All submissions must be received through the online application by 5 p.m. Eastern on April 20. We encourage you to use the fillable Project Proposal Form PDF below to craft your responses, but all proposals must be submitted through the online application.

Project Proposal Form

Please complete all required fields. Fields marked with * are required.

Contact Information

1. Project Proposal Name *

2. Date of Submission *

Format: M/d/yyyy

3. Full Name (Primary Contact) *

4. Title (Primary Contact) *

5. Organization Name (Primary Contact) *

6. Email (Primary Contact) *

7. Phone Number (Primary Contact) *

8. Do you have a Secondary Contact? *

Yes No

9. Full Name (Secondary Contact) *

10. Title (Secondary Contact) *

11. Organization Name (Secondary Contact) *

12. Email (Secondary Contact) *

13. Phone Number (Secondary Contact) *

Section 1: Anchor Organization and Employer Leadership Overview

> The anchor organization and employer leadership overview narrative must include the items addressed in the questions below.

14. Please provide a summary of the anchor organization (qualified applicant), including organization size, mission, focus areas/strategic priorities, and members/constituents. *

Max 2,000 characters

15. Please provide a summary of the organization's (and partners') capacity and expertise associated with convening and leading multi-stakeholder partnerships and in implementing the proposed work. *

Max 2,000 characters

16. Please provide evidence of employer leadership and engagement (including identification of one or more employer champions) and applicant/anchor organization track record with sustained employer engagement. *

Max 2,000 characters

17. Please list staff who will work on this initiative and a brief summary of their relevant qualifications. This must include at least part-time support from two to three team members, including a dedicated project manager. *

Max 2,000 characters. Feel free to link to staff bios on organizational websites and/or LinkedIn profiles.

18. Please list any existing initiatives related to the proposed activities and previous involvement with Talent Pipeline Management (TPM) or similar employer-led frameworks (e.g., sector partnerships, industry collaboratives). *

Max 2,000 characters

Section 2: Education Partner Overview

> The education partner overview narrative must include the items addressed in the questions below.

19. Please provide a description of SEA and/or LEA partners, including their role in the partnership and their geographic scope/service area. *

Max 2,000 characters

20. Please provide information on the student population served by the SEA and/or LEA partners, including student population numbers and demographic breakdown. *

Max 2,000 characters

21. Please provide a summary of current career cluster and/or pathway programming, CTE and/or career-connected and work-based learning offerings, dual enrollment and credential offerings, relevant to the proposed project(s). *

Max 2,000 characters

22. Please list institutional or system goals related to career readiness, industry alignment, and student success. *

Max 2,000 characters

23. Please submit letters of commitment or memoranda of understanding from K-12 education partners (SEAs and/or LEAs). *

Dropbox Submission Link: https://www.dropbox.com/request/jlzcAs8Zf7Vot0dijpbo
Document Naming: LOS_Type_LastName_RFP Submitting Organization (Example: LOS_SEA_Smith_USA Chamber of Commerce)

☐ I submitted letters of commitment/memoranda of understanding from SEAs and/or LEAs.

Section 3: Regional Context and Workforce Challenges

24. Please provide a description of the state or region's workforce challenges, labor market needs, and priority industry sectors. *

Include how these challenges impact youth and young adults, particularly opportunity populations or Perkins V special populations. If there are existing initiatives in your community on which this investment will build off or expand upon, please include context and any demonstrated efficacy to date. Max 2,000 characters.

> **Opportunity populations** refer to people who have had limited access to educational and professional opportunities and who face barriers to employment and career advancement. They may include (but are not limited to): opportunity youth (ages 17–24 who are out of school or out of work), members of the LGBTQ community, members of immigrant or refugee populations, formerly incarcerated individuals, members of Indigenous communities, people with disabilities, people without a high school diploma, people with limited English proficiency, people who are (or have been) homeless.

Section 4: Project Proposal and Action Plan

> This section should serve as a narrative description and initial action plan for your proposed project. An updated action plan may be requested upon a negotiated award.
>
> *Note: Applicants should demonstrate openness to refining strategies based on ongoing employer input and technical assistance from the Foundation throughout the initiative.*

25. Vision, Theory of Change, and Goals *

A clear vision for how employer-led partnerships will transform career pathways for learners ages 12–24. Include the initiative's theory of change and specific, measurable goals. Max 4,000 characters.

26. Aligning Curriculum and Credentials to Labor Market Needs *

How will you work with employers and education partners to align pathways and credentials with in-demand jobs? What frameworks, tools, or processes will you use? Max 4,000 characters.

27. Experiencing the World of Work (WBL) *

What strategies will you employ to expand and improve work-based learning and career immersion opportunities? How will you ensure these are scalable and sustainable? Max 4,000 characters.

28. Additional Focus Areas (if applicable)

Description of any additional, innovative strategies that extend or enhance the core topics. Max 4,000 characters.

