

**Youth, Young Adult and Adult Employment**

**APPLICATION FORM**

Submit Application to: [cddapplications@cityofmadison.com](mailto:cddapplications@cityofmadison.com)

Deadline: 12:00 pm CST (noon) on **August 19, 2022**

*Official submission date and time will be based on the time stamp from the CDD Applications inbox. Late applications will not be accepted*

Please limit your proposal and responses to spaces provided in this form. Responses to this RFP should be complete and comprehensive but succinct. Materials submitted in addition to this application form will not be considered in the evaluation of the proposal. If you are applying for multiple program or activity areas you must fill out this application for each program or area. ***Do not attempt to unlock or alter this form.*** Font should be no less than 11 pt.

If you have any questions **related to the content of the application**, please contact: Hugh Wing – [hwing@cityofmadison.com](mailto:hwing@cityofmadison.com) or Yolanda Shelton-Morris – [yshelton-morris@cityofmadison.com](mailto:yshelton-morris@cityofmadison.com)

If you have any questions or concerns that are related to **technical aspects** of this document, including difficulties with text boxes or auto fill functions, please contact Jen Stoiber – [jstoiber@cityofmadison.com](mailto:jstoiber@cityofmadison.com)

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| --- | --- | --- | --- |
| Legal Name of Organization: |  | Total Amount Requested: | $ |
| Program Name: |  | | |
| Program or Activity are you Applying for: | Youth Employment Services (ages 14-21)  Youth Employment & Training  Wanda Fullmore Youth Internship Program  Young Adult Employment Services (ages 18-26)  Adult Employment Services (18+) | | |
| Contact Person: |  | Email: |  |
| Full Address: |  | Telephone: |  |
| 501 (c) 3 Status: | Yes  No | Fiscal Agent  (if applicable) |  |

**Organizational Qualifications:**

1. Describe your organization’s experience implementing services relevant to the services described in the Youth, Young Adult and Adult Employment RFP, including to those who are furthest from resources and opportunities and who face systemic barriers to employment.

1. Describe how your agency builds relationships and authentically engages with individuals and households served. Specifically include information on previous strategies used to authentically engage with BIPOC, LGBTQ+, immigrant and/or low-income households and individuals.

1. Describe your organization’s experience, education and training requirements for program staff and management staff.

**Partnerships, Collaboration & Coordination**

1. Describe your current and recent collaboration and partnerships with the following groups, specifying organization names, collaboration/partnership dates, and information about your shared work and accomplishments.
   1. Organizations and groups that work with youth, young adults and/or adults.

* 1. Organizations that provide pre-employment/career preparation, employment services, and/or training and education.

* 1. Organizations and groups that focus on working with, or have a history of working with, low-income households, women, and those that are Black, Indigenous, People of Color (BIPOC), immigrants, and/or individuals who identify as Lesbian, Gay, Bisexual, Transgender, and Queer + (LGBTQ+).

1. Describe your plans to partner, collaborate, and coordinate services with organizations and groups, including names and partnership details. Please explain why and how these collaborations benefit the participants served. Organizations that identify key partnerships must provide written documentation of agreement/commitment from each listed partner.

**Program Design**

1. Describe the organization’s program and proposed service delivery plan including recruitment and selection of participants, individual assessment process, anticipated number to be served, who will be served, duration, location, and goals.

1. Describe the outreach/marketing methods the organization intends to employ to generate participation in the program and to reach the targeted populations considered priority for this funding.

1. Describe how your program includes input or suggestions from target population served in your program design and operation.

**Theory of Change & Logic Model**

1. Describe how your proposed services are based on evidence of success, and how you will meet performance outcomes while maintaining quality services customized to each participant’s needs. Please include the following in your response:
   1. Past service outcomes and other accomplishments that validate your approach.
   2. Best practices and proven resources for youth, young adults, and/or adults you will utilize.
   3. How you will incorporate past experience with performance tracking and reaching outcomes, including challenges overcome.

1. Please describe current and past success in engaging community members and service recipients in developing and improving services.

1. Please describe your plan to meaningfully involve service recipients, including past, present and potential recipients, in ongoing design, flexing and improvement of proposed youth, young adult, and/or adult employment services.

**Budget -** Complete the Budget Worksheet, including all costs for which you request funding through this RFP. All costs included must be reasonable, allowable, necessary, and allocable among the stated cost categories.