

Submitting a Successful WFF Grant



Andy Heidt

Program and Policy Analyst

Department of Workforce Development

What makes a successful Wisconsin Fast Forward (WFF) grant application?

- The basics:
 - Why do you **NEED** this grant?
 - Who is impacted by the grant?
 - What is going to be accomplished through the grant?
 - How does a grant help you achieve goals?
 - Includes a clear and concise project timeline leading to outcomes defined in your application.
 - Are Employment Partner(s) included?
 - What is their capacity? Include letters of commitment.

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WISCONSIN FAST FORWARD GRANTS

Wisconsin Fast Forward Grants

The State of Wisconsin's \$30 million investment in the [Wisconsin Fast Forward](#) (WFF) grant program is a nationally recognized, innovative talent development solution driven by Wisconsin businesses to train and retain highly skilled workers. Over \$18 million in WFF grant contracts has been issued to date, supporting nearly 200 worker training projects and benefitting hundreds of employers and thousands of workers across Wisconsin.

WFF is administered by the Office of Skills Development through a transparent and accountable process. Grant funds support short- and medium-term employer-led worker training projects that:

- Encourage increased collaboration between Wisconsin businesses and workforce training partners
- Fill current and ongoing skill requirements of Wisconsin employers
- Place workers in long-term positions with opportunities for professional growth and economic advancement.

Coming Grants

Worker Training Grants for Wisconsin Construction Trades and Related Occupations: (FF172CL1)

Company size: any

Award amount: \$5,000 to \$400,000

Match: \$1:\$1 (\$1 applicant / \$1 WFF)

Opening: June 09, 2017

Worker Training Grants for Wisconsin Small Business Occupations: (FF172BS1)

Company size: 50 full-time employees or less

Award amount: \$5,000 to \$50,000

Match: \$.50:\$1 (\$.50 applicant / \$1 WFF)

Opening: June 09, 2017

Review archived GPAs here:

2017 GPAs

Grant Application Tools:

- [Project Planning Guide](#)
- Designation of Confidential and Proprietary Information
- Administrative Rules
- Grantee Tools

Program Resources:

- Fact Sheet
- Logo
- Webinar
 - WFF Program Overview
 - Creating an Account

Receive Grant Announcements and Program Updates:

- Sign up today!

http://www.wisconsinfastforward.com/wff_standard.htm

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Administration Tools for Grantees

OSD provides Grant Administration training opportunities to new and existing grantees after new grant awards are announced. Grantees are encouraged to use the Grant Administration Handbook resources below to effectively manage grant projects:

