

Workforce Initiatives Program

2009 - 2011

For PS&T Unit Employees

Application

**Applications are accepted on a rolling basis and must be received by the appropriate deadline date.
(See Section D of the guidelines for application deadline dates.)**

Multiple Proposals: Although funding for more than one project may be requested, describe only one project per application. If you submit more than one application, please rank your projects using one (1) as highest priority, and indicate this project's rank here: _____ .

WFI Program Guidelines and Application are available at:
http://goer.state.ny.us/Training_Development/PEF/WFI/index.cfm. You may complete this application using MS-Word.

Date of Submission: _____

Part A. Application Cover Sheet

1. Agency name: _____

2. Facility (if applicable): _____

3. Total number of PS&T employees participating: _____

4. Title(s) of targeted employees: _____

5. Project subject: _____

6. Brief project description: _____

Workforce Initiatives Program
2009 - 2011
For PS&T Unit Employees
Application

Part A. Application Cover Sheet (continued)

7. Project Coordinator: Provide the name of the site contact or lead person who will be responsible for fulfilling all project requirements (project implementation and evaluation).

Name: _____ Title: _____

Address: _____

Phone: (____) ____-_____

Fax: (____) ____-_____

Email: _____

8. Labor/Management Contact Information: By submitting this application, the agency management and PEF representatives named below certify that all information contained in this application is accurate and complete, and that development of this grant proposal has been a joint collaboration.

Management Representative

PEF Representative

Name: _____

Name: _____

Title: _____

PEF Local Number: _____

Address: _____

Address: _____

Phone: (____) ____-_____

Phone: (____) ____-_____

Email: _____

Email: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Workforce Initiatives Programs

2009 - 2011

For PS&T Unit Employees

Application

Part B: Project Narrative

Attach a typed narrative that answers the following questions. Be specific and reference your answers using the numbers below.

1. Describe the education or training need and how you identified this need. If there was a change that precipitated this need, describe that change.
2. Describe the proposed delivery method(s) for the project and basis for selection of delivery method. (online course, workshop, train-the-trainer, teleconference, curriculum development).
3. Describe how this project will benefit employees and your agency.
4. Describe the actions and steps your agency will take to reinforce this project in the workplace.
5. Describe how you will communicate to eligible employees the availability of the project.
6. Describe how you will recruit and select participants.
7. Describe how the project will be evaluated by labor and management.
8. Describe the time line for implementation and evaluation of your project.
9. Describe the agency's contribution to this project, including space, material duplication, subject matter expertise, travel and release time, etc.
10. Describe any additional information that you would like to be considered in reviewing this application.

