

Career Connected Learning Funding Opportunity



HAWAI'I COMMUNITY
FOUNDATION

Online Application Deadline: Monday, June 6, 2022, 4:00 p.m. HST

OVERVIEW

This Funding Opportunity is for organizations serving the communities of Hawai'i Island.

Because of Hawai'i's very high cost of living, shortage of affordable housing, and the difficulty in finding living wage jobs, many families throughout Hawai'i struggle to make ends meet. Too many of our young people believe they must leave these islands to make a decent living, and many do leave. Many who stay here end up holding down 2 or 3 lower wage jobs, live with extended family, or exist paycheck to paycheck.¹

Yet at the same time, many employers in Hawai'i have a hard time recruiting and hiring qualified local candidates for higher wage jobs. Although most would prefer to hire employees from the community, they end up hiring applicants from outside the state. This carries a risk of turnover and workplace instability because the adjustment to island living and local culture can be difficult for those who have never lived here, with no family connections.

Unfilled living wage jobs in our communities can be found in industries such as healthcare, information technology, or the skilled trades. There is a growing need in other disciplines that build community resilience, such as agriculture and local food production, education, mālama 'āina (caring for the land), mālama i ke kai (caring for the ocean), alternative energy, and climate change mitigation. One important common denominator to work in these fields is training in one or more STEM fields (**S**cience, **T**echnology, **E**ngineering, or **M**athematics).

The Hawai'i Community Foundation (Foundation) created the Career Connected Learning grant program in 2015 to help address this gap by supporting greater access to STEM learning that is tied to actual career opportunities in local communities. Building career pathways to living wage jobs for our youth and emerging workers where they live can help reduce outmigration of young talent while strengthening local employers with a stable qualified local workforce.

In the 7 years since CCL started, grantees on Hawai'i Island have developed robust grassroots programs in two age categories, kindergarten through 8th grade (K-8) and 9th grade to early career (9th+). K-8 grantees have inspired young hearts and minds to explore the possibilities of meaningful local careers. 9th+ grantees have focused older youth and young adults on curriculum paths and skill building that can lead to local jobs or college majors in STEM fields

¹ For more information, see "*ALICE in Hawai'i: A Financial Hardship Study*" (ALICE stands for **A**sset **L**imited, **I**ncome **C**onstrained, **E**mloyed) by Aloha United Way:

https://www.unitedforalice.org/Attachments/AllReports/2020ALICEReport_HI_FINAL.pdf

that are needed in the local workforce. Both groups of grantees have built relationships with local employers who willingly offer direct learning opportunities about their work, ranging from classroom presentations or field trips to local worksites to more intensive individual internships and mentoring. Many programs serve students who otherwise lack access to such opportunities because of geographic isolation, culture and language differences, poverty or homelessness, or adverse childhood experiences. Much of this good work is done with the help of existing learning tools and resources, many developed locally through the University of Hawai'i, the Department of Education, the Chamber of Commerce, workforce development organizations, and others.

To strengthen and build on this past work, preference will be given to past CCL grantees who do most or all of the following:

- Continue to operate STEM learning and career pathway development programs that serve students directly, in either the K-8 or 9th+ categories.
- Have strong community partnerships and networks collaborating towards the same CCL goals. Applicants are encouraged to consider submitting joint proposals with other CCL grantees where each partner contributes unique knowledge, skills, or connections to a collaborative effort. Well-conceived collaborations will have preference.
- Include student development of age-appropriate employability skills commonly cited by local employers as core competencies to work in their organizations (for example, proper dress, verbal and written workplace communication skills, timeliness, initiative, work ethic, office computer skills, etc.)
- Provide STEM career pathways that create opportunities for students and emerging workers who lack access to such opportunities because of geographic isolation, culture and language differences, poverty or homelessness, or adverse childhood experiences. This can include filling existing needs in Hawai'i Island's education-to-career pathways that are not provided by other organizations in their communities.

Applicants who are new to the CCL program and meet the criteria of this Funding Opportunity will be considered.

The Foundation's intention is to provide selected grantees with 2-year grant awards covering the 2022-23 and 2023-24 school years. The second year of the grant will be contingent on availability of funds and Foundation's approval of a grantee progress report for the first year of the grant.

Long-term Goals of the CCL grant program:

- More Hawai'i Island students are inspired by local STEM-related career opportunities and gain the training they need to build STEM career pathways and find fulfilling, living wage jobs in their own communities.
- More Hawai'i Island employers help to build career pathways to needed STEM-related jobs and find qualified local talent for those jobs.

ELIGIBILITY & REQUIREMENTS

Only applications satisfying all of the following eligibility requirements will be considered:

- The applicant must be one of the following:
 - A Hawai'i non-profit organization with 501(c)(3) tax-exempt status and in good standing, or
 - Submitting an application through a fiscal sponsor that is a non-profit organization with 501(c)(3) tax-exempt status and in good standing, or
 - A Hawai'i public school, including subdivisions of the Department of Education (DOE), DOE authorized charter schools, or the University of Hawai'i.
- Applicant organization must have headquarters physically located on Hawai'i Island or have program staff residing on Hawai'i Island providing direct services.
- Has provided the services proposed for this grant for at least 2 years prior to the application.
- Organization is in good standing with the Hawai'i Community Foundation, with no past due final reports for any Foundation grant program.
- For current (calendar year 2022) CCL grantees only: you may still apply for this 2022-23 Funding Opportunity, which is timed to coincide with the 2022-23 school year. Your application must explain how the new 2022-23 grant, if awarded, will be implemented separately or in conjunction with the activities supported by the current grant.

