



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

## **GRANT APPLICATION GENERAL GUIDELINES**

Rev. tlp 11/11/19

### General Guidelines for Grant Applications

The Excellence in Education will award over \$15,000 in grants in 2020. Applications are now being accepted from schools and other organizations for programs that help to foster workforce development initiatives in Kent County. 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 – perhaps include something from the folks at 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 non-profit 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?

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.

- **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.

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 1, 2020 and mailed to:

Excellence in Education-- c/o CenDel Foundation  
101 W. Loockerman St, Suite 1C Dover, DE 19904

Any questions about the grant application form or process should be directed to  
[ExcellenceinEducationCentralDE@gmail.com](mailto:ExcellenceinEducationCentralDE@gmail.com) (no phone calls please).



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Rev. tlp 10/30/19

### 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

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### Grant Making Policy

The Excellence in Education Advisory Board oversees all grant making for charitable purposes to public institutions and non-profit 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 June. 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.

Thank you for your interest in the Excellence in Education (EiE). Inaugural grants will be award 2020 to Public Institutions &/or qualified 501 (c) (3) nonprofit organizations. Applications are now being accepted for 2020.

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.

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