



## Skill UP Indiana! Developing Indiana's Workforce for the Jobs of Tomorrow

### The Challenge

Indiana Department of Workforce Development (DWD) research indicates that more than **1 million Indiana jobs** will be available over the next decade, and more than a third will be new jobs that do not exist today. Recognizing this opportunity and need, DWD is working with our partners to transform the State of Indiana into a state-of-the-art demand-driven workforce system (DDWS) to ensure that we are teaching the right skills, at the right time and in the right way to meet current and future workforce demand.

The goal of the system involves improved alignment of future (projected) employer demand and current and future workforce (talent) supply. The system aims to be statewide in scope, to better serve business and industry, students, jobseekers, educators, and policy makers (stakeholders) throughout Indiana.

In order to accomplish this, DWD will **ENGAGE** with employers to ensure that their needs are being met. This will involve gathering data from employers in order to forecast occupational demand today, 1, 3, 5, and even 10 years in the future. In order to better **ALIGN** our education and training programs with employer needs, DWD will use this data to determine skills and competencies associated with those in-demand occupations and focus specifically on where gaps currently exist. This process will be critical in helping DWD and other partners to **ADVANCE** Indiana as a great place to live and work, and to start or grown a business by helping Hoosiers make informed career decisions and by providing employers with a skilled workforce.

### The Opportunity

In addition to the efforts by DWD to create a DDWS, many philanthropic organizations, community foundations, state agencies, local municipalities, and nonprofits, have invested in skilling up Indiana's workforce. The work that has been done in this arena is critically important, and there are numerous significant efforts underway. Some projects include:

- Indiana Economic Development Corporation's (IEDC) Regional Cities Initiative
- Office of Community and Rural Affairs (OCRA) Workforce Development Program
- IndianaWorks Councils' Innovative CTE Curriculum Grants
- Commission for Higher Education's (CHE) Career Ready Campaign,
- DWD's HIRE, JAG, WorkINdiana, and Adult Education programs
- Philanthropic investments from the Lilly Endowment, Lumina, USA Funds, Joyce Foundation, JP Morgan Chase Foundation, and numerous other corporate and community foundations.

Without the collective investment of stakeholders, the state will not be able to provide opportunities for citizens across the state to enter a career pathway that leads to financial stability. Building on this, DWD will offer between \$9 million and \$11 million in grant funding during the next biennium to implement regional strategic partnerships between employers and educators that skill up students and workers throughout Indiana. These partnerships must be **industry-led** and focus on designing effective strategies to ensure that Indiana communities have a strong talent pipeline to fill the more than **1 million jobs** that will be available over the next decade.



### **Guiding Principles on Strategies**

DWD believes that there are certain evidence-based strategies that, if implemented well, will lead to positive outcomes for a region addressing the Skill UP Indiana challenge outlined above. Although DWD does not intend to mandate any one strategy or approach, applicants shall explain the evidence-based strategies they plan to implement to address regional skills gap needs. These strategies may include:

- Developing and using a curriculum around the needed knowledge, skills, and abilities identified by a sector partnership
- Designing one or more sector-focused career pathway systems that includes nationally portable, standards-based, industry recognized credentials;
- Integrating cross-economic sector competency development of employability and technical skills;
- Creating work-and-learn opportunities for youth and adult learners at multiple stages of a career pathway system; Work-and-learn opportunities include internships, apprenticeships, mentorships, and other evidence-based partnerships between employers and educators.
- Developing innovative programming that uses prior learning assessments and competency-based education models to meet employer needs.

DWD anticipates that local partnerships will develop shared metrics to measure outcomes on these or other related strategies. DWD will work with local regional partnerships and other state agencies to measure return on its investment through longitudinal data that demonstrates significant movement toward closing the skills and attainment gaps, which will lead to more citizens being employed in a priority sector or an Advanced Industry<sup>1</sup> (see Appendix A for a list of Indiana’s Advanced Industries) career.

### **Guiding Principles on Partnerships**

DWD believes that stakeholders in the partnership must commit to systems change in order to skill up students and workers in their respective region. DWD will be seeking applicants who can demonstrate that their regional partnership does a combination of the following:

- Creates or reinforces a culture in a region where they and their programs are working together toward the same goal(s).
- Changes long-held policies and practices so that they are aligned to strategies that will produce results that benefit not only a single organization and the people whom they serve but the economic growth of the entire region.
- Demonstrates partners’ commitment to work together toward shared outcomes and to drive their respective organizations toward continuous improvement. The members of the partnership must realize the community impact that they create together is greater than the impact they will have operating alone.
- Is industry-led with a focus on aligning educational programming with the workforce needs of the region. This includes having a goal of creating opportunities for citizens within the region to enter a career path that leads to an occupation within a priority sector or advanced industry.

