

2020 GREATER HARRISBURG COMMUNITY FOUNDATION BENJAMIN FRANKLIN TRUST FUND GRANT APPLICATION DATE DUE: AUGUST 1, 2020

Thank you for applying to the Benjamin Franklin Trust Fund of the Greater Harrisburg Community Foundation, a regional foundation of The Foundation for Enhancing Communities. Tell your story clearly and concisely. Attachments are required; follow all directions. Failure to answer questions, utilize this template, or provide required materials will disqualify your application. **Answer all questions using information that applies to the project seeking support of grant funds.** Contact Jennifer Strechay, Program Officer for Community Investment, at 717-236-5040 or jstrechay@tfec.org with questions.

APPLICANT SNAPSHOT

Applicant Organization Name

Employment Skills Center

Provide your organization's name as currently recognized by the IRS

- Check box if the Applicant Organization Name above is a “Doing Business As” name and the provided 501c3 letter states a different name. To be recognized by the “Doing Business As” name, attach ONE legal document using the provided name. If not provided, TFEC will utilize the 501c3 name.**
- Check box if the Applicant Organization uses a Fiscal Sponsor and provide name here**
Click or tap here to enter text.

Name, Title, Email, Phone of Executive Leader

Mindy Tremblay, Executive Director, mtremblay@employmentskillscenter.org, 717-243-6040

All contracts and notifications of grant status will be addressed to the individual provided here

Applicant Organization's Physical Address

29 S. Hanover Street, Carlisle, PA 17013

Applicant Organization's Address for Mailed Communications

29 S. Hanover Street, Carlisle, PA 17013

All contracts and notifications of grant status will be sent to the address provided here

Name, Title, Email, Phone of Contact Completing Application

Margaret Farlling, Fund Development Director, mfarlling@employmentskillscenter.org, 717-243-6040

If application questions arise, this individual will be contacted by TFEC staff

Counties to be served as part of project; check all that apply.

- Cumberland Dauphin Franklin Juniata Mifflin Lebanon Perry
 Northern York (Dillsburg Area)

PROJECT NARRATIVE

Answer questions 1-5 clearly and concisely; no limit (except for Project Snapshot)

PROJECT TITLE Adult Basic Education Class

Project Title must match title listed throughout application and online

APPLICANT ORGANIZATION MISSION STATEMENT

Helping people achieve personal growth and job betterment through education and training

PROJECT SNAPSHOT

1. Capture your project and the community need it seeks to address in 200 words or less.

Over the past few years, we have experienced a rise in the number of applicants who are in need of remedial learning classes before they are eligible to enter GED Preparation classes. Students must test at a 9th grade reading/math level in order to be admitted into GED classes. ESC currently has one ABE (Adult Basic Education) class, however, in order to effectively serve all students, the addition of a second class is necessary.

The proposed project is to offer an Adult Basic Education class for participants who are preparing to enter GED Preparation classes. The ABE class will allow participants to strengthen their reading, writing, and math skills and prepare them for success in the GED Preparation class.

Once students pass the GED examination, they are then eligible for employment, advancement to post-secondary education, or training. ESC's goal is to move students through the program at a comfortable pace to assist them with meeting their goals in as little time as possible.

Employment Skills Center is the only adult education center in Cumberland County and provides much-needed services to those most in need of assistance. All programs are offered free of charge to participants and have an end-goal of employment or advancement to post-secondary education or training.

PROJECT NARRATIVE

2. Describe the proposed project, the geographic area it will serve, and the audience to be served; state why this audience was selected. You **MUST** use and complete the following statement within your answer, "Grant funds will be used to _____". Include when and where the project will take place. List dates and locations as appropriate in chronological order and state if provided dates/locations are confirmed, estimated, or to be determined.

The proposed project is to offer an Adult Basic Education class two days per week on Tuesdays and Thursdays from 9:00 a.m. – 12:00 p.m. year-round. The targeted audience is anyone who scores at or below a 9th grade reading and/or math level on the CASAS formalized adult assessment tests. Classes will be held on site at Employment Skills Center in Carlisle and will begin January 10, 2021 and end December 31, 2021.

PEW Research Center reported the United States had 20.5 million workers out of jobs in May 2020 due to the COVID-19 pandemic. ESC has felt the impact on the local level evidenced by a strong increase in the number of applications for classes. Approximately 50% of applicants are testing below required levels to enter directly into GED Preparation classes. These low levels directly affect their ability to secure employment in jobs that pay a living wage and provide career ladder opportunities.

