**Proposal Requesting Finish Line Grant Funding**

**Administered by Community College and Workforce Development Board Partnership**

This proposal is submitted by:

**Community College**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ and **Workforce Development Board:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_ which is located within the service area of the community college.

**Contact Person(s) for Information Contained within the Proposal for Funding:**

Name: **\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Community College: **\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_** Phone Number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email Address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_** Title:  **\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

Workforce Development Board: \_\_\_\_\_\_\_\_\_\_**\_** Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

1. **Proposal**
2. Certification that the partnership will implement the requirements of the Finish Line Grants Program (attached). Where not otherwise noted, discretion will be left to the local partnership as to the design and implementation of the Finish Line Grants program.
3. Outline a student-friendly application process for Finish Line Grants starting with a student’s inquiry into receiving a Finish Line Grant through the decision whether to award a Finish Line Grant.

Interested students inquire at the NCWorks Career Center or the NCWorks Career Services Centers. Students who inquire in the Financial Aid Office, Student Services, the Foundation Office, or other areas on the campus of the Community College will be referred to the NCWorks Career Center, located on campus, for assistance. A Finish Line Grant information sheet containing all eligibility requirements is reviewed at the time of inquiry and eligible students are assisted with the application process by NCWorks Career Center staff. Students create a registration (or update an existing one) in NCWorks Online, complete a simple applicationprovided by the WDB, submit the required documentation and are assigned a Career Advisor. Once a request is completed and all documents uploaded in NCWorks Online, the Career Advisor places a date and time stamp on the request, and submits it to the NCWorks Career Center Manager for evaluation. The decision to approve the request rests with the Career Center Manager who will review the application and documentation for eligibility and notify all parties of the decision via email. The Career Center Manager then submits an authorization to the CC Foundation Office via email so that the approval carries a time/date stamp. The Foundation Office will issue the check, insuring that all approved requests are fulfilled within the required 3 business days. The rest of the process is internal and does not involve the student: CC Business Office will bill the WDB as with all other WIOA grants. When CC receives the reimbursement from the WDB, the Foundation Office will be reimbursed for the expense.

1. State the criteria to be used to decide if the student will be awarded a Finish Line Grant, including whether the student is in good academic standing and has completed 50% (including current enrollment) of their degree or credential program. Partnerships may choose to include additional criteria, such as enrollment in programs providing training for high-demand occupations. Additional criteria will be left to the discretion of the local partnership.

To be considered for the grant, students must submit a completed Finish Line Grant application including type of emergency assistance needed. Students must show that they have been turned down for other available emergency assistance programs to prevent duplication of services. Emergency situations may include but are not limited to childcare, dependent care, utilities, medical bills, housing, and transportation. Students must submit documentation including Social Security Card; proof of Residency, Citizenship, Veterans status (DD-214) or Selective Service Registration; proof of both good academic standing and completion of 50% or more of a WDB-approved training program as noted in the most recent *Career Pathways Training Options* publication. To show eligibility, students enrolled in WDB-approved curriculum training programs must submit a college transcript and a current class schedule to verify GPA and 50% completion of their degree or credential program. Students enrolled in short-term training approved by the WDB must submit a letter or email from their instructor that verifies both standing and degree of completion. Students may be awarded monies from the Finish Line Grant not to exceed $1000 per semester for no more than two semesters. No payments will be made directly to students; therefore, any business or other entity involved must agree to receive payment from the Community College Foundation Office on behalf of the student. Issuing gift cards for requests that can not be paid directly to an entity, such as gas and/or grocery assistance, will be awarded in accordance with the policies and issuances set forth by the Workforce Development Board.

1. Describe any financial emergency grant programs the community college has administered in the past. You may attach relevant documents pertaining to existing programs.

Community College has administered financial emergency grants in the past and does so currently. The College administers the Educational Credit Management Corporation’s (ECMC) Emergency Aid Program called Project Success. Project Success is an initiative designed by the U.S. Department of Education to help minority-serving institutions improve student success and institutional outcomes. The school administers the funds and provides eligible students facing short-term, nonrecurring emergencies with one-time awards of emergency aid dollars to remedy the situation. In addition, the College administers financial emergency funds through WIOA in the form of Supportive Services through the WIOA Adult, Dislocated Worker and Youth programs. The College Foundation provides limited financial assistance to curriculum students facing emergency situations and will issue checks for the Finish Line Grant to expedite the process.

1. Provide to the best of your ability an approximate estimate of total funding needed for Finish Line Grants for the 2018-2019 school year and explain the basis for the estimate (e.g., historical data from current emergency grant programs, knowledge of student needs, etc.). As the North Carolina Department of Commerce Division of Workforce Solutions and North Carolina Community College system review proposals they will ensure each partnership has the opportunity to receive funding.

