

2020 – 2021 Microsoft LinkedIn Learning Implementation & Expansion Grants

Washington public and tribal libraries and community or technical colleges may apply for this state funding. It can be used to implement a new program, expand an existing program or service that utilizes Microsoft Imagine Academy or LinkedIn Learning resources. This grant period begins upon contract execution (target date of 4/30/2020) through 6/22/2021.

Projects should meet, at minimum, one of the following objectives:

- **Promote or support instruction for the public in digital literacy (basic computer, digital device, software, and Internet usage), computer programming/coding, and STEM subjects.**
 - *Examples include:*
 - Train the trainer opportunity for staff, so they can offer/teach.
 - Promote instructional programs using social media campaigns, print, digital, and radio advertising, in English and Spanish.
 - Purchase hardware, software, and other materials to be used for instruction or circulation.
 - Host Learning Circles or other instructional formats (programs, workshops, classes, etc.).
- **Promote or support industry-recognized software, IT, or computer science certification programs.**
 - *Examples include:*
 - Purchase hardware (to learn, practice, or proctor exams) or software. Some certification exams, like Microsoft Office and Adobe Creative Suite, require corresponding software be installed on the testing computer.
 - Promote certification programs using social media campaigns, print, digital, and radio advertising.
- **Promote or support programs that advance careers and employment in IT, computer science, data science, or other STEM fields.**
 - *Examples include:*
 - Host/co-host a job or career fair for employers and industries with a significant hiring for technology or other STEM jobs.
 - Host/co-host programming that supports career awareness, exploration, or development of careers in technology or other STEM jobs.

Grant funds may only be used to support programs or services that are free and open to the general public.

Preference will be given to programs that specifically support employment for populations identified under the Workforce Innovation & Opportunity Act (WIOA) as facing significant barriers to employment. The 14 populations designated as “populations with barriers” include:

Displaced Homemakers	Migrant/Seasonal	Single Parents/Pregnant
Youth in, or formerly in,	Farmworkers	Women
Foster Care	Individuals with Disabilities	Ex-Offenders
Low-Income Individuals	Individuals within two	Long-Term Unemployed
English Language Learners	years of exhausted	Homeless Individuals
Native Americans, Alaska	TANF Eligibility	Veterans
Natives, and Hawaiians	Older Individuals	

Grant Timeline (revised 5/28/20)

Date	Activity/Deadline
February 28, 2020	Grant announcement
March 10, 2020 @ 1pm	Informational meeting (online using Zoom)
May 13, 2020 @ midnight	Grant applications due (revised deadline)
May 28, 2020	Notification of grant awards
June 1 – June 10, 2020	Contract development
June 17, 2020	All contacts executed
July 3, 2020	1 st Grant monitoring report due; Reimbursement requests due for all funds expended through June 17, 2020 and up to June 30, 2020
September 22, 2020	2 nd Grant monitoring report due; Reimbursement requests due for all funds expended through September 15, 2020
November 23, 2020	3 rd Grant monitoring report due; Reimbursement requests due for all funds expended through November 15, 2020
February 20, 2021	4 th Grant monitoring report due; Reimbursement requests due for all funds expended through February 16, 2021
April 20, 2021	5 th Grant monitoring report due; Reimbursement requests due for all funds expended through April 13, 2021
June 22, 2021	Final grant monitoring report due; Reimbursement requests due for all funds expended through June 22, 2021

