

**Sample Checklist**  
-Job Creation Grants-  
*Projected 2008 Grant Due Date: 06/20/08*

**Summary of the Grant:**

*(Taken Directly from the 2007 Requests for Proposals (RFP) Document available online at [www.grants.gov](http://www.grants.gov). It is significant to note that the 2008 Requests for Proposals (RFP) may contain different components and/or areas of program focus among other potential changes).*

**Summary of Grant:**

The purpose of the JOLI program is to create jobs to be filled by low-income individuals. JOLI grantees provide technical and/or financial assistance to private employers in the community to assist them in creating employment and business opportunities for individuals receiving TANF and other low-income individuals. In order to create these sustainable employment and other opportunities, funded projects focus on one of the following three program strategies: (1) new business ventures, (2) business expansion, and (3) self-employment/micro-enterprise projects. Applicants must state clearly both in the abstract and at the beginning of the project narrative which one of these three program strategies they will be using. While OCS will accept applications that propose projects containing more than one of these program strategies, OCS strongly encourages applicants to focus on only one.

Note: All projects, regardless of the Program Strategy(s) used, are required to allot a minimum of twenty percent of the JOLI funds received for the provision of financial assistance to participants. Financial assistance may be provided through one of the following approaches:

- The creation of a revolving loan fund for the provision of business loans to micro-enterprise/self-employed business owners; and/or
- The provision of direct cash assistance (i.e., start-up funds, temporary salary payment) to micro-enterprise/self-employed business owners.

**PROGRAM STRATEGY 1: NEW BUSINESS VENTURES**

Applicants applying under Strategy 1 must show that the proposed project will develop a new business that will train and employ TANF and/or low-income persons to work within that business.

**PROGRAM STRATEGY 2: BUSINESS EXPANSION**

Applicants applying under Strategy 2 must show that the proposed project will provide technical and/or financial assistance to businesses already in existence to allow the businesses to expand by helping them to obtain better marketing services, contracts, access to additional money to help the business grow, etc., resulting in the creation of new, permanent, full-time jobs for low-income persons.

**PROGRAM STRATEGY 3: SELF-EMPLOYMENT / MICRO-ENTERPRISE PROJECTS**

Applicants applying under Strategy 3 must show that the proposed project will create self-employment/micro-enterprise opportunities for eligible participants.

Self-employment is the creation of a sustainable business that is designed to employ a single individual (e.g., home-based day care, graphic design, medical billings, sewing and secretarial service). Micro-enterprise is the creation of a sustainable business that is designed to hire from one to four persons (e.g., a cleaning business that will create more than one job).

For this strategy, OCS does not consider a job to have been created until contracts and/or subcontracts

have been committed at the end of training for each of these self-employment/micro-enterprise businesses that provide sufficient cash flow to support one or more full-time jobs, including the self-employed person or the micro-enterprise owner, for a minimum of 12 months. All applications under this strategy must address the following items:

- The types of self-employment and/or micro-enterprise businesses and/or industries that the applicant will support and that may thrive in the target area;
- Need for such businesses in those communities; and
- Applicant's ability to help secure commitments of contracts/subcontracts at the end of training for each of those self-employment/micro-enterprise businesses.

Faith-based and community-based organizations are eligible for program participation. Applicants for JOLI grants are encouraged to partner and/or collaborate with organizations awarded grants by the DOL, Employment Training Administration (ETA). Awards were projected not to exceed \$450,000 over the course of 36 months. No match was required for this grant in 2007.

### **Checklist**

*(A full checklist is available by purchasing a GrantWell Federal Grant Service Package. Please see our services page for more information) :*

Section 1: Objectives & Need for Assistance

Section 2: Approach

Section 3: Results & Benefits Expected

Section 4: Evaluation Methodology

Section 5: Organizational Profiles

### **5A. Past and Current Experience:**

Description of the Organization(s) & Services:

- Provide a brief description of the *Applicant* organization (including a mission's statement, a history/description of all organization services, and any research reports documenting program or participant-related reported success with such programs). Within this component, clearly establish that the lead organization has a history and well-respected reputation in operating programs including, but not limited to, efforts related to job creation for low-income individuals and/or federal or state contracts. Provide brief examples of these services and (where applicable if not on-going programs) dates/locations where these services have been provided. If the applicant organization has cooperated with other local or national non-profit organizations in addressing project-related or other community needs, also briefly describe these activities. If applicable, also provide examples of such efforts and dates/locations where these efforts have taken place.
- Provide a brief description of each of the *Partnering* organizations (including a mission's statement, a history/description of services, and any research reports documenting program success with the target population). Within this component, establish that each partnering organization has a history and well-respected reputation in operating programs including, but not limited to, efforts related to job creation for low-income individuals, and/or federal or state contracts. Provide brief examples of these services and indicate any previous efforts and/or collaboration projects the

partnering organization has undertaken that give experience, expertise, and credibility to the proposed project.

- Briefly reiterate how each organization (including *both the Applicant and Partnering* organization) will be involved in the project and if applicable, provide a brief narrative that expresses a history of previously successful working relationships together (such as conferences held together or a successful referral network relationship).
- Provide supporting information on the applicant organization(s) and partners, such as organizational charts, the lead agency's last two operating budgets, the lead agency DUNS number, contact persons and telephone numbers, licenses and other documentation of professional accreditation (where applicable), information on compliance with Federal/State/local government standards (where applicable), documentation of experience in the program area (such as an award or newspaper article), and other relevant information. If the applicant organization is a non-profit organization, provide proof of this status by providing:
  - A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations
  - A copy of a current, valid IRS tax exemption certificate;
  - A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
  - A certified copy of the organization's certificate of incorporation or similar document that establishes non-profit status, or
  - Any of the items above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

*(Note: Such supporting documentation is traditionally included in various parts of the grant application, including forms, the abstract, and appendix sections).*

#### **5B. Staff and Position Data:**

- List and describe the positions required for the project and the individuals who will fill these positions. Provide a detailed explanation of the work that these individuals will be required to perform. Provide resumes of key staff, outlining their education and experience in completing their assigned activities for the project. If applicable, describe their work, experience, or relationship with other community-based or nationally-based agencies, businesses, or organizations.

Section 6: Forms & Assurances

Section 7: Appendices