### **State Alignment**

DWD and other state agencies have invested in many initiatives that applicants should leverage during the application process. A partnership may use plans from regional/local activity developed through other initiatives

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<sup>1</sup> Muro, Mark et al. [America’s Advanced Industries: What they are, where they are and why they matter](#), Brookings Institution, February 2015, accessed by web 5/27/2015.



to better inform the implementation of the work that lies ahead for the partnership. Some initiatives that are working toward finding solutions for skilling up Indiana include but are not limited to:

- Indiana Sector Partnerships - [http://www.in.gov/icc/files/Indiana\\_Plan\\_and\\_Launch\\_Sector\\_Partnership\\_Initiative.pdf](http://www.in.gov/icc/files/Indiana_Plan_and_Launch_Sector_Partnership_Initiative.pdf)
- Indiana Pathways Network - [http://www.in.gov/icc/files/Indiana\\_Pathways\\_Definitions\(1\).pdf](http://www.in.gov/icc/files/Indiana_Pathways_Definitions(1).pdf)
- Career Ready - <http://www.in.gov/careerready/>
- OCRA Workforce Development Program - <http://www.in.gov/ocra/files/workforce-development-one-pager-final.pdf>
- Works Councils Innovative CTE Grants - <http://www.in.gov/irwc/2362.htm>
- Regional Cities Initiative - <http://indianaregionalcities.com/>
- Adult Education Initiative - <http://www.in.gov/dwd/adulted.htm>
- JAG - <http://www.in.gov/dwd/JAG.htm>
- Serve Indiana - <http://www.in.gov/serveindiana/>
- WorkINdiana - [http://www.in.gov/dwd/adulted\\_workin.htm](http://www.in.gov/dwd/adulted_workin.htm)
- Workforce Development Boards - <http://www.in.gov/dwd/2476.htm>

#### **Technical Assistance**

DWD will provide technical assistance by contracting with national, state, and local experts who can assist regional applicants in designing and implementing their chosen strategies.

#### **Eligible Applicants**

To be eligible to apply for a Skill UP Indiana! grant, applicants must adhere to the following eligibility requirements:

1. A partnership must be in a region that encompasses a contiguous geographic area consisting of a minimum of 200,000 in population *or* must encompass an existing economic growth region(s) as defined by DWD.
2. A partnership must be industry-led and must establish itself as the applicant and choose an appropriate fiscal agent.
3. A preliminary application must be submitted to the Indiana Department of Workforce Development by June 30, 2016.
4. Stakeholders, including elected officials, representing this geographic area must participate in the application process and must endorse the application with their signatures.
5. The application must show a private match of at least 25% for the activities that are outlined.
6. The partnership must provide evidence for how it meets the guiding principles outlined above.
7. Round 1 Skill UP award winners are eligible to apply. However, they are not eligible to seek funding for programs and initiatives that were previously funded through Skill UP.



**PHASE I: Intent to Apply**

**Deadline: May 16, 2016**

Partnerships planning to apply for a Skill UP Indiana! grant must submit a letter of intent to apply for grant funding by May 16, 2016.

- 1. Partnership stakeholders.** Within this letter please include a projected list of stakeholders that may be included in the partnership. Please indicate the geographic region of the state that will be impacted by the implementation of programs developed by the partnership.
- 2. Technical Assistance Opportunities.** During the preliminary proposal phase, there may be a number of technical assistance resources a partnership may use to help prepare for implementation. Please indicate the technical assistance topics that the burgeoning partnership may be most interested in receiving during the preliminary plan phase to ensure once funding is available that work may begin immediately. Some examples may include: sector strategies, career pathways program development, career pathways system development, coalition building process, etc.
- 3. Submission Requirements.** All letters of intent are to be submitted to the Department of Workforce Development by the applicant that intends to develop the proposal. Applicants may use the draft letter of intent provided in Appendix C. A hard copy of the letter of intent must be received by DWD on or before the due date. Letters of intent should be sent to:

Indiana Department of Workforce Development  
Attn: Charles Reeves  
10 N. Senate Avenue  
Indianapolis, IN 46204

In addition, electronic copies of the letter of intent must be submitted via email to Charles Reeves at [creeves2@dwd.in.gov](mailto:creeves2@dwd.in.gov) with the subject "[Name of Applicant] - Intent to apply for Skill UP Indiana!" A confirmation email will be sent once both the electronic and hardcopy versions of the letter of intent are received.