Project Title	Please enter your Project Title: a single sentence that gives a general idea of what your project is about.														
Proposal Summary	Please provide a brief summary of your proposal: one paragraph of 2-5 sentences that describes the program and includes the amount of funding requested and a general description of how funding will be used.														
Statement of Need	What problem will this proposal solve? Please provide 2-5 sentences describing the problem, your proposed solution, and who will benefit (target audience).														
Populations Facing Significant Barriers to Employment	<p>Please indicate which, if any, populations your program will target. The 14 populations designated as “populations with barriers” include:</p> <table border="0"> <tbody> <tr> <td><input type="checkbox"/> Displaced Homemakers</td> <td><input type="checkbox"/> Migrant/Seasonal Farmworkers</td> </tr> <tr> <td><input type="checkbox"/> Individuals with Disabilities</td> <td><input type="checkbox"/> Individuals within Two Years of Exhausted TANF Eligibility</td> </tr> <tr> <td><input type="checkbox"/> Low-Income Individuals</td> <td><input type="checkbox"/> Youth in, or formerly in, Foster Care</td> </tr> <tr> <td><input type="checkbox"/> English Language Learners</td> <td><input type="checkbox"/> Older Individuals</td> </tr> <tr> <td><input type="checkbox"/> Native Americans, Alaska Natives, and Hawaiians</td> <td><input type="checkbox"/> Single Parents/Pregnant Women</td> </tr> <tr> <td><input type="checkbox"/> Ex-Offenders</td> <td><input type="checkbox"/> Homeless Individuals</td> </tr> <tr> <td><input type="checkbox"/> Long-Term Unemployed</td> <td><input type="checkbox"/> Veterans</td> </tr> </tbody> </table> <p>For each population you indicated above, please describe how you will identify and target (through specifically designed services, outreach activities, partnerships, etc.) individuals in this group. Please limit your response to 1-2 sentences for each population</p>	<input type="checkbox"/> Displaced Homemakers	<input type="checkbox"/> Migrant/Seasonal Farmworkers	<input type="checkbox"/> Individuals with Disabilities	<input type="checkbox"/> Individuals within Two Years of Exhausted TANF Eligibility	<input type="checkbox"/> Low-Income Individuals	<input type="checkbox"/> Youth in, or formerly in, Foster Care	<input type="checkbox"/> English Language Learners	<input type="checkbox"/> Older Individuals	<input type="checkbox"/> Native Americans, Alaska Natives, and Hawaiians	<input type="checkbox"/> Single Parents/Pregnant Women	<input type="checkbox"/> Ex-Offenders	<input type="checkbox"/> Homeless Individuals	<input type="checkbox"/> Long-Term Unemployed	<input type="checkbox"/> Veterans
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Background/ Current State	Briefly describe the current situation with regard to your project. What programs or activities have been undertaken in the past or are underway now, to mitigate the problem you’ve identified? What about these has worked, and how have they fallen short of fully meeting your goals?														

Project Outcomes & Evaluation	<p>Please describe what success looks like for your program as a whole. What will be different upon successful implementation of your program? Please include:</p> <ul style="list-style-type: none"> • Metrics that will be used to evaluate effectiveness • Targets you hope to meet • Who will conduct the evaluation • How frequently will evaluation activities take place
Project Description, Goals & Activities	<p>Please describe your project in greater detail. Please include:</p> <ul style="list-style-type: none"> • Goals of the project and the actions that will be taken to achieve them • Who will be responsible for completing activities • Anticipate any possible problems that may arise, and propose solutions • Any partners, existing or new, that you will engage to help you.
Project Timeline	<p>Using the goals and activities identified in your Project Description, create a timeline showing the chronological order at which key activities will take place, and the personnel/department(s) responsible for completing them. Be sure to include the evaluation activities you identified in the Project Outcomes & Evaluation section, as well as all required quarterly grant reporting and reimbursement deadlines identified by WSL in the Grant Guidelines.</p> <p>Some key project activities may be undertaken before contract execution; these should be included in your timeline as they help grant reviewers understand the scope of your project, and indicate the project has been well thought-out from start to finish. An effective timeline should be useful to both the grantee (you) and the grantor (WSL); allowing both parties to easily monitor the progress of the project at all stages of implementation, and help ensure things stay on track to achieving project goals.</p> <p>Please note: we can NOT reimburse for any funds expended before the contract is fully executed.</p> <p><i>Please download and use the template we have provided. You may modify the template as needed to suit your proposal, while still clearly presenting your project plan and the required elements identified above.</i></p>
Descriptive Budget	<p>Please provide a list detailing your funding request (including quantity, if applicable), and briefly describe how each budget item will support grant activities. Grant funds may be used to fund:</p> <ul style="list-style-type: none"> • Hardware • Software • Computer peripherals • Promotional activities and supplies (must promote the grant program or library service specifically) • Contracts with others • Staff mileage • Professional development activities (registration or travel) <p>Grant funds may not be used for:</p> <ul style="list-style-type: none"> • food and other refreshments • Advertising or promotion of libraries in general • Regularly scheduled staff salary and benefits

	<p><i>Please download and use the template we have provided. You may modify the template as needed to suit your proposal, while still clearly presenting a detailed, descriptive budget.</i></p>
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