DIGITAL LITERACY INFORMATION SESSION
February 6th, 2018
TODAY’S AGENDA

• Background and Purpose of Funding Opportunity
• Applicant Eligibility and Period of Performance
• Instructional Model and Curriculum
• Expenditure of Funds
• Partnership and Collaboration
• Participant Tracking and Data Management
• Application Components and Award Timeline
• Tips for Writing a Strong Grant Proposal
• Q & A
In a recent national survey, 1 in 10 adults indicated that they would have difficulty:

- finding programs and services online;
- contacting potential employers via email;
- filling out a job application online;
- finding available jobs online; and
- using computers to create a resume.¹

It is estimated that the ability to use the Internet to search for a job can reduce an individual’s average time unemployed by 25%.

50% of today’s jobs require digital literacy skills; that number is growing and will reach 77% by the end of the decade.
To close the digital literacy gap in South Carolina’s workforce, the State Workforce Development Board has approved $200,000 to support new or established digital literacy programs.
All public and private entities are eligible to apply.

Entities with demonstrated expertise in workforce development or pre-existing digital literacy programs are strongly encouraged to apply.

Each entity may submit only one application.
PERIOD OF PERFORMANCE

18 month period of performance
Anticipated start date – March 30

3 month planning period
Remaining time for service delivery
Programs should
- work to increase participants’ digital literacy skills;
- integrate employment preparation activities; and
- include soft skills development.
The skills associated with using technology to:
- find;
- evaluate;
- organize;
- create; and
- communicate information.
WHAT ARE EMPLOYMENT PREPARATION ACTIVITIES?

- Examples include, but are not limited to:
  - using a search engine to find jobs or information on career pathways;
  - developing a resume and cover letter using word processing software; and
  - completing and submitting online applications.
It is encouraged that programs include the Basic Employability and Professional Work Ethic modules.

It is also recommended that programs include Introduction to Computing, Computer Skills: Word, Computer Skills: Excel, and Computer Skills: PowerPoint.

More information can be found on the DEW website.
Applicants may apply for funding not to exceed $100,000.

Funding may be used to support:

- Staff salaries and fringe benefits
- Equipment and supplies
- Facility expenses
- Other categories as outlined and approved in the program budget
No more than 10 percent of total grant expenditures may be used to support grant administration.

No more than 10 percent of the total grant budget may be used to support the purchase of equipment or supplies.

This grant is Federally-funded -- all funding must be spent in accordance with Federal law, including the Uniform Guidance, 2 CFR 200.
Any items meeting the definition of “equipment” need prior written approval from the South Carolina Department of Employment and Workforce.

The Uniform Guidance defines “equipment” as any tangible personal property that:

- has a useful life of more than one year, AND
- has a cost equal to or exceeding the organization’s capitalization level or $5,000 per item (whichever is the lowest between the two)
Partnership with relevant workforce, education, and community partners is strongly encouraged.

Partnerships must be demonstrated through Letters of Support that clearly express the entity’s intent, role, and responsibilities.

In your application:
- Identify your partners
- Outline partner roles and responsibilities
- Discuss opportunities for participant co-enrollment in WIOA programs
- Attach Letters of Support that clearly define each partners role
Grantees are expected to use the South Carolina Works Online Services system (SCWOS) to track participant activities and performance outcomes.

SCWOS training will be provided during Grantee Orientation (date to be determined).
Monthly Financial Status Reports (FSRs)

Programmatic progress reports
- Quarterly
- Final
APPLICANT INFORMATION

- **Name and location** of organization applying
- **Point of contact and contact information** for the application and program implementation
- **Complete and thorough overview of the organization**, highlighting demonstrated related experience
- **The entity’s Data Universal Numbering System (DUNS) number** and a summary of each Federally-funded grant or program the entity has administered
  - Fiscal and programmatic performance
PROJECT DESIGN

- Participant recruitment and selection
  - Involvement of priority populations as identified by the SWDB
- Instructional model and curriculum development
  - Digital literacy competencies worksheet
- Implementation
- Project outcomes
- Sustainability
Use the template provided to develop a grant budget

Budget narrative should include a thorough explanation for each line item emphasizing how the funds will be used to further the program

Budgets must be:
- Allowable
- Allocable
- Reasonable
The following should be included with your application:

- Digital literacy competencies worksheet
- Budget template
- Any other relevant information that will better our understanding of the proposed project
## EVALUATION CRITERIA

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<th>Criteria</th>
<th>Max. Points</th>
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<tr>
<td>1. Project Design</td>
<td>45</td>
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<td>2. Participant Population</td>
<td>5</td>
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<td>3. Partner Collaboration</td>
<td>20</td>
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<td>4. Expected Outcomes</td>
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<td>5. Budget and Projected Costs</td>
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<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
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A+
Read the grant solicitation carefully and follow instructions

Make note of deadlines, application requirements, and evaluation criteria

Ask questions if the solicitation is unclear!

Be clear and specific

Think like a reviewer – make your proposal stand out; anticipate and answer questions reviewers may have; write professionally
BEFORE YOU SUBMIT . . .

- **PROOFREAD:**
  - Check spelling, grammar, punctuation, font sizes and styles, etc.
  - Check that everything in the budget adds up and matches the amounts described in the budget narrative
  - Make sure all components of your application have been completed and are attached
  - Organize – include page numbers, make sure each section is in order
  - Review evaluation criteria
COMMON APPLICATION PROBLEMS

- Project design is unclear, or includes activities that are not consistent with the purpose of the grant
- Partnerships are not in place or letters of support are not provided/too generic
- Too much of the budget is allocated to administrative costs or budget includes disallowed costs
- One or more parts of the application are missing
- *Please note*: We are unable to accept documents greater than 10MB. If your application size is greater than 10MB, please compress it into a ZIP file.
Applications are due no later than 5:00 p.m. on Friday, March 2nd, and should be submitted through email to Grants Management at WorkforceGrants@dew.sc.gov
SC Department of Employment and Workforce
Grants Management
Jordan Weeg: (803) 737-4782
jweeg@dew.sc.gov