

TEXAS HIGHER EDUCATION COORDINATING BOARD  
**TEXAS RESKILLING AND UPSKILLING FOR EDUCATION (TRUE)**  
**INSTITUTIONAL CAPACITY GRANTS**  
**Application Instructions**

**Section 1: Certification of Information Contained in this Application**

Eligible applicants are Texas public lower division institutions of higher education, including junior colleges, postsecondary technical schools, and the public state college, or consortia of public lower division institutions of higher education, including with workforce entities such as trade associations, local chambers of commerce, local governmental entities, or economic development corporations.

Please provide the name, title, and contact information of the individual authorized to submit the application.

Please also provide the name and signature of the chief executive of the institution that is certifying leadership commitment to the project proposal. That individual could be a chancellor, president chief academic officer, or chief financial officer, depending on institutional policy. Electronic signatures are acceptable.

**Section 2: Contact Information**

Please provide the name and contact information for the primary contact person for the proposed project.

If the proposal is for a Consortium, please provide a primary contact name and affiliation for each Consortium partner.

**Section 3: Requested Grant Amount**

Please indicate the total proposed project budget. Budget details must be provided on the TRUE Institutional Capacity Grants Budget Request form. Proposed budgets must fall within the following award ranges.

<b>Award Ranges</b>
\$50,000 maximum for planning grants
\$50,000-\$500,000 for single institution
\$50,000-\$2 million for consortia

**Section 4: Cost-Sharing Funds**

Please fill out the table indicating the category of cost-sharing funds, source, and dollar amount. By doing so you are certifying that you have secured cost-sharing funds at twenty-five percent (25%) or more of the value of the grant awarded by this initiative.

Funding for the required cost-sharing may come from a variety of sources, including federal, state, and/or local funding. Cost-sharing requirements may be met through partnerships with local

governmental entities, chambers of commerce, community-based organizations, or public-school districts. In-kind expenditures by award recipients may be included in the cost-sharing calculation. In the case of Consortia, not all participating members need to provide cost-sharing funds as long as the total meets the cost-sharing ratio requirement. The time frame for expenditure of cost-sharing funds may extend up to six (6) months beyond the end of TRUE Institutional Capacity Grants funding.

The following may not be utilized for matching purposes: previously allocated GEER funds, Perkins Basic Grants, WIOA funding, and allocations of personnel other than programmatic staff and faculty.

## **Section 5: Project Description**

### **5.1 Project Summary**

- 5.1.a Please fill out the table indicating the name, CIP Code, duration, and credit/contact hours associated with the high value workforce education and training program(s) that are proposed for the project.

*This element will be evaluated on a 1-5 point scale; 5 points highest.*

- 5.1.b Provide a brief description (250 words maximum) of how the project's high value workforce education and training program(s) were selected.

The proposed project must have a compelling rationale for the selection of credential and training programs. Programs selected must be in high value/high need fields at the state, regional, or local level as determined by current labor market information and workforce stakeholder input. Include relevant data used to support selection of the programs. Be sure to indicate the role played by employers or other workforce stakeholders in the selection process.

*This element will be evaluated on a 1-5 point scale; 5 points highest.*

- 5.1.c Provide a brief description (250 words maximum) of the project's goals and activities. Proposed projects may be for a planning period or to execute project objectives. The proposed project may focus on a particular credential program, several related credential programs in a high demand occupational area, or a set of knowledge and skills required by a particular high demand occupational area.

Selected education and training programs may be for industry certifications, certificate programs, or other workforce credentials that can be completed in six (6) months or less. Sub-Certificate 1 programs selected are encouraged to be developed or scaled to be convertible or stackable to credit-bearing programs. Credential and training programs selected may be delivered digitally, face-to-face or in a hybrid mode. Credential programs selected for the project may be stand alone or embedded in other credential programs.

Project goals and activities must reflect the goals of the TRUE Institutional Capacity Grants to create, expand, or redesign postsecondary workforce programs that are industry-aligned and developed with the participation of postsecondary lower-division institutions and workforce stakeholders such as

workforce and economic development boards or associations, industry representatives or employers. Be sure to specify the role played by employers or other workforce stakeholders in the project's design and execution.

*This element will be evaluated on a 1-5 point scale; 5 points highest.*

## **5.2 Description of Applicant Institution and Partners/Consortium Members**

Provide a brief description (250 words maximum) about the relevant capabilities in workforce education of the institution serving as the primary applicant and the partners/Consortium members (if applicable) that will participate in the TRUE Institutional Capacity Grants project. State the rationale behind the institutions and/or partners' participation in the project. If a Consortium is proposed, describe each partner's level of commitment to the project and indicate how responsibilities amongst them will be shared.

*This element will be evaluated on a 1-5 point scale; 5 points highest.*

## **Section 6: Project Timeline**

Please complete the table indicating the duration and estimated completion date for each of the project activities described in Project Summary 5.1.c (above).

*This element will be evaluated on a 1-5 point scale; 5 points highest.*