Request for Expanding WV Women in Trades Funding Proposals

West Virginia Women Work (WVWW) is a statewide nonprofit organization that supports and advocates for the education, employment and economic equity for all women. Most notable of which is our Step Up for Women Pre-Apprenticeship Program in Construction and Advanced Manufacturing.

Grant Description:
WVWW is accepting proposals for plans to create or expand the recruitment of women by women into construction registered apprenticeship programs. The goal of this funding is to improve the recruitment and retention of women in the trades and expand gender equity within registered apprenticeship programs in West Virginia. WVWW will offer to provide technical assistance and help to grantees throughout the six-month project period.

Examples for projects may include but are not limited to:
- Women’s committees
- Mentoring program
- Step Up for Women alumni group
- Tradeswomen Career Fair
- Targeted recruitment ad campaign
- WV coalition of women in the trades

Distribution of Funds
- WVWW will award up to three grantees up to $1,000 each to implement their idea over a six-month period beginning March 1 and ending August 31, 2019.
- Funding may be used to pay for general program expenses including but not limited to meeting space, office supplies, recruitment materials and advertising fees.
- Funding may not be used to pay for items including but not limited to travel, lodging, food or beverages, office equipment, salary.
- Funding will be distributed up front in full upon the selection of grantees. Funding awarded to individuals is not taxable as income.

Eligible Applicants
- Individual
- Groups of individuals. One individual within the group must be identified to be in charge of the finances.

Applicant Proposal Submissions should include (using Microsoft office or any type of document creator):
- Plan, summary or story of your project
  - Description of what you will do and why you think it will be successful
  - Include how women will be included in carrying out the project
  - Amount of money you’re requesting and what you plan to use the money for (Up to $1,000)
  - City and State of where your project will focus
  - Briefly explain the timeline of when items within your project will be executed over a six-month period beginning March 1, 2019 and ending August 31, 2019

Optional
- Letter of commitment agreeing to partner on effort from one or more registered apprenticeship programs
- Including other tradeswomen in your proposal

How to Apply
Request for *Expanding WV Women in Trades* Funding Proposals

Applicants that wish to be considered for the *Expanding WV Women in Trades* funding must submit a proposal that includes all of the requirements listed below.

- If selected, grantees will be required to attend an in-person kick-off meeting in Morgantown, WV in late February 2019.
- Grantees will also be responsible for two written reports. The first report will be due on June 5, 2019 and the final report will be due on September 5, 2019.
- These reports will be simple and not time consuming.

**Submission Details**

1. Proposals must be received by WVWW no later than 5:00 pm on February 15, 2019. Proposals received after that date will not be considered.
2. Please send proposal submissions to Melinda Perron, Huntington Program Coordinator, via email to melinda@wvwomenwork.org or via postal mail to 1050 Fourth Avenue Suite 226, Huntington, WV 25701.
3. If submitting via postal mail, please send early enough for the proposal to be delivered to WVWW by the Feb. 15th deadline. The grant will be awarded on or before February 22, 2019 and will begin on March 1, 2019.