



# DIGITAL LITERACY INFORMATION SESSION

February 6<sup>th</sup>, 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**

# BACKGROUND

**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.<sup>1</sup>

<sup>1</sup> Pew Research Center, *Searching for Work in the Digital Era* (2015)

# BACKGROUND

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.**

# PURPOSE

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.



# WHO IS ELIGIBLE TO APPLY?

- 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**

# INSTRUCTIONAL MODEL

- **Programs should**
  - **work to increase participants' digital literacy skills;**
  - **integrate employment preparation activities; and**
  - **include soft skills development.**



# WHAT IS DIGITAL LITERACY?

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.



# SC JOB READY U

- 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



# EXPENDITURE OF FUNDS

- 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



# PLEASE NOTE:

- **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

# EQUIPMENT AND THE UNIFORM GUIDANCE

- 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 AND COLLABORATION

- 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



# PARTICIPANT TRACKING AND DATA MANAGEMENT

- 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).





# REPORTING



- **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



# BUDGET SUMMARY AND NARRATIVE

- 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



# ATTACHMENTS

- 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

Criteria	Max. Points
1. Project Design	45
2. Participant Population	5
3. Partner Collaboration	20
4. Expected Outcomes	20
5. Budget and Projected Costs	10
<b>TOTAL</b>	100

A+

# TIPS FOR WRITING A STRONG GRANT PROPOSAL

- 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.



# AWARD TIMELINE

**March 2, 2018** – Applications Due

**March 30, 2018** – Grants Awarded

Applications are due no later than **5:00 p.m. on Friday, March 2<sup>nd</sup>**, and should be submitted through email to Grants Management at **WorkforceGrants@dew.sc.gov**

# CONTACT US

## SC Department of Employment and Workforce Grants Management

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