



JB Pritzker
Governor

John Atkinson
Burr Ridge
Chair

Members

Jennifer Delaney
Champaign

Andrea Evans
Chicago

Jennifer Garrison
Vandalia

Veronica Herrero
Chicago

Pranav Kothari
Chicago

Kenneth Shaw
Chicago

Clarence Wyatt
Monmouth

Student Members

Isaiah Overton
Student Board Member

Emmanuel Segbedzi
Nontraditional Student
Board Member

Ex Officio Representatives

Lazario Lopez
Illinois Community
College Board

Kevin Huber
Illinois Student
Assistance Commission

Executive Director
Ginger Ostro

IBHE.org

Phone 217.782.2551
Fax 217.782.8548
TTY 888.261.2881

Printed on Recycled Paper

ILLINOIS BOARD OF HIGHER EDUCATION
1 NORTH OLD STATE CAPITOL PLAZA, SUITE 333
SPRINGFIELD, ILLINOIS 62701-1377

MEMORANDUM

TO: The Illinois Higher Education Community

FROM: The Illinois Board of Higher Education

DATE: April 28, 2023

RE: Request for Proposals (RFP): Fiscal Year 2024 Grants
Illinois Cooperative Work Study Program
Due Date: Friday, June 9, 2023 at 12:00 p.m.

In anticipation of receiving funding for the Illinois Cooperative Work Study Grant (ICWS) in Fiscal Year 2024 (FY2024), the Illinois Board of Higher Education (IBHE) is seeking applications for the FY2024 ICWS grant program. The ICWS program seeks to address financial inequities that have impeded equitable postsecondary outcomes for all Illinois students. The foremost objective of IBHE and the ICWS grant are to make postsecondary credentials for Illinois students attainable and affordable based on principles of the IBHE's Strategic Planning Initiative entitled: *A Thriving Illinois: Higher Education Paths to Equity, Sustainability, and Growth*. The 25 strategies outlined in this plan are designed to accomplish three goals:

- *Equity:* Close equity gaps for students who have historically been left behind.
- *Sustainability:* Build a stronger financial future for individuals and institutions.
- *Growth:* Increase talent and innovation to drive economic growth.

This will require the continued dedication and commitment of each institution's student support services to make degrees and credentials attainable, while optimizing funds and resources to make those degrees and credentials more affordable. To this end, the ICWS grant looks to fulfill its goals and objectives by endeavoring to ensure that participating institutions are serving diverse populations, being equitable, and supporting principles of inclusion in all areas of their work related to the program. Through the application, applicants must demonstrate diversity, equity, and inclusion as core values in their work with students. IBHE staff will be looking for this information throughout the application.

Eligible Institutions: Applicants eligible to receive grants are approved public and private, associate- and baccalaureate-degree granting Illinois colleges and universities.

Grant Period: The grant period will be July 1, 2023 to August 31, 2024.

Application Deadline: Only one proposal per institution may be submitted for this program. The application materials for FY2024 must be emailed to

Outreachgrants@ibhe.org. The complete application must be received by 12:00 p.m. on Friday, June 9, 2023.

The application is included in this document and will also be available on the IBHE website at <https://www.ibhe.org/icws.html>.

Contact Person: For more information on this RFP, contact Outreachgrants@ibhe.org.

Program Objectives

Grants shall be made for projects that support Illinois resident undergraduate students. The IBHE Program Objectives are to:

- *Expand opportunities for students to pursue internships, clinical placement, cooperative programs with business and industry, and other work opportunities linked to a student's academic program, with a particular emphasis on students who have historically been underrepresented in higher education;*
- *Strengthen cooperation between higher education, business, industry, and government;*
- *Encourage social and community service;*
- *Promote equitable outcomes for all students;*
- *Provide a diverse, inclusive environment;*
- *Maximize the use of matching contributions from business and industry, and governmental and social agencies;*
- *Create new opportunities for public/private partnerships;*
- *Integrate other components of student financial aid to reduce reliance on student loans; and*
- *Encourage students to seek permanent employment in Illinois.*

Fiscal Information

The FY2024 budget recommendations include \$980,500 for the ICWS grant program. A final allocation for the FY2024 ICWS grant program will not occur until a FY2024 budget is signed by the Governor.

The maximum request amount from each institution is \$50,000. Grant funds must be used for student wages and salaries. *No grant funds shall be used for administrative costs.*

Proposal Format

Each proposal must be submitted in the format outlined below. Please review the attachments carefully. The following may be used as a checklist in assembling your completed proposal.

