



The Erie
Community
Foundation

Growing a brighter future.

Grant Summary

PLEASE FILL IN COMPLETE FORM

Check ALL Appropriate Boxes

Request Area:

- ☐ Capital Expenditure
- ☐ Project Expenditure
- ☐ Emergency Request

Program Area:

1ST QUARTER – DEADLINE 2/1/06

- ☐ Art, Culture, Quality of Life
- ☐ Education

2ND QUARTER – DEADLINE 5/1/06

- ☐ Human Services
- ☐ Community Development

3RD QUARTER – DEADLINE 8/1/06

- ☐ Health
- ☐ Nonprofit Capacity Building

4TH QUARTER – DEADLINE 11/1/06

- ☐ Emergency Requests
- ☐ By Invitation



Name of Organization _____

Date of Incorporation _____ Contact Person (*grant writer*) _____

Address _____

City _____ Zip _____

Phone _____ Fax _____

E-mail _____

Title of Project _____ Project Duration _____

Total Cost of Project _____ Amount Requested from Foundation _____

Briefly describe what community need your project will address: _____

Specifically how many Erie County residents will benefit from your project? _____

What are your other funding sources for this project? _____

How will your project be funded in the future? _____

Is your organization tax exempt? _____

The undersigned hereby certify that all information contained in and submitted with this proposal is correct, and that this proposal is submitted with the approval of the board of directors, and that this organization will execute a grant agreement if a grant is awarded to us.

Board Chair Signature (volunteer)

Date

Agency CEO (staff)

Date

Budget Worksheet

PLEASE USE THIS FORMAT FOR YOUR PROPOSAL BUDGET



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DESCRIPTION <i>These are sample expense items – list your own, as appropriate.</i>	REQUESTED AMOUNT	MATCH AMOUNT (IN-KIND OR CASH) INCLUDE MATCH SOURCE	TOTAL
Personnel:			
Personnel Fringe: (35%)			
Construction:			
Equipment: >\$1,000			
Supplies: <\$1,000			
Contracted Services:			
Other: <i>(i.e., Outside Evaluation)</i>			
SUBTOTAL:			
Indirect Costs: <i>(administrative costs)</i>			
TOTAL:			

**Erie Community Foundation
Nonprofit Capacity Building
Grant Application**

***Technical Community College
Proposal Narrative***

1. Summary

This grant application is submitted by the Regional Center for Workforce Excellence, the workforce investment board serving Northwest Pennsylvania. The Regional Center is a 501(c)3 organization acting as the fiscal agent and submitting this application on behalf of a seven county, multi-agency consortium. The consortium partners include:

Workforce Investment Boards:

- Regional Center for Workforce Excellence (serving Clarion, Crawford, Erie, Forest, Venango and Warren counties)
- West Central Job Partnership (serving Mercer County)

Career & Technical Education Centers:

- Clarion County Career Center
- City of Erie Regional Career and Technical School
- Corry Area School District—Career and Technical Education Department
- Crawford County Area Vocational-Technical School
- Erie County Technical School
- Mercer County Career Center
- Venango Technology Center
- Warren County Career Center

Community Education Councils:

- Clarion/Venango Educational Resources Alliance
- Corry Higher Education Council
- Warren/Forest Higher Education Council

The consortium is respectfully requesting a grant in the amount of \$175,000 to design and establish a technical community college for Northwest Pennsylvania that will affect a broad spectrum of Foundation areas of concern, such as education, quality of life and community development. The grant funds will help provide the manpower to compose and submit an institutional-approval application to the Pennsylvania Department of Education for a technical community college.

The proposed technical community college will provide a wide spectrum of benefits to the region's businesses, public educational system and residents. In its essence, the proposed technical community college will improve the workforce in

Northwest Pennsylvania through technical education and workforce development. As the region's workforce evolves and responds to various issues, local business and industry need the technically trained individuals a technical community college can effectively provide. The presence of a technical community college will also be the catalyst to harmonize the region's public education system with business and industry and workforce demands. Additionally, a technical community college will provide new opportunities for the region's dislocated and under-employed residents as they seek to better their skill sets, as well as area residents who initially drop out of college and then some years later seek re-entry to post-secondary education. The region's incumbent workers will also benefit from the technical community college by expanding their current skills to keep pace with constantly evolving occupations. All this would be accomplished while providing students with transferable college credits that allow them to further their education should they desire.

