

Skookum Micro Grant - Sample Proposal

Purpose

Statement of Need – The statement of need should describe the issue that the project will attempt to address. Also describe your needs assessment or how it was decided this issue should be addressed.

Throughout one's life there is a need for continuing education to address important, relevant issues facing all individuals. Learning does not end upon graduating from the formal education system. Much of the skills and education needed to exist independently are not taught in the formal education system. The Skookum Lifelong Learning Series is designed to address these gaps in adult education by offering a series of courses relevant to many Skookum employees and their families. The courses selected address a variety of educational needs that are designed to enhance individual opportunities, support people with disabilities or provide tools to manage one's personal life.

A needs assessment through a survey instrument was performed at PSNS, Bangor and the Naval Hospital to determine the educational needs and interests of employees. A variety of potential course offerings were listed on the survey as well as an open area to write in other offerings. Table 1 indicates the responses received from the survey.

Table 1 – Course Interest Survey

Class Title	Respondents
Sign Language	8
GED	6
Basic Computers	15
Personal Finance	8
Tax Preparation	12

Population served; population and community

The Skookum Lifelong Learning Series is designed to serve the entire Skookum community including both employees and family members. Classes will be held in Bremerton but are available to all Skookum employees in Bremerton, Port Townsend and Ft. Lewis. Depending on interest from other locations, it may be possible to arrange carpooling from more distant locations or even hold a particular class offering in Port Townsend or Ft. Lewis. Each class will be held twice to accommodate the different work schedules of the employees. One class will be held during the day, in the early afternoon to accommodate swing and night shift employees while another session will be held during the evening to accommodate day shift employees.

Desired goals and outcomes

The goal of the Skookum Lifelong Learning Series is to provide a selection of classes which will provide opportunities for greater self-sufficiency and upward mobility.

More specifically, the GED and basic computer classes will provide a greater educational foundation for employment mobility. A basic high school education is necessary for many employment situations and also can enhance the feeling of accomplishment of the graduate. Basic computer proficiency is a necessity in many workplaces. Furthermore a

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basic understanding of computers provides greater access to resources which enhances self-sufficiency. For example many service providers have websites that can provide information without requiring making appointments or waiting to speak with someone on the phone. Many job search and career advice sites can be accessed on the internet. Information and service linkages are increasingly accessed primarily through the internet.

Sign language classes will provide greater communication and in general more support for our hearing impaired/deaf colleagues. Currently there are very few Skookum employees who know even the basics of American Sign Language. Knowing sign language is a valuable skill for those seeking to advance in the human services fields.

Personal finance classes will provide Skookum employees with tools to manage their finances and hopefully reduce exposure to financial difficulties. This will expand their ability to plan for future financial needs, including retirement. Tax preparation classes will educate employees on preparation of their own taxes so they avoid paying costly fees (around \$160) to tax preparation services. Many on line tax services are free or charge a nominal fee of \$10, allowing significant savings versus paying for a tax preparer.

Timeline

(See appendix A)

Opportunities for leadership and management

Each class topic will be championed by an individual in charge of organizing the topic. Each topic will be led by an instructor and will be supported by assistants. We believe the majority of these positions will be filled by Skookum personnel. Therefore, opportunities for leadership, organization and teaching can be filled in each topic area.

Structure

Leadership and administration functions

- Project Lead (1) - There will be one overall project leader responsible for securing meeting areas, ordering resources or supplies and ensuring overall organization including the schedule of all the classes.
- Topic organizers (5) - This person will be supported by five individuals responsible for each class topic. This person is responsible for coordinating with the instructor on the final class schedule, the necessary materials and supplies, and keeping track of enrollment.
- Instructors (5) - The instructor will compose the curriculum, teach students and keep attendance. The topic organizer and the instructor may be the same person.
- Teaching assistants (as necessary) - Instructors and organizers may recruit teaching assistants if they would like.

Budget Narrative

(See appendix B)

Administrative costs for the Skookum Lifelong Learning Series are relatively small. We have budgeted \$50 for administrative supplies, mostly creation and distribution of marketing materials to be placed at the various job sites. We have also budgeted \$150 for

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contingency planning. The cost of class materials (text books) is not specific at this time. It will vary depending on the curriculum and needs of the instructor.

