**Advanced Manufacturing Talent Investment Program and Fund**

*FY23-24 Information*

The Advanced Manufacturing Talent Investment Program and Fund, established pursuant to section 23.1-1244 of the Code of Virginia, was created to increase the number of trained individuals entering advanced manufacturing careers and to improve the readiness of graduates to be employed in identified advanced manufacturing fields. Funds will be allocated to existing programs that serve the Hampton Roads and Southwest Virginia regions (GO Virginia Regions 1 and 5) and other named institutions.

Funding was approved by the 2022 General Assembly through Budget Amendments – HB30 (Conference Report), [Item 487.50 #1c](https://budget.lis.virginia.gov/amendment/2022/2/HB30/Introduced/CR/487.50/1c/). $2,500,000 was designated for a pilot fund in FY23-24. Individual programs may apply for grants between $50,000 and $250,000. The Virginia Economic Development Partnership will distribute the funds.

**Program Eligibility**

Funds will be awarded to *existing* programs that serve advanced manufacturing needs. Funds may not be used to develop new programs. A list of eligible programs/occupations is available [here](https://vedp.org/incentive/education-workforce-grants).

Programs must serve the Hampton Roads or Southwest Virginia region. They should be operated by one or more of the following:

1. A comprehensive community college
2. A career and technical education program operated by a local school board or a group of school boards
3. The Institute of Advanced Learning and Research
4. The New College Institute
5. Richard Bland College
6. The Roanoke Higher Education Center
7. The Southern Virginia Higher Education Center
8. The Southwest Virginia Higher Education Center

Applicant programs should not duplicate underutilized programs in the same region.

**Use of Funds**

Funds will be awarded for projects that meet at least one of the two Advanced Manufacturing Talent Investment Program objectives.

* Objective 1: Increase the number of trained individuals entering advanced manufacturing careers.
* Objective 2: Improve the readiness of graduates to be employed in identified advanced manufacturing fields.

Projects that could meet Objective 1 include:

* Projects that increase program capacity
* Projects that increase enrollment and/or retention
* Recruitment of students
* Recruitment of instructors
* Expansion or development of online and technology-enabled learning
* Development of competency-based education
* Evaluation of Credit for Prior Learning (CPL)
* Equipment (used for instruction)

Projects that could meet Objective 2 include:

* Curriculum refinement and expansion
* Career-readiness activities
* New or enhanced work-based learning opportunities
* Professional Development for faculty
* Equipment (used for instruction)

**Application Process**

Interested institutions must submit the Advanced Manufacturing Talent Investment Program and Fund grant application. Applications will be accepted from July 10, 2023, through August 18, 2023.

Applications will be submitted via email to the Virginia Office of Education Economics (VOEE).

VOEE will convene a selection committee to review proposals and select recipients. The committee will include representatives from VEDP/VOEE, employers and/or associations, and educators from regions and/or institutions ineligible to receive funds.

Grant recipients will be notified via an award letter.

**Memorandums of Understanding and Disbursement of Funds**

Grant recipients will receive Memorandums of Understanding (MOUs) with their award letters. Applicants are expected to execute the MOUs within 30 days of receipt.

Funds will be disbursed as reimbursements in two installments. Grantees will submit documentation for reimbursement with their interim and final reports (see below).

Awardees must have allocated or spent down funds by the end of the fiscal year 2024.

**Interim and Final Reports**

Grant recipients will be required to submit interim and final reports on their progress towards meeting the selected objective(s) and providing deliverables, as well as their expenditures to date.

Interim report: December 22, 2023

Final report: July 12, 2024

**Advanced Manufacturing Talent Investment Program and Fund**

*FY23-24 Application*

To be considered for Advanced Manufacturing Talent Investment Program funding, each institution will complete the following application for FY23-24.

**Timeline**

Applications for funding will be accepted between July 10, 2023, and August 18, 2023. Applications will not be considered after August 18, 2023.

Applications should be submitted via email to Rachel O’Brien with the Virginia Office of Education Economics, robrien@vedp.org. Please indicate in the subject line of the email both the institution name and “Advanced Manufacturing Talent Investment Program and Fund”. Please save your electronic application file with the abbreviated name. For example, the application file name for Richard Bland College would read: RBC.AMTIPF.