Application Information

Wisconsin Fast Forward Application Instructions

Wisconsin Fast Forward Budget Guidelines

Requesting Changes to your Grant Plan or Contract

Requirements to Request a Change

Curriculum Submission

Grant Evaluation Rubric

Communication

Financial Management

Reporting

Audits

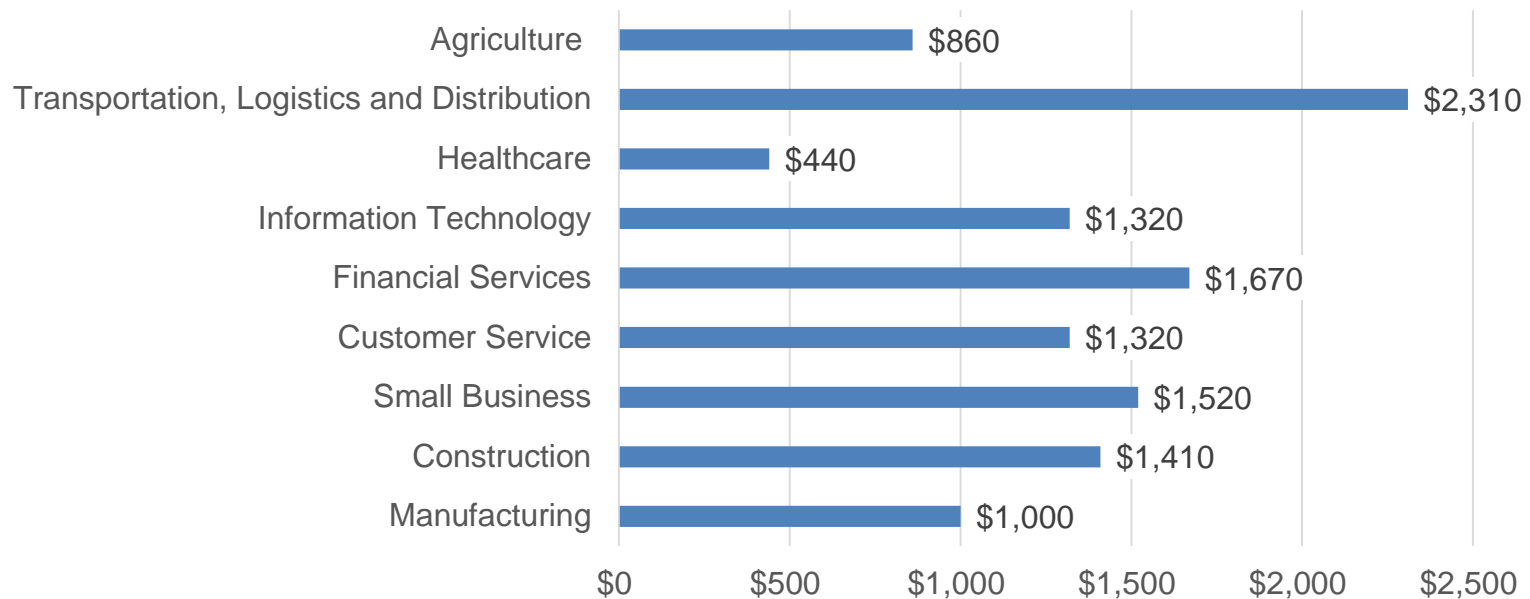
http://www.wisconsinfastforward.com/wff_standard.htm

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Grant Budget Development:

- Clearly explain expenses
- Determine Cost per Trainee
 - Total Average Cost per Trainee: \$1,316
 - Cost per Trainee breakdown by GPA follows:



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Project Overview:

- Brief Statement of Project Description
 - Think of the scope of your program design
 - Consider evaluation rubric as you develop your proposal

Project Need (20)	Economic Impact (15)	Training Program Design, Cost & Implementation (20)	Capacity Building (10)	Training Objectives & Outcomes (20)	Economic Opportunity Enhancements (15)	Total (100 points)
Overall Comments:						

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Project Need Statement (Up to 20 points) Total Score _____

Describe the nature and scope of the critical workforce problem that the project will address, including:

- The specific needs of the employer(s) involved in the project, including data or examples.
- The extent of the problem, including if the workforce issue is limited to a single employer, affects multiple employers in an industry sector or geographic region, or is common to the state or nation.
- Data, information, or examples that support the needs statement.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Project Need	Identification of skills gap	0	1 2	3 4 5	6 7 8 9	10	<ul style="list-style-type: none"> • Clearly outlines the nature of the workforce issue the project will address. • Clearly explains why this need is not currently being met in other ways. • Includes how the problem impacts the project partner employer(s). • Can be met with short- to medium-term training.
	Scope of skills gap	0	1	2 3	4 5	6	<ul style="list-style-type: none"> • Clearly identifies the extent of the skills gap, including if the workforce issue is limited to a single employer, affects multiple employers in an industry sector or geographic region, or is common to the state or nation.
	Supporting Information	0	1	2	3	4	<ul style="list-style-type: none"> • Uses data, information, or examples to support the explanation of the scope of the need.
COMMENTS:							

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Wisconsin Fast Forward Evaluation Rubric and Score Sheet Economic Impact (Up to 15 points) Total Score _____



Describe the project's economic impact on the employer involved, the communities where they are located, and the surrounding region:

