

TO: Program Planning and Development

DATE: 11/30/05

FROM: WIB Staff

For Action

For Information

For Discussion

SUBJECT: Frontline Workforce Development Grant Requirements

PROPOSED MOTION(S): Information Only

DISCUSSION: On 10/27/05 the Program Planning and Development Committee meeting formed a workgroup to discuss the Frontline Workforce Development information presented by WIB staff. Robert Wood Johnson Foundation (RWJ) uses a two-stage process to review all projects. The requirements needed for the first stage of the grant should be presented in a brief proposal (3 pages):

- 1. A description of the key project components or activities.
 - a. An example would be to allow employees one half-day leave with pay for six months for college credit in healthcare field of study.****
- 2. An explanation of the core idea including the intended results.
 - a. Ideas could include addressing workers' needs in job security, job satisfaction, advancement opportunities, flexible educational opportunities and personal growth.**
 - b. Ideas could include addressing employers' needs in retention of workforce, recruitment from within organization, quick response to changes in technology and skill upgrade needs, improved quality of care and increased competitive edge in the marketplace.**
 - c. Ideas can address skill shortages, high turnover of direct-care workers, lack of diversity,****
- 3. An explanation of the intended audience and how results will be shared with the audience.**
- 4. A discussion of the relevance and significance of the problem or issue to be addressed including an explanation of the innovation that the project's core idea represents breakthroughs.**
- 5. A description of how the project might influence change in health and/or healthcare.**
- 6. The methodology that will be used in the evaluation project.**
- 7. An explanation of how success will be defined.**
- 8. Other funding sources identified for the project.**

Once RWJ receives the (brief) grant application, they will perform a fair and comprehensive review.

ATTACHMENT(S): N/A