



*Closing the gap on occupational shortages through educational initiatives
that foster workforce development in Central Delaware!*

GRANT APPLICATION GENERAL GUIDELINES

Rev. tlg 03/29/2023

General Guidelines for Grant Applications

The Excellence in Education will award up to \$50,000 in grants in 2024. Applications are now being accepted from schools and other organizations for programs that help to foster workforce development initiatives in Kent County. Special consideration will be given to programs that advance economic advantages and/or help overcome systemic barriers that exist in communities of color, ethnic, gender or generational minorities. Organizations that qualify for the grant must be public institutions and/or qualified 501(c)(3) nonprofit organizations with documentation of non-profit status from the IRS.

The Excellence in Education was created in 2019 through a generous contribution by –Statewide Workforce Development, as well as support of members of the Kent Economic Partnership, Greater Kent Committee, Delaware State News and the Kent County community. The Fund’s assets are managed by the Cendel Foundation, a 501(c)3 nonprofit organization, and are administered by the Excellence in Education Advisory Board.

The Excellence in Education is interested in:

- **Enhancing the workforce throughout the region:** This includes quality and impact of the program. How many will be impacted? What is the duration of the program?
- **Educating and broadening perspectives:** What is the educational component to the program? How many will be impacted? What will those impacted learn?
- **Economic and Community Development:** Will this program serve or create a special skill set? Will this program generate some measurable economic impact? Will this promote employment opportunities in Kent County or possible relocation?
- **Clarity of Application** – The panel reviews dozens of applications each year. Applications which do not clearly outline the program, answer the questions, or are difficult to score may not be considered.
- **Objectives and Outcomes** – Does this program provide strong evidence to support achievement of stated goals?

Please provide data or additional information to support your statement In addition to the above Criteria, applications will be scored on the additional criteria: Investment Leverage – This is a measure of impact for the Fund investment. A program that serves many participants, or a program that has an ongoing impact with the audience, will rate higher. Actual past levels of participation will be helpful to gauge impact, along with how the program would be enhanced.

For organizations who received funding in the previous cycle or for existing, programs, a clear description of how the program will be enhance with additional funding. Please supply samples of marketing materials that includes the “Excellence in Education” logo, as required and/or where appropriate positioning would be offered.



Applications must be postmarked by June 28, 2024 and mailed to:
Excellence in Education-- c/o Cendel Foundation

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What is supported

The Excellence in Education supports organizations and programs that help foster workforce development in Kent County. We are especially interested in initiatives which:

- **Ready to work programs, apprenticeships, certification programs – such as soft skills training, etc.**
- Special consideration will be given to programs that help close occupational shortages as identified by the Rockport Study.
 - Health technologies, technicians
 - Construction, Maintenance, Mechanical Occupations
 - Material Moving Occupations
 - Transportation Occupations
 - Warehouse & Logistics
 - Education
 - Computer and Mathematical Occupations
 - Business and Financial Operations Occupations
 - Life, Physical and Social Science Occupations
 - Healthcare Support Occupations
 - Architecture and Engineering Occupations
 - Management Occupations
 - Sales and Related Occupations
 - Building and Grounds Cleaning & Maintenance Occupations

What is not supported

The Excellence in Education generally does not make grants for the following:

- Bricks and mortar
- General operating expenses &/or administrative services Lobbying or any other activity of a political nature
- Endowment or debt reduction
- Fundraising



Grant Making Policy

The Excellence in Education Advisory Board oversees all grant making for charitable purposes to public institutions and nonprofit organizations having a 501(c)(3) or fiduciary responsibility with a 501(c)(3) non-profit organization. Agencies must serve residents without discrimination based on race, religion, gender, age or national origin.

Annual Grant Cycles

The Excellence in Education Fund conducts one annual grant making cycle in April. Only under rare circumstances would a grant be made outside of this cycle.

The Review Process

Once an application is received, it is reviewed for its conformity to the guidelines. Qualified proposals are then presented to the Advisory Board for consideration. Initial acceptance of grant applications does not guarantee funding.

Organizations with accepted proposals may be contacted to schedule a site visit with a member of the Advisory Board and/or staff.