2. Introduction

The eight secondary career and technical centers and their sponsoring school districts in the seven county region offer an existing structure for this project. In total, 42 school districts are represented by the eight career and technical centers. The school districts would serve as the local sponsor for the college. The consortium of workforce investment boards, community education councils and career and technical centers will work together with a steering committee and design consultant to transform the current career and technical education system into a seamless and more powerful system that effectively serves both youth and adults. To date, the consortium has established a core team of interested parties to promote the concept of a technical community college. Representatives from the counties have held conversations with various stakeholders in their regions.

Briefings have occurred with economic development and business and industry groups. The Erie Regional Chamber and Growth Partnership, the Manufacturer's Association of Northwest Pennsylvania, the Crawford County Vision Team, the Warren County Chamber of Business and Industry, the Corry Industrial Roundtable and the Oil Region Alliance are all aware of the initiative. The consortium started with a meeting hosted by Congressman John Peterson in January 2006 to build some energy for the proposal. Conceptual presentations have also occurred with other state and local legislators.

The public education community is also "getting up to speed" with the proposal. Superintendents in six of the seven counties and the joint operating committees at three of the five area career and technical centers have received conceptual presentations. Boards of school directors at 11 of Erie County's 13 school districts have technical community college presentations scheduled for July and August 2006. The Joint

Operating Committee (school board) of the Erie County Technical School has passed a resolution encouraging the study and design of a regional technical community college.

3. Statement of Need

Economic development and workforce development are decisive issues underlying the quality of life in Northwest Pennsylvania. Without question, the region as a whole faces great challenges to sustain and build upon its economic capabilities and its resulting quality of life. Time and again the technical training system in the region, both public and private, has been criticized for its inability to meet the needs of business and industry. A large part of this criticism lies in the absence of a public, postsecondary, technical education provider.

This void in the region's educational system has been noted by various agencies and reports. In 2001, the Erie Conference on Community Development initiated dialogue with the superintendents of Erie County school districts. The intent of the dialogue was to develop a secondary technical education system that fulfilled the needs of the local economy. The initiative between the Conference and the school districts was eventually folded into a broader agenda established by the Civic Coordinating Committee. In fact, the Civic Coordinating Committee set as its first goal to "create a globally competitive, technology-based workforce to attract and retain business." An action step within this goal was to "align the career and technical education system with the needs of existing and potential employers." This multi-faceted step is designed to enhance the secondary career and technical education system, align that system with a postsecondary technical education system, and ensure that both matched the needs of employers—both current and future.

Probably the most notable comment on the absence of a technical community college came from two reports issued by the Boston-based FutureWorks organization and its executive officer, Brian Bosworth. The City of Erie and County of Erie commissioned, as did the Northwest Pennsylvania Regional Planning and Development Commission, separate *Bosworth Reports*. In each report, Bosworth noted the absence of and the critical role a technical community college plays in economic development. Bosworth said, for example:

Regions with a relatively highly skilled population and the ability to attract and create more skilled people do better than regions that are not so advantaged. Northwest Pennsylvania is not in a good position in this trend. The current workforce is not highly skilled.

He further adds,

It looks like things are going to get worse. Most alarmingly, Northwest Pennsylvania lacks the institutions that might be expected to change that pattern of attainment over time. There is no community college in the region and not enough programs of post-secondary technical skill development.

Even before the Bosworth reports, the Pennsylvania Commission for Community Colleges, in a 2001 report conducted by the National Center for Higher Education Management Systems, identified Northwest Pennsylvania as one of five regions where either “serious gaps” exist in community college services, or “where no community college currently delivers services.”

4. Goals and Objectives

Main Goal:

The primary goal of this project is to improve the workforce in Northwest Pennsylvania through technical education, so the workforce can compete on a global basis.

Underlying Goals:

- A. To create a workforce development system that is clearly attuned to the needs of the region’s employers.
- B. To create a career and technical education system that allows youth and adults to efficiently transition into and through the system.
- C. To provide public, postsecondary, technical education that is the best “product” for residents based on value, affordability, accessibility and convenience.

