

## **STEM & Technical Skill Fund: 2023 Application**

### **Application Background**

As part of the City negotiated Burlington Telecom Asset Purchase Agreement, Schurz Communications Inc. committed to provide \$500,000 over ten years to the Burlington community by providing funding for organizations focused on providing basic technical skills and STEM training for Burlington's high school students and workforce.

The STEM & Technical Skill Fund, provided by Burlington Telecom, provides grants to Burlington non profit or entrepreneurial support organization(s) best placed to support teaching technical skills, STEM education, and workforce development for Burlington youth and workforce, principally those for whom this would create new economic opportunities.

Completion of this application is required for participation in the competitive grant process for the annual \$50,000 STEM & Technical Skill Fund grants(s). For the third year, BTV Ignite will consider applications requesting multiple year allocations as a pilot program seeking to deepen the applicant pool.

Following the timeline outlined below, BTV Ignite will administer this competitive application process and the BTV Ignite Board will make the final funding allocation decisions. More than one award may be given in a particular year. Due to a multi-year grant allocation made in 2022 that commits funds for 2023, the total amount available for 2023 is \$35,000. Grant applications may not exceed this amount.

**The application process for the STEM & Technical Skill Fund will open on April 3, 2023 and close July 31, 2023.**

### **Grant Intention, Eligibility, & Evaluation Requirements**

As noted above, this competitive application process is open to Burlington-based non-profit or entrepreneurial support organizations well-positioned to support teaching technical skills, STEM education, and workforce development for the Burlington youth and workforce, principally those for whom this would create new economic opportunities.

#### **Eligibility & Evaluation Requirements**

- Applicants must be based in Burlington.
- Applicants must demonstrate an ability to serve Burlington youth and workforce, principally those for whom this would create new economic opportunities.

- Applicants must clearly explain how a proposed project provides new STEM or technical skills for Burlington youth and workforce, principally those for whom this would create new economic opportunities.
- Applicants should be able to demonstrate how the proposed project helps meet an existing community need, whether it involves new or expanded programming. Measurable outcomes (not activities) will be the litmus test for judging quality applications.
- Applicants must provide a 12-month operating budget per year of grant request, with revenues sufficient to cover proposed expenses.

## Grant Amounts

Applicants may apply for grants ranging in value from \$5,000 to \$35,000 for the 2023 grant year. Grant requests may be made for up to \$50,000 per year after 2023 in the case of a multi-year application. The BTV Ignite Board reserves the right to award single, multiple, or partial grants as part of the competitive process.

## Application Sections

Each Application must include all five of the sections described below:

1. **One Page Overview Form:** This section will include basic information about the proposal: Name of the organization, if the funding request is a one, two, or three years, two sentence description of the proposed program, intended beneficiaries (primary and secondary), estimated total number of beneficiaries served, estimated total program cost, list of specific skills taught, method of evaluation or feedback regarding effectiveness of skill building.
2. **Community Impact Statement:** This section should indicate how the proposed program would support the community – and specifically, how it connects with and helps Burlington youth and workforce for whom this would create new economic opportunities. Describe the community need(s), how the proposal would address the need(s), and how the proposal will evaluate impact and effectiveness. Outline metrics for the BTV Ignite Board that could be used in a follow up grant report to evaluate the program’s overall community value – number of beneficiaries, skills taught or learned, evaluation of that skill-building, training impact (i.e., allowed beneficiary to access new job, higher wage, deploy new skill, etc.). Measurable outcomes (not activities) will be the litmus test for judging quality applications. Please do not exceed 500 words.
3. **Leadership, Experience, and Personnel:** This section should indicate the qualifications and relevant experiences of the organization and the project leader and any key personnel who will be involved in the development and implementation of the proposed project. Please describe demonstrated skills and experiences that will contribute to successful project implementation, including number of years in the field, current or past roles, and relevant credentials. This section should not exceed 250 words.

4. **Budget Narrative:** Applicants are required to provide a 12-month budget per year of grant request detailing how the program would be funded and provide a brief narrative explanation. The narrative should describe program expenses including wages, supplies, facility costs or other sources of revenue including fees, grants, or other form of subsidy or tuition. If the applicant would like to be considered for multi-year allocation (up to three years), please provide in your budget and explanation of how your program will leverage multi-year funds. Additional financial documents may be requested during the application or review process. The narrative should not exceed 350 words.
5. **Required Attachments:**
  - a. Current résumé(s) of key project lead/personnel
  - b. For currently existing programs: Prior year financials (audited if possible) or prior year tax returns, year-to-date budget and actuals
  - c. Budget materials, as described above

## Selection Process

- The selection process will be the responsibility of the BTV Ignite Board, which will follow a fair and objective review process to evaluate the applications. The Board can elect to defer funding into future years if there are not quality applications.
- Incomplete proposals will not be considered for funding.
- Applications that do not meet the grant eligibility requirements will not be considered for funding.

## Reporting Requirements for Awardees

1. **Required Reporting:** Grantees will be required to complete a mid-period progress report and a final report at the end of the grant period. These reports will document how grant funds have been used, any accomplishments and challenges, data collected on the metrics identified as part of the competitive selection process, and next steps. These reports will include the total number of individuals served and any relevant evaluation of program effectiveness.
2. **Interviews:** In order to improve the application process and document the accomplishments and challenges experienced by grantees, BTV Ignite will interview each of the grantees toward the end of the grant period.

**Application Submission Deadline & Notification:** Applications will be accepted until 11:59pm on July 31, 2023.

Applicants selected to advance should expect to be contacted with an invitation to answer additional questions as part of the BTV Ignite Board review process in early August.

Please submit grant proposals and any questions to:

Adam Roof, BTV Ignite Project Manager, BTV Ignite, at [adam@btvignite.com](mailto:adam@btvignite.com)