The targeted audience for this program is anyone who tests below a 9th grade reading/math level and is in need of assistance with meeting their goals for employment or advancement to further education or training. ESC serves the unemployed and underemployed residents of Cumberland County as well as Perry, Franklin, and parts of Adams Counties.

Grant funds will be used to help cover the costs of an instructor and to help purchase classroom materials. This project is to supplement our existing class due to high-demand.

FUNDING

3. Restate the amount you are seeking from TFEC and describe any other funding sources and amounts. If this proposal is not funded at the level requested, will you be able to implement the project as stated? Explain as needed.

Employment Skills Center is respectfully seeking \$1,500 to assist with covering the costs of an instructor and learning materials for the class. In July 2020, the Pennsylvania Department of Education reduced State funding for Adult Basic Education by 78%. This was a very significant hit to our program and the number of students we are able to serve. We are hopeful that this funding will be reinstated in 2021 but are in great need of additional funding at the present time.

If this proposal is not funding at the requested amount, we will need to reduce them number of participants that we are able to serve.

PROJECT SUCCESS

4. What will project success look like and how will project success be measured and documented (i.e.: how will you know the project is successful? Are you collecting value statements, numbers served, surveys, photos, before and after images, or using other methods)?

Project success is measured in a multitude of ways; both tangible and intangible. Data is collected on demographics, assessment scores, goals (set and met), barriers, attendance, test scores, etc. Intangible successes include improvement in self-worth, soft skills, overall increased knowledge and improved quality of life. Measurable data and outcomes are entered weekly into the Pennsylvania Department of Education's database-EData. Areas measured and reported include; pre and post assessment testing, attendance, quizzes and test scores, homework assignments, financial information, and attaining or advancing in employment. Other successes are collected and recorded in student files and an in-house database.

All of ESC's classes and trainings include a soft skills/employability component. Students are provided with a minimum of 15 hours of lessons to include; how to be a valued employed, recognizing your self-worth, being a good team player, setting and meeting goals and other tailored topics to meet the needs of the students.

Student surveys are collected upon completion of a program. The collected information helps guide future lessons and instruction and is considered highly valuable feedback.

ACCESS & INCLUSION

5. As a community foundation, TFEC fosters a climate of purposeful inclusion that values diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. Please state how your project will be made accessible to all individuals who qualify for participation in the project and describe any accommodations, modifications, technologies, or services you will offer to ensure that all eligible participants experience the best possible services or outcomes.

Employment Skills Center does not discriminate in any way and highly values diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. Diversity training and inclusion is a core training module in all programs and ESC has a zero tolerance policy against discrimination in any form. Employment Skills Center provides all necessary accommodations for participants to ensure their success. Examples include testing accommodations, headphones, and computer overlays. Each classroom is equipped with a Learning Toolkit as required by the Pennsylvania Department of Education. Each participant meets with a program manager and/or career counselor so that all needs and barriers to learning can be addressed.

BUDGET WORKSHEET

Complete the Budget Worksheet below; a Project Total is required.

ITEM OR SERVICE <i>Examples include: Contracted Services, Equipment, Personnel, Supplies; list your own as appropriate.</i>	DESCRIPTION OF ITEM OR SERVICE	REQUESTED GRANT FUNDS <i>List where funds sought through this grant opportunity will be applied.</i>	OTHER FUNDING SOURCES <i>List the names and amounts of all other funding sources.</i>	PENDING, COMMITTED, OR RECEIVED <i>Using a P, C, or R, indicate the status of all funding sources.</i>	\$ TOTALS <i>Add across to provide a total for each row. Total columns as indicated in bottom row.</i>
Salaries	Instructors	\$1300	21028-Govt 5257 -Other	C	\$27585
Benefits	For above personnel	\$	5685 - Govt 1418 - Other	C	\$7103
Supplies	Textbooks Classroom Supplies	\$200	1300 - Govt 320 - Other	C	\$1820
Facilities	Rent	\$	3700- Govt 920 - Other	C	\$4620
Utilities	Electric Phone Heat	\$	2000 - Govt 520 - Other	C	\$2520
		\$			\$
		\$			\$
		\$			\$
		\$			\$
TOTALS		\$1500 Total: Requested Grant Funds	\$42148 Total: Other Funding Sources		\$43648 PROJECT TOTAL