Objective 1: Enlist stakeholder support for the technical community college.

- A. Establish a *project steering committee* representing the stakeholders in the region.
- B. Acquire the services of a *project coordinator*.
- C. Meet with all stakeholder groups to present the technical community college model and enlist their endorsement. Stakeholders include public education entities, business and industry leaders, economic and workforce development agencies, federal, state and local legislators, and other community groups.

Objective 2: Attain approval of the community college application by the State Board of Education.

- A. Acquire the services of a *community college design consultant* to develop an innovative technical community college model.
- B. Utilize the services of the design consult and the steering committee to assist with the institutional-approval application to the State Board of Education.
- C. Complete the application addressing the following components:
 - 1. *Introductory material* which addresses philosophy, purpose, capacity, location and target population.
 - 2. *History and mission* to include need for institutional change, accreditation status and regional relationships.
 - 3. *Governance and structural organization* providing details on the board of trustees, by-laws, administration, line of authority and relationship between academic and administrative roles.
 - 4. *Institutional policies* that describe strategic planning, academic policies, faculty qualifications and expectations, academic scheduling, graduation requirements, financial policies and budget, financial support, tuition and fees, admissions, advertising and special programs.
 - 5. *Proposed degrees and programs* addressing issues of need and demand, goals and objectives, facilities to support and evaluation procedures.
 - 6. *Student services* including residential life, financial aid, academic and personal counseling, health services, remedial programs and extracurricular activities.
 - 7. *Physical facilities* that cover library, accessibility, budget, on-line and electronic capabilities, buildings and grounds, equipment and laboratories and plans for expansion.
 - 8. *Evaluation procedures* that account for institution-wide evaluation, program evaluation, faculty evaluation and student surveys.

5. Evaluation

The project goals will be achieved through the successful design, implementation and operation of the technical community college. The evaluation point for the main goal is distant, but discernable. A globally competitive workforce will be measured by new employers creating new jobs in the region. It will also be measured by existing employers expanding their capacities and capabilities due to the availability and capabilities of the workforce. Improvements in the region's workforce will also be measurable through factors like unemployment rate, average earnings, homeownership rate, and educational attainment. The lack of a regional technical community college is not the sole issue affecting these factors and so, in and of itself, cannot guarantee change, but is a critical piece of the education and economic development infrastructure working toward these ends.

The first objective, identifying stakeholders, presenting the technical community college concept, and securing their endorsement will be measured by the effective completion of these steps. While there may be opposition to a technical community college, particularly by certain existing educational providers who may see it as unwelcome competition, the community as a whole should overwhelmingly support the project. Approval by 9 out of 10 groups would be an appropriate benchmark.

The second objective will be measured by the approval or disapproval of the community college application by the State Board of Education. The compilation of the application materials is a significant undertaking. Progress checks will be conducted while the application materials are created and collected. Significant progress checks include contracting with a design consultant, establishing the steering committee, conducting industry and resident surveys, creating governance structures and policies, and submitting the application to the State Board of Education.

It is possible to see the start of a community college in about two years. The first year would be spent in local planning. The second year is the maximum amount of time the State Board of Education reserves to review and approve an application for the creation of a community college.

6. Request for Funds

As will be noted on the budget worksheet, the consortium is requesting \$175,000 from the Foundation to support this project. Of that amount, the consortium anticipates \$75,000 for personnel to coordinate the two objectives. The intent of the consortium is to contract the coordination service rather than employ an individual. The major expense within this application is design consultation. The consortium has a preliminary quote for design consultation in the amount of \$100,000, a significant amount but within an anticipated range given the scope of the project and geographic region to be analyzed and assessed. Again, the consortium's intent is to contract for this service with a company or agency rather than employ an individual or individuals.

Consortium partners will provide support services for the project in the form of in-kind services and coverage of direct costs. Those support services include legal fees, public relation fees, clerical, communication and office services and travel expenses. The consortium contribution is projected to be \$22,500.

Once the institutional approval is attained from the State Board of Education, all costs associated with the formation of the technical community college will fall to the participating school districts as local sponsors of the technical community college.