**PHASE II: Preliminary Proposal**

**Deadline: June 30, 2016**

Partnerships must submit a preliminary application that is due June 30, 2016. The preliminary application submitted should include at a minimum the following components.

- 1. Regional Overview.** Describe the region that will be impacted by the partnership's work. Outline the geographic area where this work will take place. Include an overview of regional economic development strategies for current and future activity. Describe the education and workforce needs of the region and existing programs that may be leveraged to achieve the economic goals of the region. Explain how those programs are currently working to develop the talent pipeline to meet the workforce needs within the region.
- 2. Vision for systems change to impact development of the talent development pipeline.** Describe the partnership's plan or current effort to develop and implement strategies to align educational programs to the employer needs within the region. Articulate how the members of the partnership plan to move away from programs that work in isolation to those that work in concert with one another to meet the workforce needs of the region. Describe the challenge facing the region, shared outcomes developed by the partnership to address those challenges, programs that may be leveraged and aligned to drive the work forward, and how the partnership plans to continually improve regional programming to ensure all citizens within the region have an opportunity to enter onto a prosperous career pathway through a number of evidenced-based strategies (see "Strategies eligible for funding").
- 3. Partnership Members.** Describe the member organizations that plan to be members of the partnership. Partner members may include: small, medium, and large businesses, education entities (k-12, postsecondary, career and technical education centers, adult education programs, workforce training providers), social service providers, community based organization, workforce development partners, economic development partners, and local government officials. Describe the role each partner organization can play and how they fit into the partnership's greater vision. Provide evidence all partner organizations have committed to working together toward shared outcomes. This may include providing partnership agreements or statements of commitment that are available during the planning phase.
- 4. Strategies eligible for funding.** Describe strategies the partnership plans to use to address the skills gap and workforce needs of the region. Strategies may include the following:
  - a. Developing and using a curriculum around the needed knowledge, skills, and abilities identified by a regional sector partnership;
  - b. Designing one or more sector-focused career pathway systems that include aspects of the following:
    - i. Programs of study aligned to the state's defined priority now and priority future occupations as well as Advanced Industries
    - ii. Nationally portable, standards-based, industry recognized credentials;
    - iii. Career counseling support throughout the system;
    - iv. Supportive services to help retain and advance learners through the system;
    - v. Integration of adult learner programming into existing and new career pathway programs of study;
  - c. Integrating cross-economic sector competency development of employability and technical skills;



- d. Creating work-and-learn opportunities for youth and adult learners at multiple stages of a career pathway system; Work-and-learn opportunities include internships, apprenticeships, mentorships, and other evidence-based partnerships between employers and educators;
- e. Implementing innovative programming that uses prior learning assessments and competency-based education models to meet employer needs; and
- f. Other New and innovative strategies targeted at closing skills gap needs identified by the regional partnership aimed at meeting workforce needs, and aligning education to the occupations that will be available in the region and across the state.

5. **Outcomes.** Indicate the outcomes the partnership expects to achieve as a result of this work and how it ties to ensuring citizens are ready for the **1 million jobs** that will be available over the next decade. Describe how the outcomes guide the alignment of education with workforce needs. Provide an approximate number of people that will be impacted by the work of the partnership and will have the opportunity to enter a career pathway that leads to economic prosperity. Please explain the metrics that will be collected and the methods for evaluating success.

7. **Submission Requirements.** All preliminary proposals are to be submitted to the Department of Workforce Development by the applicant who intends to develop the proposal. A hard copy of the proposal must be received by DWD on or before the due date. Please note that DWD must receive applications by this deadline, i.e. this is not the postmark date. DWD will not accept faxed copies. Preliminary proposals may be up to 5 pages in length. **Only proposals submitted in Microsoft Word format will be considered.** Preliminary proposals should be sent to:

Indiana Department of Workforce Development  
Attn: Charles Reeves  
10 N. Senate Avenue  
Indianapolis, IN 46204

In addition, electronic copies of the preliminary proposal must be submitted via email to Charles Reeves at [creeves2@dwd.in.gov](mailto:creeves2@dwd.in.gov) with the subject “[Name of Applicant] - Intent to apply for Skill UP Indiana!” A confirmation email will be sent once both the electronic and hardcopy versions of the preliminary proposal are received.