29. Alignment to Existing Initiatives *

Discuss whether your proposed efforts are new or building off existing efforts. How will your efforts create new approaches or improve existing ones? Max 4,000 characters.

30. Employer Engagement Strategy *

How will you recruit, engage, and sustain employer participation? What role will employer champions play? How will you incorporate employer feedback? Max 4,000 characters.

31. Partnership Structure and Governance *

How will the partnership be structured? Roles and responsibilities? Decision-making process? How will the partnership remain agile? Max 4,000 characters.

32. Scale and Reach *

Anticipated reach in terms of learners, schools, programs, and employers. How will you achieve regional or statewide scale? Max 4,000 characters.

33. Implementation Timeline *

Realistic timeline for implementation over one year (launching June 2026, closing June 2027), including key milestones. Timelines may be adjusted based on employer priorities and Foundation guidance. Max 4,000 characters.

Section 5: Additional Partners

The applicant must describe, as applicable:

34. Please list each partnering organization (e.g., specific employers, industry associations, community-based organizations, other stakeholders) and describe what role each partner will play in the initiative. *

Note: At least one employer champion is required. Max 2,000 characters.

35. Please provide evidence of additional partner commitment through letters of commitment (encouraged but not required).

Dropbox Submission Link: https://www.dropbox.com/request/NsiA2hJX1TbaVcfpHIUd
Document Naming: LOS_Employer_LastName_RFP Submitting Organization (Example: LOS_Employer_Smith_USA Chamber of Commerce)

☐ I submitted additional letters of commitment.

36. Please describe if there are any leveraged or matching funds expected as a part of your proposed activities. (Not required)

Max 2,000 characters

Section 6: Sustainability Plan

The sustainability narrative must address the following, as applicable:

37. Adaptability and Continuous Improvement Considerations *

How will the partnership remain responsive to changing employer needs and labor market conditions? Describe your approach to evaluating progress and making strategic pivots. Max 2,000 characters.

38. Sustaining Efforts Beyond Initial Funding *

How will the work be sustained beyond the initial funding period? Potential additional funding sources, revenue models, or in-kind contributions? Max 2,000 characters.

39. Scaling of Successful Practices *

Strategies for scaling successful practices? How will you identify which strategies are most effective? How might you discontinue approaches not yielding results? Max 2,000 characters.

40. Evolution of the Partnership *

How will the partnership continue to evolve based on labor market changes, employer feedback, cohort learnings, and Foundation technical assistance? Max 2,000 characters.

Section 7: Budget and Budget Narrative

Provide a detailed budget showing how you will use the **$295,000 to $365,000** in funding. Eligible uses include but are not limited to: staffing costs, programmatic activity costs, vendor or subcontractor costs, travel costs, material costs.

Budget Template: https://www.dropbox.com/scl/fi/8x19tud0gjwohq6ymtgtm/Appendix-A.-Budget-Template.docx?rlkey=4mo5yxqebrd3ay2ltneva6jm6&st=umlm8r5m&dl=0

Note: The budget does not need to include costs for technical assistance and supports provided by the Foundation.

41. Submit your proposed budget *

Dropbox Submission Link: https://www.dropbox.com/request/g1y8boQZAp4vinkSfeTp
Document Naming: Budget_LastName_RFP Submitting Organization (Example: Budget_Smith_USA Chamber of Commerce)

☐ I submitted my proposed budget.

42. Budget Narrative *

Provide additional detail and justification for major budget line items. Demonstrate that funds will be used effectively. Max 4,000 characters.

43. Are there any additional (non-U.S. Chamber Foundation) funding sources or in-kind contributions expected to support your proposed efforts? *

Yes No

44. Please describe the additional (non-U.S. Chamber Foundation) funding sources or in-kind contributions. *

Max 2,000 characters

Section 8: Data Collection and Reporting

> *Note: The Foundation will not seek or accept any identifiable student information. The Foundation also reserves the right to provide a required format for data reporting upon award.*

45. What metrics will be used to measure success, in alignment with your proposed activities? *

Include measures aligned with the three outputs provided or alternative measures. For each output, identify two or more measures. Max 2,000 characters.

46. How will data be collected, tracked, and reported? *

Max 2,000 characters

47. Please provide baseline data that is currently available to you. *

Max 2,000 characters

48. Please describe your commitment to ongoing evaluation of efforts and continuous improvement. *

Max 2,000 characters

49. Please affirm your commitment to submit a final report. *

☐ I affirm our commitment to submitting a final report by the due date provided by the Foundation (estimated August 2027).

Section 9: Technical Assistance Needs

50. Please indicate how you intend to leverage the technical assistance and resources provided by the Foundation. *

Max 2,000 characters

51. Please indicate specific areas where support would be most valuable. *

Max 2,000 characters

52. Please list any anticipated need (if any) for onsite support or visits by the Foundation and/or its partners. *

Max 2,000 characters