The basic computer course will see the largest expenditure because of the capitol cost of purchasing 4 laptop computers. Skookum will donate 2 more computers allowing us to have 6 computers available for educational purposes. Classes will be held in the conference room where wi-fi connections are available and the instructor can project their computer screen for all participants to see. There is a minimal cost budgeted for educational materials.

GED assistance will involve more tutorial assistance than actual class time. We will make assistance available during certain days and times for a three month period. Course materials comprise the majority of the budget.

The sign language course will probably require the purchase of textbooks. We have budgeted \$30 per textbook for 8 students. For this course we will have to look outside for an instructor and will offer an honorarium of \$300.

Personal Finance will be held at the Bremerton Conference Center over two days. We are expecting a larger turnout for this event and believe the conference center's facilities are better for a group of this size. The majority of the expenses will go to the conference center for room rental (\$600) and refreshments (\$100). Materials are estimated to cost about \$50.

Tax Preparation will also be held at the Conference Center. Again the majority of expenses will go to room rental (\$300) and refreshments (\$75). Materials will cost an additional \$50.

Potential program challenges

Potential challenges lie in finding the right classes that appeal to the Skookum community, ensuring enrollment and attendance and finally, securing suitable facilities. Classes are being offered based on a survey of employees. We believe that employees are sincerely marking their choices. Therefore the selected class offerings have been determined by Skookum employees.

Attendance is hard to predict. There is a difference between being interested in a topic and actually enrolling and spending time and energy to attend. We will advertise each class for at least two weeks before the start of the class using posters and speaking at each worksite. We will ask each person to enroll by signing a registration list, therefore requiring their effort and commitment through the enrollment form. Finally, we will also charge a nominal fee of five dollars to both recover costs and further ensure personal interest by those enrolled. If class enrollment drops below 5 for any particular class, we will cancel the class.

Evaluating goals and outcomes

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Program outcomes will be measured in several different ways. The first indicator will be enrollment. We will monitor the number of students enrolled and monitor attendance throughout a class series. We will conduct class surveys to get feedback on how useful the information was and if it helped the participants achieve their goals. Finally, we will interview a select number of participants who complete the class to see whether it is helping them achieve their personal goals. The results of these metrics will be summarized and submitted in a Program Evaluation on 1/20/2009.

Creativity

Innovative ideas and technologies

Lifelong education is an essential part of a person's ability to succeed in life. The opportunities presented in the Skookum Lifelong Learning Series are limitless. Any type of topic can be taught or instructed as long as there is interest within the community. Just as the Skookum Micro-Grant program is an opportunity to foster social growth and community involvement, we hope the Skookum Lifelong Learning Series will reveal and foster the desire for learning within the Skookum community. Education is the foundation of innovation and a driver of technologies. We believe the Skookum Lifelong Learning Series will be the foundation of creativity at Skookum.

Support from outside sources

Support will be realized from a variety of sources. Additional computer stations will be received through donation. Some funds will be derived from the administration fee charged to students. Classes such as sign language will be taught by outside instructors.

Building ties within the community

Certain course offerings may be taught by instructors outside of the Skookum community. For example, sign language will require an outside instructor and may connect Skookum better with the deaf community. Depending on the success of this series, it may be possible to expand the offerings of these courses to other segments of the community including partner organization such as Kitsap Mental Health or Department of Vocational Rehabilitation. By broadening the base of who we instruct we may also be able to apply for other grants or other forms of support.

Sustainability

Potential for long-term program success

The Skookum Lifelong Learning Series can be the foundation of a long term commitment by Skookum to the education of its community. There is a significant need for adult education on a variety of topics. We visualize this as the beginning of an ongoing series that will be relevant and valuable to the entire Skookum community. There will be the opportunity to expand class offerings in new areas such as health/fitness or parenting. More popular classes may be repeated at certain intervals to ensure new employees or people that missed the opportunity the first time can learn about the topic.

Follow up funding and or resources

In terms of cost sustainability, future expenses can be kept low, especially if resources and materials are provided in house (i.e. classroom space, supplies, etc.). This program

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may receive further support by raising participation fees. As mentioned earlier, depending on the population served, grants or other in kind donations (such as computer stations) could be sought from donors. The relative costs are very small versus the benefits of this program.

Please see attachments for additional timeline and budget detail