**Healthcare Upskilling Program Proposal Form**

Organization Name:

Contact Person:

Email Address:

Phone Number:

Program Title:

Program Description:

[Provide a detailed description of the proposed upskilling program, including learning objectives, curriculum, delivery methods, and assessment strategies. Be sure to clearly articulate how the program will lead to increased wages for participants.]

Instructor Qualifications:

[Provide information on the qualifications and experience of the instructors who will deliver the program. Include relevant certifications, degrees, and industry experience.]

Budget Narrative (See Budget Narrative below; Budget Template provided separately):

[Use Budget Narrative as an example to demonstrate all program costs, including tuition, fees, materials, and instructor compensation. Be sure to clearly separate costs that will be covered by the Good Jobs Challenge grant from any costs that will be the responsibility of the employer or participant. Input Budget Narrative costs into the provided Healthcare Upskilling RFP Budget Template. Submit the Proposal Form and Budget Template sheet as separate files]

Co-design Plan:

[Outline your approach to co-designing the program with employers. Describe your strategies for gathering input, incorporating feedback, and ensuring alignment with industry needs. Be specific about how you will involve employers in the design and delivery of the program.]

Implementation Timeline:

[Provide a realistic timeline for program development, launch, and completion. Include key milestones and deliverables. Be sure to consider the time required for employer co-design and any necessary approvals or accreditations.

Evaluation Plan:

[Describe your plan for evaluating the effectiveness of the program. Include data collection methods, metrics, and reporting procedures. Ensure that your evaluation plan aligns with the reporting requirements of the Good Jobs Challenge grant. Be specific about how you will measure wage increases and other outcomes for program participants.]

Additional Information:

[Use this space to provide any additional information that you believe is relevant to your proposal, such as your organization's experience in delivering upskilling programs or your commitment to serving underserved populations.]

**Budget Narrative Example**

*(NOTE: The Budget Narrative is the justification of ‘how’ and/or ‘why’ a line item helps to meet the program deliverables.)*

**A. Administrative Expenses – Includes all necessary expenses for the organization to administer the training properly.**

**Curriculum Co-Design Planning:** Covering staff time in meeting with employers to understand their needs and adjust curriculum accordingly.

**Other:** All other expenses expected to assist with the administration of the program.

**B. Training Expenses – Includes all expenses that are being incurred by the student.**

**Tuition:** Cost of each student to take the training course.

**Fees:** Other miscellaneous fee costs associated with the training program.

**Books and Supplies:** Any necessary supplies for the training.

**Certification and Licensing Exams:** Cost of testing post-completion.

**Other Direct Expenses (Drug Screen, etc.):** Extraneous costs incurred by the trainee.

**C. Extraneous Expenses – Other expenses deemed necessary for programmatic success.**

**Office Supplies**

**Miscellaneous**