**Application Rubric**

Grant recipients will be selected based on the following criteria and scoring. Applications that do not meet the basic institution, program, and project eligibility requirements (1a-c) will not be considered. Applications are competitive, and not all applicants will receive funding. Some projects may be awarded partial funding.

1. Demonstration of institution, program, and project eligibility. (20 pts.)
	1. Programs must be operated by institutions that serve selected regions.
	2. Programs must be related to advanced manufacturing.
	3. Projects must expand or enhance an existing program. Funds may not be used to develop new programs.
	4. Project deliverables must be completed in a timely manner, with approved funding expended by the project end date of June 30, 2024.
	5. Project efforts should not duplicate an underutilized existing program in the same region.
2. Demonstration that project is in line with the Advanced Manufacturing Talent Investment Program objectives. (30 pts.)
	* Project increases the number of trained individuals entering advanced manufacturing careers.
	* And/or project improves the readiness of graduates to be employed in advanced manufacturing fields.
3. Use of labor market data to justify the need for the project. (15 pts.)
4. Description of project deliverables. (10 pts.)
5. The reasonableness of the proposed costs for personnel, equipment, materials/supplies, outreach, and other costs. (15 pts.)
6. Involvement of advisory boards and/or regional businesses and industries on project development and implementation. (10 pts.)

**Please direct inquiries to:**

Rachel O’Brien

Research Project Manager

Virginia Office of Education Economics (VOEE)

Virginia Economic Development Partnership

Email: robrien@vedp.org

Mobile: 804.839.2917

**Section A: General Information**

|  |  |
| --- | --- |
| **Project Title** |  |
| **Submitting Institution/s** |  |
| **Contact Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **Email** |  |

**Section B: Project Description**

1. Provide a description of the proposed project. Please include the purpose, goals, and the primary uses of the Advanced Manufacturing Talent Investment Program funds. (400 words max)

**Section C:** **Demonstration of Eligibility**

1. List which eligible institution/s the program is operated by and demonstrate that the institution serves an approved region.
2. Describe the existing advanced manufacturing program that funds will enhance or expand. (200 words max)
3. Describe how the proposed project will enhance or expand the existing program. (200 words max)
4. Explain why this program does not duplicate other underutilized programs in the same region. (200 words max)
5. Describe how this project will increase the number of trained individuals entering advanced manufacturing careers and/or improve the readiness of graduates for advanced manufacturing careers. When possible, use numbers to quantify the expected effect of the proposed project. (200 words max)
6. Use the labor market data available [here](https://vedp.org/incentive/education-workforce-grants) to justify the need for the project. (200 words max)
7. Describe how advisory boards and/or regional businesses and industries have been involved or will be involved in project development and implementation. (200 words max)

**Section F: Project Deliverables**

Select and describe one or more project deliverables that align with at least one of the Advanced Manufacturing Talent Investment Program objectives. Institutions will include deliverables as part of their interim and final reports. For example, a project that purchases equipment for instruction could report the actual or anticipated number of students that will work with that equipment. (200 words max)

**Section G: Budget**

Use the Excel template available [here](https://vedp.org/incentive/education-workforce-grants) to create a budget and attach it with this application.

**Section H: Budget Narrative**

Describe how funds will be used. (200 words max)

**Interim and Final Report Template**

**Check one:**

□ Interim report

□ Final report

|  |  |
| --- | --- |
| **Project Title** |  |
| **Submitting Institution/s** |  |
| **Contact Name** |  |
| **Title** |  |
| **Phone Number** |  |
| **Email** |  |

**Section A: Project Description (copied from grant application)**

**Section B: Project Update**

Provide an update on the status of the project and describe any obstacles to completing the project by the end of the grant period, June 30, 2024. (400 words max)

**Section C: Deliverables**

Describe the status of deliverables below, and/or attach completed deliverables as separate documents. (200 words max)

**Section D: Budget**

Attach the updated Excel budget to this report.

**Section E: Budget Narrative**

Describe how grant funds have been spent to date below (through December 15, 2023, for the interim report; through June 30, 2024, for the final report). (200 words max)