### **PHASE III: Application**

Applicants must submit an application by August 31, 2016. Grants will be awarded in mid-October 2016. At a minimum, the grant application must include the following:

- 1. Regional Overview.** Describe the region that will be impacted by the partnership's work. Outline the geographic area where this work will take place. Include an overview of regional economic development strategies for current and future activity. Describe the education and workforce needs of the region and existing programs that may be leveraged to achieve the economic goals of the region. Explain how those programs are currently working to develop the talent pipeline to meet the workforce needs within the region.
- 2. Vision for systems change to impact talent development pipeline.** Describe the partnership's current effort to align educational programs to the workforce needs within the region. Articulate how the members of the collaborative are moving away from programs that work in isolation to those that work in concert with one another to support the needs of the region.
- 3. Partnership Members.** Describe the partner organizations that are a part of the regional partnership. What role can each partner organization play and how do they fit into the partnership's greater vision? Provide in detail the structure the partnership plans to use to coordinate priorities and activities amongst the partner organizations. Explain how each partner organization has committed to working together toward shared outcomes. Provide evidence as to how the activities of partner organizations reinforce the shared outcomes. Describe how the partnership plans to continuously communicate and evaluate the work based upon regional data. Include partnership agreements or statements of support from each member organization.
- 4. Strategies eligible for funding.** Describe strategies the partnership will use to address the skills gap and workforce needs of the region. Explain how targeted strategies lead to postsecondary credential attainment, meet the needs of regional employers, and place learners from across the talent development pipeline in position to enter a prosperous career pathway. Strategies may include the following:
  - a. Developing and using a curriculum around the needed knowledge, skills, and abilities identified by a regional sector partnership;
  - b. Designing one or more sector-focused career pathway systems that include aspects of the following:
    - i. Programs of study aligned to the state's defined priority now and priority future occupations as well as Advanced Industries
    - ii. Nationally portable, standards-based, industry recognized credentials;
    - iii. Career counseling support throughout the system;
    - iv. Supportive services to help retain and advance learners through the system;
    - v. Integration of adult learner programming into existing and new career pathway programs of study;
  - c. Integrating cross-economic sector competency development of employability and technical skills;
  - d. Creating work-and-learn opportunities for youth and adult learners at multiple stages of a career pathway system; Work-and-learn opportunities include internships, apprenticeships, mentorships, and other evidence-based partnerships between employers and educators;



- e. Developing innovative programming that uses prior learning assessments and competency-based education models to meet employer needs; and
- f. New and innovative strategies targeted at closing skills gap needs identified by the regional partnership aimed at meeting workforce needs and aligning education to the occupations that will be available in the region and across the state.

**5. Specifics for each strategy.** Describe in detail the specifics of each strategy the Partnership plans to use to address the skills gaps, workforce needs, and the partnership’s shared goals. Details should include at a minimum the following:

- a. Project timeline
- b. Logic model
- c. Budget detailing initiatives and implementation of work (including private match)
- d. Shared metrics; potential regional metrics may include:
  - i. Number of jobs that will be impacted
  - ii. Number of individuals that achieve sustainable employment
  - iii. Percent of adults with postsecondary degrees or certifications
  - iv. Graduation rates (both high school and postsecondary)
  - v. Number of successful work-and-learn opportunities offered through programming
  - vi. Number of industry-recognized credentials earned
  - vii. Number of individuals entering a new pathway program of study
  - viii. Number of integrated adult education programs into pathway programs of study
  - ix. Number of competency based programs developed and skills assessed
  - x. Retention rates for each program developed
  - xi. Other shared metrics as determined by partner organizations
- e. Process and method for collecting, housing, and sharing the data associated with the goals of the partnership with DWD
- f. Process for using data to evaluate programming impacted by the work of the partnership
- g. Sustainability plan

**6. Technical Assistance Opportunities.** Throughout the grant period, there may be a number of technical assistance resources a partnership may use to help implement some of its work. Please indicate the technical assistance topics the partnership anticipates they may need to ensure implementation of the work throughout the grant process.

