

NEW JERSEY COMMISSION ON HIGHER EDUCATION
NOTICE OF GRANT OPPORTUNITY (NGO)
INNOVATION PARTNERSHIP INSTITUTES

October 16, 2006
Application Deadline: November 27, 2006

INNOVATION PARTNERSHIP INSTITUTES

Background

Governor Corzine's recently announced Economic Growth Strategy for New Jersey identifies six priorities for growth and articulates the specific action steps state government will take in partnership with the state's business, labor, education and community leaders. One of the Governor's priorities is to foster collaborations between the state's key business sectors and educational institutions. A significant result of such improved relationships should be new curricula for New Jersey's secondary schools and higher education system, which will better meet the needs of the state's employers for a workforce with the skills required by the innovation based economy.

States that have been successful in creating and sustaining viable economic development policies have at their core, strong linkages involving industry, state and local educational systems, and government. The private sector will invest in relationships with high schools and colleges and universities if they can see the benefit of these partnerships.

By developing formal relationships with industry, the state's education community will be able to better respond to the educational and workforce challenges of a rapidly-changing economy. Furthermore, fostering dialogue between industry and education leaders will provide an opportunity for vocational and technical schools, comprehensive high schools, and higher education institutions to keep their curricula relevant and current so that students and workers can acquire skills and knowledge that will be valued in the workplace.

Through this Notice of Grant Opportunity, state government is playing the role of intermediary to encourage substantive partnerships between the state's business community and educational system. Such collaborations will result in establishing Innovation Partnership Institutes in Fiscal Year 2007 for three industry sectors identified by the Governor's Office of Economic Growth as offering current employment opportunities in jobs that provide high wages, good benefits, and a viable career ladder within the industry: Financial Services, Information Technology, and Bio-Technology / Pharmaceutical.

The initial award will be made to one consortium in the Financial Services sector in January 2007. The subsequent two awards for the Information Technology and Bio- Technology/ Pharmaceutical sectors will be made in April 2007. Additional industry sectors will be addressed during the competitive application process in Fiscal Year 2008. This Notice of Grant Opportunity is managed by the New Jersey Commission on Higher Education, with funding from the state's Department of Education and the Department of Labor and Workforce Development. These three agencies will collaborate in selecting and awarding the grants.

Consortium Structure

Each Institute will be composed of a partnership between several companies or a trade association representing the industry sector and at least two educational institutions. Education institutions may include two-year and four-year colleges and universities, county vocational and technical schools, or comprehensive high schools with Department of Education-approved career and technical education programs. The lead agency (grant recipient) for each Institute must be the participating higher education institution. Each consortium application must include a letter of support from the Local Workforce Investment Board which will reflect the Board's level of participation in the development of the application.

The State of New Jersey will award a planning grant to stimulate the connection between industry and education. In this initial grant round, \$150,000 is available for a consortium working with the Financial Services sector.

All curricula developed under this grant must lead to an industry-recognized credential or degree. To make the best use of limited public funds, it is expected that the participating partners will share the results of their collaboration. None of the curriculum and related educational material developed under the grant can be considered proprietary. The curriculum and related training material are required deliverables for this grant, and will be shared with other companies in the respective industry sector, and will be made available to secondary schools and colleges and universities as appropriate. Local Workforce Investment Boards will be able to use the curriculum and related information developed through the Institute to help guide the future direction of workforce training resources for their Workforce Investment Area and other Workforce Investment Board jurisdictions.

As a condition of being eligible for Innovation Partnership Institute funding, each partner must commit to providing matching funds and/or dedicated staff to complement the funds being provided under the grant. Grant funds will be limited to supporting the collaboration between industry and education which results in an education and training curriculum that reflects the current and near-term workforce development demands of the industry. These collaborations are intended to be serious attempts to combine industry expertise with the extensive resources of the state's educational community so as to enhance New Jersey's competitiveness in addressing the current and future workforce requirements of the designated industry sectors.

Funding assistance to applications selected under this competition will be available for a 12-month period from the date the contract is signed.

Innovation Partnership Institutes Consortium Application Content

Each application for funding under this Notice of Grant Opportunity should contain, at a minimum, the following:

- Clearly defined roles for each consortium partner.
- Measurable goals and objectives, with related timelines for providing deliverables to the state (including required deliverable of training materials and curricula).
- A budget that identifies the financial and non-financial contributions of each partner, including specific detail on how the grant funds are proposed to be distributed among the partners and cost-sharing arrangements for non-grant funds.
- Identification of the types of workers or students who will benefit from the curricula to be developed.
- Letters of commitment from businesses and educational organizations to incorporate the curricula being developed into their own organizational structures.
- Strategies for sharing and implementing the curricula developed under the grant on a pilot basis during the grant year.

Application Submission and Award

Using the application forms that accompany this NGO, the following timelines have been established to request funding under the Innovation Partnership Institute for the Financial Services sector:

- Notice of Grant Application 10/20/06
- Technical Assistance Workshop for Applicants 10/31/06

Financial Services Sector

Date: Tuesday, October 31, 2006

Time: 2pm to 4pm

Location: Hughes Justice Complex, 5th Floor

25 Market St., Trenton, NJ

Parking is available in the Department of Labor & Workforce Development lot or the Marriot Hotel.