**Employment Skills Center
Board of Directors (12 members)**

Revised 1/2020

<u>Name & Address</u>	<u>Contact</u>	<u>Term Exp/Committees</u>
<p><i>President</i> Burke Nichols Carlisle Construction Materials 1285 Ritner Highway Carlisle, PA 17013</p>	<p>717- 245-7386 (Work) 662-292-1402 (Cell) burke.nichols@carlisleccm.com</p>	<p>06/2022 (2nd) Executive & Finance Fund Development</p>
<p><i>Vice President</i> Gerald Eby LeTort Warehouses, Inc. 52 White Oak Drive Carlisle, PA 17015-9169</p>	<p>717-243-5626 (Work) 717-486-4866 (Home) 717-226-3498 (Cell) ljmeby@gmail.com</p>	<p>06/2020 (1st) Board Development & Community Outreach Executive</p>
<p><i>Secretary</i> Arn Howald Assistant Director/Public Services Coordinator Joseph T. Simpson Public Library 16 North Walnut Street Mechanicsburg, PA 17055</p>	<p>717-766-0171 Ext. 243 (Work) 717-686-5955 (Cell) ahowald@ccpa.net</p>	<p>06/2022 (2nd) Program Development (Chair) Executive</p>
<p><i>Treasurer</i> April O'Connell Branch Executive Officer 1 Giant Lane Carlisle, PA 17013</p>	<p>717-218-1312 (Work) 717-471-0325 (Cell) aoconnell@orrstown.com</p>	<p>06/2021 (1st) Finance</p>
<p>Rick Copen Prof of Economic Development U.S. Army War College 806 Alexander Spring Road Carlisle, PA 17015</p>	<p>703-786-7181 (Cell) 717-245-3289 (Work) 717-254-6448 (Home) 717-245-4243 (Fax) rickcopen@gmail.com</p>	<p>06/2020 (2nd) Board Development & Community Outreach (Chair)</p>
<p>Molli Davis Principal Mount Holly Springs Elementary, CASD 110 Mooreland Avenue Carlisle, PA 17013</p>	<p>717-961-0844 (Cell) 717-240-6800 X 46802 (Work) davism@carliseschools.org</p>	<p>06/2022 (2nd) Board Development & Community Outreach</p>

**Employment Skills Center
Board of Directors (12 members)**

Revised 1/2020

<u>Name & Address</u>	<u>Contact</u>	<u>Term Exp/Committees</u>
<p>Sara Felix JFC Staffing Companies Regional Manager 7 Scrafford Street Shippensburg, PA 17257</p>	<p>717-491-6690 (Cell) sfelix@jfcworkforce.com</p>	<p>06/2021 (1st) Program Development</p>
<p>Alex Hill Branch Manager II Members 1st Federal Credit Union 814 W High Street Carlisle, PA 17013 586 Park Drive Boiling Springs, PA 17007</p>	<p>717-254-1113 Ext. 76601 (Work) 717-254-1118 (Fax) hilla@members1st.org</p>	<p>06/2022 (1st)</p>
<p>Michele L Kluk, Esquire Abom & Kutulakis 130 Yorkshire Drive Mechanicsburg, PA 17055</p>	<p>717- 249-0900 (Work) 610-509-5917 (Cell) MLK@abomkutulakis.com</p>	<p>06/2023 (1st)</p>
<p>Geoffrey Mangelsdorf (Geoff) US Army Heritage & Education Center 31 Nelson Drive Carlisle, PA 17015</p>	<p>717- 245-4134 (Work) 717-385-3764 (Home) Geoffrey.s.mangelsdorf@outlook.com</p>	<p>06/2022 (1st) Fund Development</p>
<p>Albert Parrillo Carlisle Area School Districts Director of Careers & Technology 804 Nesbit Drive Carlisle, PA 17013</p>	<p>(717) 240-6800 Ext. 13814 (Work) Parrilloal@carliseschools.org</p>	<p>06/2021 (1st) Program Development</p>
<p>Michelle Yonkoskie UPMC Pinnacle Camp Hill Bypass Camp Hill, PA 17011</p>	<p>717-230-3742 (Work) 570-274-1105 (Cell) yon.shell@yahoo.com michelle.yonkoskie@pinnaclehealth.org</p>	<p>06/2022 (2nd) Program Development</p>



PA CareerLink Cumberland County
1 Alexandra Court
Carlisle, PA 17015
717-243-4431 - FAX 717-243-7767 – TTY 717-243-3236

June 29, 2020

To Whom it May Concern:

I am writing you in support of Employment Skills Center’s request for funding. Employment Skills Center is currently in its 53rd year of operation and has been providing excellent services to the residents of our communities over five decades.