Community College is requesting $50,000 to cover the service area of three counties. This

request is based on the College expenditures for emergency assistance for the past few years. CC awarded $7,354 in emergency assistance and loans to curriculum students who reside in the three counties during 2017-2018. From 2014-2016 a total of $12,058 in emergency assistance was awarded. The College’s special grants did not allow for emergency assistance to be disbursed to students enrolled in short-term training programs, and eligibility for assistance for the College programs was strict. Community College operates a very large Continuing Education Division, and the expectation is that requests will increase since we will be able to fulfill requests for students enrolled in short-term training programs. The Finish Line grant will address this gap in services.

1. Identify final approving authority. The North Carolina Community College System and the North Carolina Department of Commerce Division of Workforce Solutions assume that the partnership will designate the community college as the entity that confirms the student applicant meets the partnership’s criteria and the WDBs will approve and disburse funding requests. Please confirm that this is the structure your partnership will follow or describe the alternative structure proposed.

The WDB will approve and disburse funding requests. On the local level, the NCWorks Career Center/Career Services Center Manager for three counties is the designated official who will confirm the student applicant meets the partnership’s criteria and approve the request for Finish Line Grant funds. The Career Center Manager is an employee of the Community College.

1. Describe the process for evaluating and fulfilling students’ Finish Line Grants requests within three business days. The three-day window begins when a student submits acceptable documentation as determined by the partnership.

Once a request is completed and all documents uploaded in NCWorks Online, the Career Advisor places a date and time stamp on the request and submits the request to the NCWorks Career Center Manager for evaluation. The decision to approve the request rests with the Career Center Manager who notifies all parties of the decision via email. The Career Center Manager submits an authorization for an approved request to the Community College Foundation Office via email. The authorization will show the date of the request and the deadline date (three business days). The Foundation Office will issue the check for the emergency funds, thus expediting the process and insuring the approved request is fulfilled within three business days. The rest of the process is internal and does not involve the student: The CC Business Office will bill the WDB as with all other WIOA grants. When CC receives the reimbursement from WDB, the College Business Office will reimburse the College Foundation Office for the expense**.**

1. Describe how the partnership will conduct outreach effort (or what outreach efforts the partnership will use to inform students, faculty and staff of the Finish Line Grants program in fall 2018 and beyond (e.g., social media, announcements at events, campus flyers, faculty announcements in class, etc.), including who will be responsible for conducting the outreach.

Outreach efforts will be the responsibility of the NCWorks Career Center Manager and will include the development and dissemination of flyers, social media posts, email blasts to all students via email (CC’s student, faculty, and staff email system), posting on College website, and announcements in class by curriculum faculty and short-term training instructors. Information about Finish Line Grants will be shared with all NCWorks Career Center and Career Services Center partners and staff and with College offices where students seek assistance, including Student Services, Financial Aid and the College Foundation. The College has a marketing director and public information officer who will ensure that information about the Finish Line Grant is shared with local media outlets and at civic and community events.

1. **Memorandum of Understanding (Attached)**

**Certification**

*The community college and workforce development board (the “partnership”) have submitted a joint proposal to participate in the Finish Line Grants Program and have signed the attached Memorandum of Understanding.*

*The partnership agrees to the following:*

1. *Students enrolled in community college may apply for Finish Line Grants.*
2. *Students must be in good academic standing and have completed at least 50% (including current enrollment) of their degree or credential program.*
3. *The maximum grant per student per semester is $1,000. At the partnership’s discretion, students may be eligible for grant awards in more than one semester.*
4. *Funds will not be distributed directly to students. For example, if a student applies for a Finish Line Grant to pay for a car repair, the approved payment will go to the car repair entity.* *Grants for items where an entity cannot be paid directly (e.g. gas and groceries) may be distributed through gift cards as determined by the partnership.*
5. *Grants will not be conditioned on students completing additional requirements (e.g. community service hours) but every effort should be made to ensure that students are highly likely to continue their training.*
6. *There will be no pay-back requirement unless it is determined that the student acted fraudulently in applying for or using the grant.*
7. *The partnership will establish a process to ensure student requests are evaluated and fulfilled within three business days of the completed and documented request for assistance and describe that process in detail in their proposal.*
8. *Community colleges will report to the local WDB/NCWorks Career Center staff the academic progress of Finish Line Grant recipients, including whether each recipient remains in good academic standing, has completed his or her degree or credential, and category of student needs (transportation, housing, dependent care, etc.).*
9. *The partnership will report the amount of funding disbursed, the number of students served, and data on Finish Line Grant recipients’ academic progress (as provided by the community college), employment outcomes, and category of need to the North Carolina Department of Commerce Division of Workforce Solutions.*

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 Signature, Director, Workforce Development Board Date

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 Signature, President, Community College Date