- a. Sector Strategies
- b. Career Counseling
- c. Adult learner engagement
- d. Career Pathways Program Development
- e. Career Pathways System Development
- f. Coalition Building Process
- g. College attainment for “some college, no degree” adult students
- h. Business engagement
- i. Data collection and analysis
- j. Fundraising approaches and sustainability
- k. Other (please specify)



7. **Link to Simultaneous Initiatives.** These local initiatives are aimed at addressing the skills gap needs within a region and a partnership may leverage these initiatives to strengthen planning and create better alignment of programs within a region. Describe how the partnership can align its implementation efforts to these existing initiatives to provide greater impact within the region.
- a. Indiana Sector Partnerships
  - b. Indiana Pathways Network
  - c. Career Ready
  - d. OCRA Workforce Development Program
  - e. Works Councils Innovative CTE Grants
  - f. Regional Cities Initiative
  - g. Adult Education Initiative
  - h. JAG
  - i. Serve Indiana
  - j. WorkINdiana
  - k. Workforce Development Boards
8. **Submission Requirements.** All proposals are to be submitted to the Indiana Department of Workforce Development by the applicant that intends to develop the proposal. A hard copy of the proposal must be received by DWD on or before the due date. Please note that DWD must receive applications by this deadline, i.e. this is not the postmark date. DWD will not accept faxed copies. **Applications may be up to 10 pages in length, must be single spaced and in 12 point font. Proposals must also include an Executive Summary (not included in the 10 page maximum). Only proposals submitted in Microsoft Word format will be considered.** Final proposals should be sent to:

Indiana Department of Workforce Development  
Attn: Charles Reeves  
10 N. Senate Avenue  
Indianapolis, IN 46204

In addition, electronic copies of the proposal must be submitted via email to Charles Reeves at [creeves2@dwd.in.gov](mailto:creeves2@dwd.in.gov) with the subject “[Name of Applicant] - Intent to apply for Skill UP Indiana!” A confirmation email will be sent once both the electronic and hardcopy versions of the proposal are received.



#### ***PHASE IV: Evaluation***

All grants will be scored by a team of reviewers from various state agencies and partner organizations. All scorers will follow the same scoring rubric. Successful proposals will be selected based on their overall scores. There are five broad categories by which the Skill UP proposals will be evaluated. It is suggested that you outline your proposal according to these categories. They include:

- 1. Targeted Outcomes.** The outcomes discussed should have a targeted impact within the region. Most importantly, strategies and programs that will be implemented need to be aligned to the occupational needs within the region and should **lead to direct employment**. Preference will be given to plans that have direct employment outcomes.
- 2. Collaboration. Industry-led** regional collaboration is a large component that should be reflective in the Skill UP application. There are many factors that can be demonstrated to show the partnership has the ability to work together in a way to have the necessary impact to provide citizens within the region with the knowledge, skills, and abilities to enter onto career pathways and occupations that are needed to sustain the region's economy.
- 3. Implementation.** The Skill UP initiative is intended for partnerships to begin implementation of quality, evidence-based programming immediately. The partnership must demonstrate the capacity to implement the strategies set forth.
- 4. Sustainability**  
Each partnership must exhibit a 25% match to the requested amount of funding. Partnerships should develop a sustainability plan beyond the lifecycle of the grant itself. It is important that implementation strategies be sustainable so individuals can continue receiving education and training beyond the grant.
- 5. Analysis and Evaluation**  
Partnerships should address their ability to collect and use information to not only report on their outcomes, but to have the ability to accurately analyze, evaluate, and improve the initiatives being implemented with grant funding.

Points will be automatically deducted for the following reasons:

- Failure to submit a budget in the template provided (Appendix D)
- Exceeding the 10 page limit
- Not including an executive summary
- Not addressing each of the five categories mentioned above
- Not addressing how the proposed plan will impact the 1 million jobs goal

**Appendix A: Indiana’s Advanced Industries**

# Indiana Advanced Industries Focus

**The Most Prevalent Industries in Indiana That Constitute the Advanced Industries Sector**

<b>MANUFACTURING</b>		<b>SERVICES</b>
Aerospace Products and Parts	Other Electrical Equipment & Components	Architecture and Engineering
Agr., Construction, & Mining	Other General Purpose Machinery	Cable & Other Subscription Prog.
Machinery	Other Miscellaneous Manufacturing	Computer Systems Design
Aluminum Production and Processing	Other Nonmetallic Mineral Products	Data Processing and Hosting
Audio and Visual Equipment	Pesticides, Fertilizers, & Other Agri. Chemicals	Medical and Diagnostic Labs
Commercial & Service Industry Machinery	Petroleum and Coal Products	Mgmt, Scientific, & Techn. Consulting
Engines, Turbines, & Power Trans. Equip.	Pharmaceuticals and Medicine	Other Information Services
Foundries	Resins & Synthetic Rubbers, Fibers, and Filaments	Other Telecommunications
Household Appliances	Semiconductors and Other Electronic Components	Satellite Telecommunications
Industrial Machinery	Medical Equipment and Supplies	Scientific Research & Development
Iron, Steel, and Ferroalloys	<b>ENERGY</b>	Software Publishers
Motor Vehicle Bodies and Trailers	Electric Power Generation, Trans. & Distribution	Wireless Telecom Carriers
Motor Vehicle Parts	Oil and Gas Extraction	
Motor Vehicles		
Other Chemical Products		

