1), does not count toward the 5-pg max for Project Description
• Provide name of leading institution (JTED or Community College) and its EIN and address.
• Provide Principal Investigator's name (CTE Director or CTE Dean or comparable individual), phone and email address.
• List the name(s) of partnering school(s), JTED(s), and/or Community College(s) and industry partners, on a separate sheet and include the appropriate contact person at each partnering institution.
• Provide name and signature of the appropriate and cognizant institutional authority responsible for external grants and funding for the submitting organization.
Abstract (Max 250 words)
Provide a summary of the proposed work in “layman” terms (no jargon) that makes clear what you propose to do and outline specific outcomes including the number of students to be impacted by the program.

Project Description
In a maximum of 5 pages describe the following:

- Need for the proposed project.
- Past Experience demonstrating,
  - Success in producing students with middle skills credentials in manufacturing, engineering, energy, information technology and/or health care over the past year (and up to two previous years if possible). Provide data in a table as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Sector Area</th>
<th>Degree or Certification Name</th>
<th>Number Credentials Awarded</th>
<th>Job Placement Rate</th>
<th>Average starting salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>Manufacturing</td>
<td>NIMS 1</td>
<td>5 students</td>
<td>80% (4/5 students were hired into a job)</td>
<td>$37,000</td>
</tr>
<tr>
<td>Etc.</td>
<td></td>
<td></td>
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</table>

- Success in building local business and industry connections and collaborations.
- If the institution has had experience building an internship program in the past please provide a description of it, indicating the success of the program and lessons learned. Highlight what would be done differently in the new program.

- Proposal
  - Highlight the specific middle skills growth sector(s) that will be the target of the internship program.
  - Detail how this target group fits into local business/industry needs for these skill sets.
  - Provide details of the proposed internship program, how it will be coordinated, built, students recruited and supported during their internship period.
  - Proposed number of student interns and their timing, qualifications of students and the alignment of their skills with specific industry requirements.
  - Details of how the relationships with industry and/or business partners will be built and managed.
  - Describe how the internship experience will enhance the employability of the students.
  - Program Timeline.
  - Budget Justification.
  - Letters of intent to participate in the internship program from businesses
and/or industry partners.

- Personnel Experience:
  - Principal Investigator name and experience working successfully with students and the pathways concept for middle skills.
  - Principal Investigator, Resume
  - Other personnel including the Industry Coordinator participating in the proposed project.

- Demographic Description of submitting and, if applicable, partnering institution(s), business and/or industry partners including:
  - Ethnic percentages and poverty levels
  - Other information deemed appropriate

- List other non-federal grants that your school or district has that are related to this proposal.

- Budget Information (Submit a budget justification for each line item)

Use the budget sheet (Appendix 2) to report your proposed budget. Also available on the SFAz website at [http://www.sfaz.org/grant-opportunities/](http://www.sfaz.org/grant-opportunities/)

**Electronic Submission**

**Application Submission Deadline:**

**12:00 pm (noon, MST)**

**Monday December 5th, 2016**

**proposals@sfaz.org**

If necessary, hard copy submissions delivered to:

Middle Skills Internship Program Development
Science Foundation Arizona
400 E. Van Buren St., Suite 300,
Phoenix, AZ 85004

For questions please contact Dr. Mary O’Reilly, moreilly@sfaz.org
# APPENDIX 1

## PROPOSAL COVER SHEET

<table>
<thead>
<tr>
<th>Science Foundation Arizona</th>
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<tbody>
<tr>
<td><strong>2017 Middle Skills Internship Program Development</strong></td>
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</tbody>
</table>

## 1. TITLE OF PROPOSAL (15 word limit)

## 2. APPLICANT/PRINCIPAL INVESTIGATOR*

<table>
<thead>
<tr>
<th>2a. PRINCIPAL INVESTIGATOR NAME</th>
<th>2b. EMPLOYER ID NUMBER (EIN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2c. INSTITUTION NAME</td>
<td>2d. MAILING ADDRESS</td>
</tr>
<tr>
<td>2e. TITLE</td>
<td>EMAIL ADDRESS</td>
</tr>
<tr>
<td>2f. DEPARTMENT</td>
<td>FAX</td>
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## 3. BUDGET

<table>
<thead>
<tr>
<th>3a. REQUESTED BUDGET ($)</th>
<th>3b. GRANT TERM (YEARS)</th>
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</thead>
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## 4. OFFICIAL FISCAL AGENT SIGNING FOR APPLICANT ORGANIZATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization Name</th>
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<tbody>
<tr>
<td>Title</td>
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<tr>
<td>Tel</td>
<td>Fax</td>
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<td>Email</td>
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4a. I certify that the statements herein are true, complete and accurate to the best of my knowledge. I confirm acceptance of and agreement with the SFAz Terms and Conditions of Grants & Contracts including that this applicant organization affirms and ensures the applicant principle investigator(s) meets SFAz eligibility requirements and the project is in full compliance with the SFAz Terms & Conditions.

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<thead>
<tr>
<th>SIGNATURE OF OFFICIAL NAMED IN 4</th>
<th>DATE</th>
</tr>
</thead>
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