- 1. Uniform Application for State Grant Assistance (Attachment 1):** This form must be completed, dated, signed by the President/CEO of the applicant institution.
- 2. Project Synopsis (Attachment 2):** Limit to one page, double-spaced. Briefly describe the goals and objectives of the program and how they relate to the IBHE objectives. Since this synopsis may be used in public information documents, please refrain from using technical language not readily understood by the public.
- 3. Project Narrative (Attachment 3):** Limit to five double-spaced pages. Please provide a comprehensive description of the goals, objectives, and the efforts the institutions will take to reach students who are from groups that are historically underrepresented in higher education, including students of color, low-income students, adult students, and rural students; timelines; and personnel responsible for completing the activities. Along with the items addressed in the Criteria for Review and Approval, an explanation of each of the following items must be addressed:
 - **Describe how the work of this grant will address equity gaps at your institution.**
 - How will this project have an impact to increase equity and address attainment gaps at your institution?
 - How will you attract and engage students who have been historically underrepresented in this project? (Communities and populations of students impacted by this project)?
 - How will this project be implemented to increase equity and reduce employment gaps for students?

- **Describe how employment opportunities will help students potentially determine a career path.**
 - Describe advising through this process.

4. Budget (Attachment 4): Provide a completed budget request form. Cooperative Work Study funds are to be used only for student salaries and audit expenses related to the grant. Grant funds may not be used for any administrative costs.

***Please provide the following additional information as part of your budget structure:**

- What is your *per student* request?
- How much per student, if any, is your institution supplementing through institutional contributions described in Attachment 5?
- Provide justification for the amount you are requesting.

5. Institutional Contributions (Attachment 5): Indicate the amount your institution contributes with in-kind and institutional contributions to the Illinois Cooperative Work Study program. An in-kind contribution is a non-cash input which can be given a cash value. Examples of in-kind contributions may include program director's salary and fringe benefits associated with running the program. Contributions directly from the institution used to pay for student salaries, fringe benefits, etc. are considered institutional contributions.

6. List of Participating Employers (Attachment 6). Please list all participating employers who have submitted letters of intent to participate in the program. Employers must be external and not associated with the institution receiving the award.

7. Linkage to Student's Academic Program Summary (Attachment 7). Please briefly describe how the work opportunity is linked to a student's academic program for each employer listed in Attachment 6. Please describe how you project opportunities in this program will help students be in Illinois employment post-graduation.

8. Employer's letters (Attachment 8). A letter of intent on the employer's letterhead that clearly outlines the employer's commitment must include:

- Number of positions available;
- Length of the internship (weeks, hours, etc.);
- How the work opportunity is linked to an academic program;
- Total wage to be paid to the student; and
- Employer's share or percentage of the total wage.

A signed contract of intent between the institution and the employer may be substituted for the letter of intent. Employers must submit a new letter of intent each year to participate in the program.

9. Evaluation Plan (Attachment 9): Describe an evaluation plan that details how the project's effectiveness will be assessed in relationship to the stated objectives of the project and IBHE goals to close equity gaps. If the institution received funds from this program in prior years, indicate how the prior evaluations have informed the current program proposal.

Attachment #10 is for informational purposes only and not required as part of the application submission.

Criteria for Review and Approval

Proposals will be reviewed and rated by Illinois Board of Higher Education staff. The following criteria will be used to rate the proposals. **(100 total possible points)**

1. Closes equity gaps and advances equitable workforce and economic development. The proposal provides clear evidence of how this project will increase equity, address attainment and employment gaps at the institution through access to work experiences. The proposal clearly delineates plans to strengthen cooperation between higher education institutions, K-12 education, business, industry, and government; creates new opportunities for public/private partnerships with attention to diverse student groups; and encourages students across all social and economic spectrums to seek permanent employment in Illinois. **(25 points)**

2. Leveraging Resources. Please explain how you will work with low-income students and diverse students to reduce their reliance on student loans; maximize the use of matching contributions from business, industry, and government; and show alignment between the Cooperative Work Study Program and other campus work study programs. **(15 points)**

3. Enhancing Academic, Employment, and Community Relationships. The proposal provides a practical and sustainable plan for expansion of student internships, across racial and ethnic lines, linked to a student's academic field, and encourages social and community service, and the extent to which there are supports in place to ensure student continuance in the project or internship. **(15 points)**

4. Program Recruitment, Selection, and Supports. The proposal clearly articulates the student recruitment, selection, and support process and demonstrates this across racial, ethnic, disability, and other diverse lines. The proposal also outlines expectations and professional relationships between students, faculty, and employers; and defines responsibilities for student supervision and evaluation. Employer letters of intent to participate in the program clearly define their understanding and commitment to equitable consideration of applicants to their business including number and length of positions and employer share of wage or salary. **(20 points)**

5. Program Evaluation. The proposed evaluation process is designed to assess the effectiveness of the activities in relation to the goals and objectives and IBHE goals to close equity gaps. It includes clearly stated performance measures and tracking information for follow up of students' permanent employment in Illinois. Interim evaluation is provided, if applicable. If the institution received funds from this program in prior years, the proposal shows how the prior evaluations have informed the current program proposal. **(10 points)**

6. Budget. The extent to which the proposed budget is consistent with the scope of the proposed objectives and activities and the cost per student is justified. The budget reflects maximized use of matching contributions. **(15 points)**