- Submission of Grant Application 11/27/06
- Grant Award Announced 12/11/06
- Consortium Contract Start Date 1/2/07

A separate competitive grant application process will take place in early 2007 to support grant funding to the Information Technology and Bio-Technology/Pharmaceutical sectors. The tentative schedule is as follows:

- Notice of Grant Application 1/2/07
- Technical Assistance Workshop for Applicants 1/12/07
- Submission of Grant Application 2/5/07
- Grant Award Announced 2/26/07
- Consortium Contract Start Date 3/16/07

Consortium Application Evaluation Criteria

The Grant Opportunity is competitive and will be reviewed by a panel. The initial award will be made to consortium applications that originate from a partnership between the state's Financial Services sector and educational partners. One award will be granted to a consortium selected based on the following factors:

- Documented evidence of a partnership between the Financial Services industry and New Jersey educational partners.
- An expressed commitment to share the curriculum and related outcomes with other companies and educational partners in and out of the consortium.
- The degree to which matching funds or in-kind support is clearly evident in the application.
- The ability to initiate the piloting of the new curriculum within the grant year.
- Implementation strategies to clearly describe how the curriculum will be integrated into the local educational system.

INNOVATION PARTNERSHIP INSTITUTES

APPLICATION INSTRUCTIONS

Proposals must include the following components:

Grant Application Cover Page

Complete the Grant Application Cover Page identifying the grant applicant (lead agency), primary contact information, consortium members, and the amount of funding requested. Be sure to include phone and e-mail contact information.

Program Abstract

Include a brief (no more than 2 pages in 12-point font) description of the program that provides a synopsis of proposed activities for the grant year.

Description of Partnership

Include a complete description of the program partners' roles, major activities, and leveraged resources.

Program Description

This section of the proposal must specify all activities proposed.

Program Assurances

Include a statement that the applicant agrees to the reporting requirements:

- Monthly financial reports by the 10th of each month, in a format prescribed by the Executive Director of the Commission on Higher Education.
- Monthly program reports by the 10th of the month, in a format prescribed by the Executive Director of the Commission on Higher Education.
- A close out report and financial report, in a format prescribed by the Executive Director, to be submitted within 60 days of the end of the grant.

Budget Detail

A sample budget form is attached.

Budget Summary

Summary must detail the actual calculation and explanation of each of the amounts listed on the Budget Detail page.

**GRANT APPLICATION COVER PAGE
NEW JERSEY COMMISSION ON HIGHER EDUCATION
INNOVATION PARTNERSHIP INSTITUTES
FINANCIAL SERVICES**

NAME AND ADDRESS OF THE APPLICANT:

CONTACT PERSON NAME, PHONE, FAX, AND E-MAIL ADDRESS:

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):

CONSORTIUM MEMBERS:

AMOUNT OF FUNDS REQUESTED:

APPLICANT CERTIFICATION:

To the best of my knowledge and belief, the information contained in the application is true and correct. The document has been duly authorized by the governing body of this agency, and we will comply with the attached assurances if funding is awarded.

Name and Title of Chief Executive Officer

Signature and Date

Send or deliver proposals to:

**New Jersey Commission on Higher Education
P.O. Box 542
20 West State Street, 7th Floor
Trenton, New Jersey 08625-0542
Attention: Jane Oates, Executive Director**

Applications must be received by: 4pm on November 27, 2006

**NEW JERSEY COMMISSION ON HIGHER EDUCATION
INNOVATION PARTNERSHIP INSTITUTES
FINANCIAL SERVICES**

MONTHLY REPORTING REQUIREMENTS

- Comment on the participation, to date, by each partner identified in your proposal.
- Provide an update on the status of the outlined goals and objectives.
- Is the progress timely, in accordance with your original timelines? If not, provide a new timeline as it relates to goals and objectives.
- Provide a monthly financial expenditure report (see attached sample).
- What is the status of the curriculum development? Identify any barriers your consortium has encountered and steps taken to overcome the barriers.
- Identify steps the consortium has taken to implement the new curriculum within the educational system and share same with other companies and educational institutions not currently apart of your consortium.

Budget

The budget must relate to the activities and program components described in the proposal and must include the following:

Budget Detail – A sample budget form is attached. The budget must include:

Personnel Services: salary and fringe benefits for each individual employed by the fiscal agent and being paid under this grant.

Non-Personnel Costs: costs incurred for curriculum development and other costs associated with the grant other than salaries and fringe.

Budget Summary must detail the actual calculation and explanation of each of the amounts listed on the Budget Detail page.

Budgets will be reviewed using the State of New Jersey policies and regulations as a guideline.

**INNOVATION PARTNERSHIP INSTITUTES
NOTICE OF GRANT OPPORTUNITY - BUDGET SUMMARY**

CATEGORY	GRANTEE	SUB GRANTEE	TOTAL DOLLARS REQUESTED
Personnel			
Non-Personnel			
TOTAL			

IN-KIND CONTRIBUTIONS

CATEGORY	GRANTEE	SUB GRANTEE	TOTAL DOLLARS REQUESTED
Personnel			
Non-Personnel			
TOTAL In-Kind			