- Number of new jobs that will be created with this project.
- Number of at risk jobs that may be retained with this project.
- Any new and/or expanding employer(s) connected with this project.
- Whether the employer is emerging, stable, expanding, or declining and the impact of the training for the employer(s).
- The impact related to the location, such as urban, rural, depressed, or low/high unemployment, etc.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Economic Impact	Wisconsin job creation	0	1	2	3 4	5	<ul style="list-style-type: none"> • The project will result in new jobs in Wisconsin (Not new replacement hires, but new positions). • Clearly defines job creation {higher scores for more jobs created at the new and/or expanding employer(s)}. • Clearly defines the new jobs/new positions being created. • Clearly defines how the new and/or expanding employer(s) will assist with the project.
	Location of impact	0	1	2	3 4	5	<ul style="list-style-type: none"> • Clearly defines how the location of the project (rural, suburban, or urban) provides greater economic impact. • Includes data or examples of this.
	Community Impact	0	0	1	2	3	<ul style="list-style-type: none"> • Clearly defines how the project impacts the local community or surrounding region. (low/high unemployment; working with unemployed or disadvantaged population, etc.)
	Retain at-risk jobs	0	0	0	1	2	<ul style="list-style-type: none"> • Clearly defines how at-risk jobs will be retained. (Higher scores for the more at-risk jobs retained).
COMMENTS:							

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Trainee Types:

- **Incumbent Worker:** current employees on payroll prior to the grant award
- **New Hire Trainees:** on payroll during training, but hired after the grant award
- **Unemployed Trainees:** do not have a job at time of training, but are intended to be employed with project partner following training
- **Underemployed Trainees:** part-time prior to training, or a worker employed but not in a capacity that reflects their skills and experience in terms of compensation, hours or responsibility

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Training Program, Design, Cost & Implementation (Up to 20 points) Total Score _____

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria	
Training Program, Design, Cost & Implementation	Structure and content of the training project	0	1	2	3	4	<ul style="list-style-type: none"> The structure and content of the training project meets stated needs and critical workforce issue(s) of the employer(s). Does not replace other readily available, accessible, or existing training. The project is new or customized to the employer's needs. The training provider's track record/credentials and ability are sufficient to achieve the project as described. 	
	Project plan	0	1	1	3	4	<ul style="list-style-type: none"> The project includes a concise, focused plan for achieving the stated demand-driven outcomes. The plan includes milestones to achieve the goals within the requested time-frame. There is a plan for monitoring the project and trainee outcomes. The project time-frame is \leq two years and no training course $>$ 1 year. 	
	Project plan for recruitment selection and assessment	0	0	1	2	3	<ul style="list-style-type: none"> Well-defined plan for recruitment and/or selection of trainees. Project has a plan for both pre and post training skills and knowledge assessment and employability pre-screening that is acceptable to the employer(s) such as drug testing, driver's license screening, background checks, etc. 	
	Cost per trainee	0	1	2	3	4	<ul style="list-style-type: none"> The cost per trainee is proportional to the planned training. The cost per trainee is a proportional investment related to project outcomes for the trainees, the employer(s) and the State. 	
	Budget Items	0	1	2	3	4	5	<ul style="list-style-type: none"> All budget items are necessary to the project, proportional to the training project requirements, and provide sufficient supporting detail.
	COMMENTS:							

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Budget:

- Specific understandable expenses
- Tied directly to project requirements and goals
- Provide supporting details

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BUDGET SUMMARY

BUDGET ITEM	REQUESTED FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
Program/Curriculum Development:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instruction:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instructional Materials: (Cash and In-Kind match for this line not to exceed 20% of the total match.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Facility (off-site):	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Facility (on-site):			<input type="text"/>	0.00
Supplies and Operating Expenses:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Consultant/Contractual:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Travel:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Meals and Lodging:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Travel, Meals, and Lodging:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Wages/Stipends of Trainee:		<input type="text"/>	<input type="text"/>	
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Administration Cost: (not to exceed 5% of the total project budget)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total:			0.00	

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BUDGET DETAIL

Each budget line item on the Budget table must breakout the individual cost and be supported by a detailed description. See [instructions](#) for further detail on what to include.

