

TEXAS HIGHER EDUCATION COORDINATING BOARD  
**WORK-BASED LEARNING OPPORTUNITY GRANT – APPRENTICESHIPS  
PROGRAM**

**Application Instructions**

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

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.

**Section 3: Requested Grant Amount**

Please indicate the total proposed project budget. Budget details must be provided on the Budget Request form. Proposed budgets must not exceed \$165,000.

**Section 4: Project Description**

**4.1 Project Summary**

**4.1.a** Please a brief description (250 words maximum) of how current apprenticeship programs are structured and supported at your institution. Provide the number of students that participated in apprenticeships last academic year and the pay range for those apprenticeships.

If the programs you describe are Registered Apprenticeship Programs, as defined in Appendix A of the RFA, please be sure to note that in your narrative. If any of the supports at your institution include pre-apprenticeship strategies, please be sure to note that, as well.

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

**4.1.b** Provide a brief description (500 words maximum) of how your proposed project fits the overall program design to support, expand, or develop apprenticeships. This section should include a description of how the project addresses grant priorities, if applicable, and a clear connection to employer partners.

Grant priorities include expanding or developing high demand Registered Apprenticeship Programs. A clear connection to employer partners can be demonstrated by listing current employer partners for existing high demand apprenticeships. The check box will help determine the focus of your project.

*This element will be evaluated on a 1-10 point scale; 10 points highest. Up to 5 points will be awarded for grant priorities and up to 5 points will be award for a clear connection to employers.*

**4.1.c** Provide a brief description (250 words maximum) of the project's goals and activities, and how you intend to execute the project objectives.

Project goals and activities must reflect the goals of the program to support, expand, or develop apprenticeship programs in the spring or summer 2022 semester.

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

#### **4.2 Description of Applicant Institution**

Provide a brief description (250 words maximum) about the relevant capabilities in apprenticeship programs of the institution serving as the primary applicant and the employer or industry partners that will participate in the Work-based Learning Opportunity Grants – Apprenticeship project. State the rationale behind the institution's participation in the project and describe the institution's level of commitment to the project.

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

#### **Section 5. Project Timeline**

Please complete the table indicating the duration and estimated completion date for each of the project activities described in Project Summary 4.1.c (above) as well as any additional tasks associated with the project.

Timeline should also align with semester schedules through summer 2022. Semester structures do not have to be 16-weeks; 12-weeks, 8-weeks, etc. is acceptable.

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