

Ratcliffe Foundation Grant Guidelines 2024

Introduction

The Philip E. & Carole R. Ratcliffe Foundation, Inc. (Ratcliffe Foundation) supports academic institutions and other non-profit organizations who are working to prepare the next generation of workers and entrepreneurs. We are particularly interested in innovative projects to serve communities through job creation and skilled trades training. Industries may include construction trades, manufacturing, automotive, allied healthcare, agriculture, and other “in demand” jobs in the region. We believe that partnerships with local stakeholders including businesses, elected officials and community leaders are essential to long-term sustainable growth. We hold ourselves to a high standard and seek to partner with organizations committed to excellence and positively impacting their community. We encourage you to visit our website: www.ratcliffefoundation.com to learn more about our active program partners.

How to Apply

Submit your proposal by **April 30, 2024**, to the Philip E. & Carole R. Ratcliffe Foundation attention David Thompson via email: **DLThompson@RatcliffeFoundation.com**.

Requirements: *project must meet all three*

1. U.S.-based non-profit organization or non-profit academic institution such as community college, four-year college, and/or university.
2. Program located and serving residents in Maryland, Virginia, Delaware, Pennsylvania or Washington D.C.
3. Project supports job creation through skilled trades training or entrepreneurship, and it focuses on filling a gap in the labor market.

Programs may include, but are not limited to, hands-on training, classroom instruction, internships, and apprenticeships. They must support local and/or regional economies with participants residing, working, planning to work, or planning to launch their new venture within the local/regional community. Programs must be designed for adult learners prepared to enter the local workforce upon completion of the program.

Grant Proposals should include and will be evaluated based on the following:

Program Description

- Describe in detail the proposed initiative, an overview of the gap or problem being solved, and assumptions made in designing this program.
- Explain what currently exists in this area, who are the other stakeholders, why your organization is best suited to lead, why now is the best time to implement, and your vision for the project.
- Describe who will be served, including the total number, and explain how the initiative will have a positive economic impact on the local community.

Milestones and timeline for implementation

- SMART goals for the project.
- Provide a high-level project plan with deliverables, due dates, and responsible person(s).
- Describe anticipated impact and ROI for this grant.

Funding request and budget

- Provide a detailed three-year budget that includes the average cost per participant.
- Include institutional matching commitment, other financial support, and all resources required to successfully launch & sustain the program.
- Explain how grant funds will be spent to achieve the objectives of proposal. Note: administrative salaries and institutional overhead will not be covered.

Public relations and marketing

- Describe plans to recruit, engage, support, and stay connected with participants.

Assessment plan

- Outline the specific elements for measuring your SMART goals including desired outcomes, measures of success, metrics, key indicators, who will be responsible for completing the annual assessment report, and by what date each year.

Reporting

- Provide a plan for gathering and analyzing data to evaluate project goals/outcomes including when, what, who, and how.
- Include quantitative and qualitative measures for various stakeholder groups such as the organization, program participants, community at large, and other anticipated beneficiaries. Plans for future impact reporting in a “where are they now?” format.

Sustainability

- Describe how, through this new grant, your organization will initiate and sustain broader community and/or institutional change.
- Describe how you will leverage this grant for future growth.
- Discuss the formation of the project team, plans for continuation, and financial sustainability after Ratcliffe Foundation funding.

Organizational background

- Provide information about your institution such as history, mission, unique attributes, and experience with new initiatives.
- Provide the number of employees, number of people served annually, how you are funded, geographic service area, and other supporting data relevant to the project.
- Provide information about the team for this grant including names, titles, project responsibilities, and brief background/expertise.
- Executive leadership commitment letter including how they will personally support and be involved with the project.

Proposal Format

- Cover page with project title, organization, grant request, and project leader’s name, title, phone number, and email address.
- Executive summary.
- Concise, specific, and persuasive proposal.

All components must be consolidated into one PDF file for submission. Use 12-point font, one-inch margins, and Times New Roman or Arial Font.

Grant Review Process

All proposals to be reviewed during the second quarter and applicants will be notified via email in early July 2024. For funded proposals, we require a written agreement be

prepared, signed by the appropriate executives, and submitted to the Ratcliffe Foundation for signature prior to any funds disbursement.

Reporting and Sharing

If you receive a grant, payment timelines, reporting requirements and deadlines will be specified in your grant agreement. At a minimum, all grant recipients must submit an annual report that includes both program related activity and outcomes, along with detailed financials that include how funds were disbursed. Failure to submit reports may jeopardize both pending payments and your institution's eligibility for future grants.

The Ratcliffe Foundation expects to learn from grantee experiences. The Ratcliffe Foundation requires timely submission of grant reports and may require participation in surveys and interviews after the grant period for impact assessment studies and reports. Grant recipients are expected to set aside time to share program information, lessons learned, best practices, and outcomes at relevant foundation meetings and/or conferences focused on education, skilled trades, innovation and/or entrepreneurship.

Questions

If you would like to discuss your idea, or you have questions about the requirements or the submission process we encourage you to attend one of our information sessions.

Register for February 21st at 11:00 Eastern Time Zone

[https://us06web.zoom.us/meeting/register/tZYkceuurToiGtlbvPtmLFx1D7shyVgkVISd](https://us06web.zoom.us/join/https://us06web.zoom.us/meeting/register/tZYkceuurToiGtlbvPtmLFx1D7shyVgkVISd)

Register for March 28th at 2:00 Eastern Time Zone

[https://us06web.zoom.us/meeting/register/tZYocuivrTkvGtQ8S1hW6wiKQMKKY0E0i2Y0](https://us06web.zoom.us/join/https://us06web.zoom.us/meeting/register/tZYocuivrTkvGtQ8S1hW6wiKQMKKY0E0i2Y0)

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