Source: Amended from [America’s Advanced Industries: What they are, where they are and why they matter](#), published by the Brookings Institution, February 2015 as reviewed by the Indiana Economic Development Corporation for the [Indiana Career Council’s Pathways Taskforce](#) at the March 2015 meeting.



## Appendix B: Technical Assistance Resources

### Regional and Community Assets

- <http://www.in.gov/irwc/2706.htm>

### Career Counseling Resources

- <http://www.indianacareerexplorer.com/>
- <http://www.doe.in.gov/student-services/student-assistance/school-counseling-guidance>
- <http://www.in.gov/learnmoreindiana/>
- [http://businessroundtable.org/sites/default/files/Common%20Employability\\_asingle\\_fm.pdf](http://businessroundtable.org/sites/default/files/Common%20Employability_asingle_fm.pdf)
- [http://www.in.gov/icc/files/Return and Complete Guidance At a Glance 8 1 2015 \(2\).pdf](http://www.in.gov/icc/files/Return_and_Complete_Guidance_At_a_Glance_8_1_2015_(2).pdf)

### Career Pathways Systems and Programs of Study

- [Indiana Career Pathways Definitions](#)
- <http://www.adultcareerpathways.org/resources.php>
- <http://lincs.ed.gov/programs/acp>
- Career Pathways Toolkit “Six Key Elements for Success”
- <http://www.clasp.org/issues/postsecondary/pages/aqcp-framework-version-1-0>
- <https://cptoolkitcatalog.peerta.acf.hhs.gov/>
- <http://www.doe.in.gov/cte/indiana-college-career-pathways>

### Sector Partnerships

- Indiana Plan and Launch Sector Partnership Framework
- <http://www.sectorstrategies.org/toolkit/mod10/roles>
- [National Fund for Workforce Solutions Partnership Guidance Tool](#)
- <http://www.sectorssummit.com/toolkit/>

### Systems Change through Collective Impact:

- [http://www.in.gov/irwc/files/Objective\\_1.pdf](http://www.in.gov/irwc/files/Objective_1.pdf)
- <http://www.fsg.org/>
- <http://collectiveimpactforum.org/>
- [NGA Policy Academy Collective Impact Presentation](#)
- <http://www.strivetogether.org/vision/quality-collective-impact-collaboration>

### Webinars

- Coalition Building Technical Assistance Webinar
- <http://www.iyi.org/trainings/webinars.aspx>
- [https://www.workforce3one.org/find2/Webinar\\_Recording](https://www.workforce3one.org/find2/Webinar_Recording)

### Work-and-Learn

- [A Guide to Talent Attraction and Development for Indiana Employers](#)
- <http://www.in.gov/careerready/>
- <http://www.doe.in.gov/cte/work-based-learning>



- <https://indianaintern.net/>

### Appendix C: Draft Letter of Intent

[Date]

Business Services

Indiana Department of Workforce Development

10 North Senate Avenue

Indianapolis, IN 46204

### **OBJECT: Letter of Intent for Skill UP Indiana! Grant Application**

This letter is intended as notification that [Partnership Organization] plans to apply for the Skill UP Indiana! grant administered by the Indiana Department of Workforce Development.

- 1. Partnership Members.** [Partnership] is made up of a diverse cross-sector group of organizations that include: [insert organizations and their cross-sector focus]
- 2. Region.** The partnership will have a focus on designing and implementing evidenced-based strategies to skill up students and workers in the following communities: [insert communities affected by the work of the partnership]
- 3. Technical Assistance.** The partnership would like to receive technical assistance in the following areas: [insert areas in which the partnership may need technical assistance to strengthen the ability to implement change within the community]

By submitting this letter, [partnership] understands the requirements set forth within the guidance for the Skill UP Indiana! grant initiative and intends to submit a preliminary proposal and grant application by the required due dates.



**Appendix D: Budget Template (separate attachment)**