Program/Curriculum Development:

Text Limit: 500 | Text Entered: 0

Instruction:

Text Limit: 500 | Text Entered: 0

Instructional Materials:

Text Limit: 500 | Text Entered: 0

Facility (off-site):

Text Limit: 500 | Text Entered: 0

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Supplies and Operating Expenses:

Text Limit: 500 | Text Entered: 0

Consultant/Contractual:

Text Limit: 500 | Text Entered: 0

Travel, Meals, and Lodging:

Text Limit: 500 | Text Entered: 0

Wages/Stipends of Trainee:

Text Limit: 500 | Text Entered: 0

Other:

Text Limit: 500 | Text Entered: 0

Administration Cost:

Text Limit: 500 | Text Entered: 0

Other miscellaneous budget details not included in the above comments:

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Wisconsin Fast Forward Evaluation Rubric and Score Sheet Capacity Building (Up to 10 points) Total Score _____



Describe how the project will create capacity to continue to address the issue after the grant project is finished:

- Are there any new curriculums, certifications, and/or credit programs that will come from this project?
- Are there any collaborations/partnerships resulting from the project that may improve future ability to address the training issue?
- Are there plans by the employer/training partners to continue to use curriculum/equipment/technology gained through the project after it is complete?

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Capacity Building	Project will result in capacity building for the workforce	0	1	2	3	4	The project will result in one or more of the following: <ul style="list-style-type: none"> • New curriculum and/or customized curriculum meets the training gap and will be adopted by employer, post-secondary institution, and/or educational organization. • New credit course, new certificate, and/or New Continuing Education Unit to be adopted by the employer(s), post-secondary institution, and/or educational organization.
	Curriculum to be used after grant period and Partners	0	0	1	2	3	<ul style="list-style-type: none"> • There is strong evidence that the new curriculum/new training project will be used beyond the grant period. • The project will result in the training partner and/or employer gaining new specific technology and/or knowledge that will be available for future training.
	Collaboration	0	0	1	2	3	<ul style="list-style-type: none"> • The project will result in partnerships that will continue to address the need after the project has ended.
COMMENTS:							

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Training Objectives & Outcomes (Up to 20 points) Total Score _____

		no criteria		limited criteria		some criteria		most criteria		all criteria		Criteria
Training Objectives & Outcomes	Wages after training	0	1	2	3	4	5	6	7	8	< \$11.25* = 0 points \$11.25 to \$12 = 1 point > \$12 to \$13 = 2 points > \$13 to \$14 = 3 points > \$14 to \$15 = 4 points > \$15 to \$16 = 5 points > \$16 to \$17 = 6 points > \$17 to \$18 = 7 points > \$18 = 8 points <small>*200% of the federal poverty level for single person, 2016</small>	
	Wage increase for incumbent workers/job placement for unemployed	0	1	2	3	4	For incumbent workers: <ul style="list-style-type: none"> Shows that 100% of existing incumbent trainees receive a wage increase. The scope of the wage increase (higher is better). For new hires: <ul style="list-style-type: none"> Shows that 100% of new hire trainees retain employment. New hires get a wage increase (not required but higher score if wage increase given). For unemployed/underemployed workers: <ul style="list-style-type: none"> Shows that >85% of trainees may be placed in a job. 					
	Strong evidence to support the future achievement of stated goals	0	1	2	3	4	5	<ul style="list-style-type: none"> There is strong evidence to support the future achievement of the stated goals. Trainee placements and outcomes are detailed and supported. If the applicant is not the placement employer(s), the letters of commitment must provide agreement to employ the trainees, including the number of placements at each participating employer and the wage and benefit information anticipated for the trainee. 				
	Match	0	0	1	2	3	<ul style="list-style-type: none"> There is strong evidence of match capability. If the project partner(s) or employer provides the match, details must be included in the commitment letter(s) (Higher score if the employer(s) is providing some or the entire match). 					
	COMMENTS:											

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Placement(s)

Employer Placement Name Occupations Expected Placement Number Expected Post-Training Hourly Wage without Benefits Level of Training

Add Placement

Placement

For each occupation at each business committing to place a trainee, complete the following information. You must include a letter of commitment for each business listed here that includes placement numbers that match the expected placement number field.