If You Receive an Excellence in Education Grant the fund's success is your success! With this in mind, grant recipients are expected to include Excellence in Education logo in all public material and brochures created pertaining to the grant awarded. The Excellence in Education logo will be provided upon request. Grantees are encouraged to distribute a news release announcing the grant and describing the project or program to be carried forth with Excellence in Education funding.

Organizations applying for grants from Excellence in Education must complete the information requested. Your brief replies to the questions contained within will provide concise, standardized information from which to make comparisons of organizations and programs.

Please be concise and answer all questions. Application should not be more than three pages (no smaller than 10 point font).

Questions need not be completed in this form, but a separate form may be used.

Thank you for your interest in the Excellence in Education (EIE) Grant program. Grants will be awarded to Public Institutions &/or qualified 501 (c) (3) nonprofit organizations.



Deadline: Friday, June 28, 2024

Applications must be postmarked or delivered by 4pm

2024 Grant Application Form

Organization Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Fax:** _____

Program Coordinator: _____ **E-mail:** _____

Project/Program name: _____

Brief one sentence summary of the project:

Total Program Budget: _____ **Amount Requested:** _____

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1. Describe the program with the goals and objectives, and an implementation timetable - is this a new or existing program?

2. Define the people who will be served, including the expected number of participants. Special consideration will be given to programs that advance economic opportunities and/or help overcome systemic barriers that exist in communities of color, ethnic, gender or generational minorities.

3. *Expenses of the program.* Budget should clearly indicate how the grant is necessary for the program. **Please include a clear budget outlining the projected income and expenses of the project.** Also, provide any additional funding that is supporting this program.

Provide a fill in the blank form: expense: amount, timeline, purpose/rationale; etc.?

4. Statement on how the program meets the goal of the fund: to strengthen workforce development, educate our youth on career opportunities and contribute to economic and community development in Kent County. See Statement for clarification of these criteria.

5. What is the expected starting date and completion date of the program? Please note that programs completed before the grant is awarded are ineligible for funding. **(Grants will be awarded at the Annual Excellence in Education Event date TBD.)**

6. If appropriate describe the marketing, promotions, advertising, &/or outreach plan for the project. If your organization received funding in the previous grant cycle, please include samples of marketing material used that includes the Excellence in Education logo where appropriate articulate the partnership that have been established or will be established in connection with this program.

7. Please provide other pertinent information in support of your grant.

8. Special consideration will be given to applications that demonstrate collaboration with other organizations.

Required Attachments

- ✓ One (1) copy of the completed grant application, and program budget attachment
- ✓ For Qualified 501 (c) (3)
 - One (1) copy of the 501 (c) (3) determination letter or equivalent documentation of non-profit status from the IRS
 - One (1) copy of the organization's Board of Directors
 - Optional supporting material

Signatures:

Program Coordinator: _____/Date: _____

Supervisor: _____ Date: _____

Superintendent &/or Campus Director _____/Date: _____

Completed Grant Applications must be sent to:

(FAXES WILL NOT BE ACCEPTED)

Excellence in Education

C/o Cendel Foundation

101 W. Loockerman St, Suite 1C

Dover, DE 19904

DEADLINE: Postmarked by Friday, June 28, 2024, at 4pm

Disclosure Statement

Excellence in Education seeks to conduct its business in accordance with the highest ethical and community standards. Of particular importance is the avoidance of actual, potential or perceived conflicts of interest in the submission, evaluation and disposition of Grant Application forms. Accordingly, as part of the application process, we require that you review the list of current Excellence in Education officers attached to this statement and disclose any affiliation or relationship which now exists or has existed within the last two (2) years between your organization and any individual or their families. If no such affiliation or relationship has existed or now exists, please indicate so below. **PLEASE COMPLETE AND RETURN THIS DISCLOSURE STATEMENT WITH YOUR GRANT APPLICATION FORM. ITS CONTENTS WILL BE KEPT CONFIDENTIAL.**

Name	Affiliation or Relationship
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_____	_____
_____	_____

To my knowledge, no such affiliations or relationships exist.

Name (Please Print): _____

Current and Recent Past Officers and Advisors of Excellence in Education:

Tonda Parks
Shelly Cecchett
Linda Parkowski
Terry Pepper
Kristin Yencer