Employment Skills Center has a strong commitment to providing educational and training opportunities which lead to meaningful employment for the clients they serve. Employment Skills Center is a highly valued partner of PA CareerLink® Cumberland County and the clients we refer to their services.

The staff at Employment Skills Center is very professional and work hard to ensure the success of every student enrolled in their programs. Employment Skills Center is changing lives daily through their commitment to high-quality programs that lead directly to employment that pays a living wage.

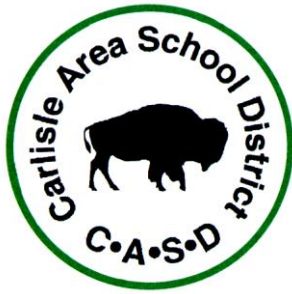
With your support, Employment Skills Center can continue to offer the valuable programs that they do and will assist those most in need with meeting their education and employment goals.

Sincerely,

Samuel J. Marte

Samuel J. Marte
PA CareerLink® Administrator
PA CareerLink® Cumberland County
1 Alexandra Court
Carlisle, PA 17015

Auxiliary aids and services are available upon request to individuals with disabilities. Equal Opportunity Employer Program



Carlisle Area School District
540 West North Street • Carlisle, Pennsylvania 17013
717-240-6800 • www.carliseschools.org
Christina M. Spielbauer • Superintendent

July 22, 2020

Ms. Jennifer Strechay
Benjamin Franklin Trust Fund
The Foundation for Enhancing Communities
200 N. Third Street
Harrisburg, PA 17101

Dear Ms. Strechay:

Please accept this letter as support for Employment Skills Center's Adult Basic Education program. Employment Skills Center provides much-needed services to Cumberland and surrounding counties through their free education and training programs.

Carlisle Area School District is a proud partner of Employment Skills Center and fully supports their educational and training programs. Employment Skills Center provides evening GED Preparation classes on site at Carlisle High School which allows us to work closely together to ensure the success of all those in need of assistance with achieving their academic goals.

Due to state budget cuts to Adult Basic Education, your support is greatly needed. We hope that you will consider this funding request and help Employment Skills Center to continue to serve the residents of our communities who are most in need.

Sincerely,

Albert Parrillo, PH.D.
Director of Careers and Technology Education
Carlisle Area School District
Fowler Building
Careers and Technology Office
623 West Penn Street
Carlisle, PA 17013
(717) 240-6800 Ext. 13814
Parrilloa1@carliseschools.org

2020 BENJAMIN FRANKLIN TRUST FUND SIGN & SUBMIT FORM

Provide signatures from the applicant organization, below. Both organization representatives must sign.

By providing your original OR digital signature below, you agree that the provided information in this application is true to the best of your knowledge and may be submitted for review. Completion of this form is one component of your Complete Application.

<input checked="" type="checkbox"/>	President/CEO	_____	Mindy Tremblay
		Ink Signature	Digital Signature
<input checked="" type="checkbox"/>	Board President	_____	Burke Nichols
		Ink Signature	Digital Signature

REQUIRED ATTACHMENTS TO BE UPLOADED & SUBMITTED BY 4PM IN THE DEADLINE DATE

All grant materials must be submitted through the TFEC online application system by 4pm on the deadline date. This grant opportunity does not utilize delivered or mailed materials.

- Complete Application:** Applicant Snapshot, Project Narrative, Budget Worksheet, and Sign & Submit Form with original or digital signatures.
- Board of Directors List:** Professional affiliations (ie: work positions and/or titles as applicable) must be included.
- Letters of support are OPTIONAL for this grant opportunity but must be uploaded by the deadline date. No more than TWO letters of support with original or digital signatures may be provided.** Letters of support from the applicant organization's Board of Directors will not be accepted; identical form letters are discouraged.
- Applicants who utilize a FISCAL SPONSOR** must include a letter signed by the Executive Leader of the Fiscal Sponsor organization indicating agreement to serve as the Fiscal Sponsor. An original or digital signature is required.
- IRS 501(c)(3) determination letter**
- 1st Page of Applicant Organization's Most Recent 990.** If 990 is not available, upload applicant organization's most recent audit or financial statement.

QUESTIONS

If you should have any questions regarding this form or TFEC grant opportunities, contact Jennifer Strechay, Program Officer for Community Investment, at jstrechay@tfec.org or 717-236-5040.