Placement Name :

Occupation:

Search by Job Title: [About O*NET](#)

O*NET Occupation:

Expected Placement Number:

Average pre-training hourly wage without
benefits for incumbent workers: ⓘ

Expected Post-Training Hourly Wage
without Benefits:

Level of Training:

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Wisconsin Fast Forward Evaluation Rubric and Score Sheet



Economic Opportunity Enhancements (Up to 15 points): Total Score _____

Describe the way the project will provide for enhanced economic opportunity for the trainees:

- A description of what employee benefits will be provided to existing and/or placed trainees.
- How prevalent are job and advancement opportunities for the successful trainee.
- If the project will result in a career pathway for the trainee.
- If the skills the trainee will gain are transferable.
- If there are plans to recruit socially and economically disadvantaged individuals into the project.

		no criteria	limited criteria	some criteria	most criteria	all criteria	Criteria
Economic Opportunity Enhancements	Trainee benefits	0	1	2	3 4	5	<ul style="list-style-type: none"> • Application clearly defines the benefits offered. • Level of benefits offered (Higher score for better benefits) <ul style="list-style-type: none"> - Basic benefits: Paid vacation, sick leave, etc. - Intermediate benefits: Health care, retirement, etc. - High benefits: Profit-sharing, stock options, education, money, etc.
	Trainee skill gain and career path	0	1	2	3 4	5	<ul style="list-style-type: none"> • Current job status will improve through the training project. • Preference given to full-time, long-term employment with employer versus temporary, part-time, short-term and/or seasonal employment. • Training will provide long-term improvement in job opportunities. • Occupation being trained for has high employability and need, especially locally (If current job disappears, employee will have greater chance of getting another job).
	Career Pathway	0	0	0	1	2	Trainee will receive career pathway value in the form of: <ul style="list-style-type: none"> - Industry recognized certification; - Continuing Education Units; and/or - Transferable college credit.
	Targets special populations	0	0	1	2	3	<ul style="list-style-type: none"> • Clearly defines plans to work with disadvantaged populations. • Applicant shows capacity and/or successful history to work with expected population. • Applicant will work with economically disadvantaged individuals: W-2, chronically unemployed, etc. • Applicant will work with socially disadvantaged individuals, minorities, veterans, persons with disabilities, etc.
COMMENTS:							

- Email OSD: WisconsinFastForward@dwd.wi.gov
- Visit [WisconsinFastForward.com](http://www.wisconsinfastforward.com) for:
 - Application Instructions:
http://www.wisconsinfastforward.com/pdf/online_application_instructions_4.pdf
 - Project Planning Guide:
http://www.wisconsinfastforward.com/pdf/wff_planning_guide.pdf
 - Additional Webinars
- Find a local grant writing professional:
https://www.grantprofessionals.org/AF_ConsultantDirectory.asp
- Local grant writing resources available at:
<https://researchguides.library.wisc.edu/wisconsin>

Questions?

Staff Contacts:

Roselynn Bittorf	RoselynnL.Bittorf@dwd.wisconsin.gov	608.267.7248
John Roos	John.Roos@dwd.wisconsin.gov	608.266.5536
Therese Schmidt	ThereseM.Schmidt@dwd.wisconsin.gov	608.267-3803
Andy Heidt	Andrew.Heidt@dwd.wisconsin.gov	608.266.0174
Betsey Day	Elizabeth.Day@dwd.wisconsin.gov	608.266.0851