APPLICATION PROCESS

Online Application

This application is available for online submission. Beginning January 2022, the Hawai'i Community Foundation transitioned to a new Grants Portal. New users may register for an account here https://hawaiicf.smartsimple.com/s_Login.jsp. Registered users may log in to their account to submit an application. Please give yourself adequate time before the submission deadline to access the system and familiarize yourself with the application process and requirements.

Instructions

- Only complete and timely applications will be accepted.
- The online application has fillable boxes with character limits. The character counts in MS Word may not match the character counts in the application. If you cut and paste your work into the application, please be sure your text fits the space provided.

ORGANIZATION PROFILE

As part of the online application your organization profile must be certified prior to submission of grant applications and must be certified annually. Information needed to complete your organization's profile includes, but is not limited to, the following:

- IRS 501(c)(3) determination letter (not required if previously applied to the Foundation or if applying through a fiscal sponsor)
- Number of full-time and part-time employees, and regular volunteers

- Organization Mission
- Service Location(s)
- Types of services provided – including age, gender, and target populations served
- Financials – including, income statement (or profit/loss statement) and balance sheet for the most recently completed fiscal year, and annual operating budget for the current year
- Board of Directors List

APPLICATION

The CCL online application consists of 4 tabs. Information needed to complete your application includes, but is not limited to the following:

1. Program Overview:

- Using the drop-down menus in this part of the application, provide general information and characteristics about your current or proposed Career Connected Learning program, including program title, duration, area of interest, program location(s), ages and genders served, and the CHANGE sector(s) your program most closely aligns with. (Most likely your program will be in the E-education or C-community and economy sectors, but other sectors can be identified if they fit better with your work.)
 - For more information about the CHANGE framework, please visit our website <https://www.hawaiicommunityfoundation.org/change>.
- If you are applying through a fiscal sponsor, you will be asked to identify your fiscal sponsor. Please note, your fiscal sponsor must first be registered in the Grants Portal prior to submitting your application.

2. Program Information:

- **Organization Description:** Describe your organization's opportunities and challenges to achieve the proposed results with your Career Connected Learning program. *(Maximum 2,500 characters = ¾ page)*
- **Executive Summary:** Provide a brief but concise summary of your proposed CCL program. This executive summary may be used for different purposes, including your organization's external communications, to describe the program should a grant be awarded. Although the default character maximum for this section is 2,500 characters, a two or three sentence summary should suffice. *(Maximum 2,500 characters = ¾ page)*
- **Problem or Opportunity:** Describe the CCL-related need or opportunity you are trying to address in your community and why this is critical. *(Maximum 3,000 characters = ¾ page)*
- **Program Activities:** Describe the activities that will be completed to address the need/opportunity. Explain why you chose this approach. If you are submitting a joint network application with other partner organizations, identify each partner and explain each partner's expertise and role in the grant-funded work. Describe how your project aligns with CCL priorities and goals. If your CCL activities will utilize any existing third-party curriculum, learning framework, or online career

connection tool, please identify it and explain why you chose it. (*Maximum 3,500 characters = 1 page*)

- **Expected Results:** Describe what you hope to achieve over a 2-year grant term and how you will measure the effectiveness of your program. (*Maximum 3,500 characters = 1 page*)
- 3. Budget:** Provide your total organization budget amount, the amount requested through this application for a two-year grant, and upload a copy of your organization's budget, showing income and expenses, indicating sources of income that are pending and secured. A budget for the proposed CCL grant program is not required. Grant awards can be used in the discretion of the organization's management so long as they support the proposed CCL program.
- 4. Support Documents & Certification:** Upload any additional required documents as listed in the application guidelines.

ADDITIONAL REQUIRED DOCUMENTS

- For applicants submitting a joint application with other partners, submit documentation of each partner's commitment to participate if the grant is awarded (options could include a confirming letter, memorandum of understanding, board resolution, or other documentation).

FISCAL SPONSORS

- Resolution by fiscal sponsor's board of directors authorizing fiscal sponsorship
- Fiscal sponsor's agreement form
Both forms can be found at: <http://www.hawaiicommunityfoundation.org/grants/fiscal-sponsor-materials>
- Fiscal sponsor's IRS 501(c)(3) determination letter

RESOURCES

In previous versions of this grant, the CCL requests for proposals included recommended lists of third-party resources and best practices to support this kind of work. The Foundation gave preferences to proposals that utilized those resources to design and implement their grant programs. However, since the CCL program began 7 years ago, those resources have evolved and many others have emerged. There will be no such preferences for specified resources in this funding opportunity. Instead, in your narrative explanation of Program Activities, please include the names and website addresses for any third-party resources your program will use.

DEADLINE

Online Application Deadline: **Monday, June 6, 2022, 4:00 p.m. HST**. Applications submitted after this deadline will not be accepted.

CONTACT INFORMATION

If you have questions about this funding opportunity, please contact Chelsey Chow, cchow@hcf-hawaii.org.

For technical assistance with the online application process, please submit a support ticket at <http://hawaiicommunityfoundation.org/ticket>.