



StartTodaySD Incentive APPLICATION

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GENERAL INFORMATION

1. Application Entity (business/institution):
2. Program Partners
3. Category Type:
 - New Sponsor (Complete **Part A**)
 - Existing Sponsor (Complete **Part A**)
 - Pre-Apprenticeship Program (Complete **Part B**)
4. Requested Funding: \$ *amount calculated on the Funding Worksheet (page 6)*
5. **Primary Point of Contact**
 Primary Representative:
 Address:
 City: Zip Code:
 Phone Number: E-mail:
6. **Authorized Signatories for Program Partners:**

Primary Application Entity

Authorized Official Signature

Partner

Authorized Official Signature

Partner

Authorized Official Signature

Partner

Authorized Official Signature

Conflict of Interest: Was the Applicant, or any employee of the Applicant or the partnerships listed above, an employee of any agency of the State of South Dakota within the last year? YES NO

PART A: REGISTERED APPRENTICESHIP PROGRAM

PART A

Refer to Question 3 on page 1. Some applicants may fill out Part A and Part B.

Category Type: NEW SPONSOR EXISTING SPONSOR

SPONSOR

- Single Employer Employer Consortium Labor Organization
 Workforce Development Board Economic Development Organization Other:
 Higher-Education Institution Community Organizations or Association

Sponsor Name:

Address:

City:

Zip Code:

Phone Number:

Website:

Primary Point of Contact

Primary Representative:

Address:

City:

Zip Code:

Phone Number:

E-mail:

PROGRAM DESIGN

7. Key Industry

- Hospitality Utilities Agriculture Healthcare Business Services
 Advanced Manufacturing Information Technology Other:

Occupation(s):

8. Partner Collaboration

**if any; must include details in narrative and letter of support each partner*

- None Department of Labor and Regulation Vocational Rehabilitation Job Corps
 Post-Secondary Training and Education Provider K-12 Schools Other:

9. Under-Represented Population Engagement

**if any; must include details in the narrative*

- None Native Americans Females Minorities Veterans Youth 16-24
 limited-English proficient individuals Individuals with disabilities Other:

10. Distinguished Career Pathway

**if yes; must include details in narrative and letter of support each partner*

Yes No

11. Linked to Quality Pre-Apprenticeship

**if yes; must include details in narrative and letter of support from the provider*

Yes No

NARRATIVE

The narrative may be no longer than ten pages and attached to the application. Narrative should include details to the following areas:

- A brief description of the organization, business, association, school, or entity applying for the funding
- A brief description of the program need
- Describe program plan including components of the Registered Apprenticeship program such as: how the Registered Apprenticeship program will be structured (employer, intermediary, or a group program), how many businesses will be involved with the Registered Apprenticeship program, name(s) of interested business (es), explain what the grant funds will support in the Registered Apprenticeship program, any partnerships that will occur and any additional information to support your program plan.
- If applicable, describe how the project will focus on increasing participation of underrepresented populations that include: women, youth, Native Americans, females, limited-English proficient individuals, veterans, and individuals with disabilities.
- If applicable, describe how the program is a distinguished Career Pathway.
- If applicable, describe linkage with pre-apprenticeship.
- Provide a sustainability plan for this project.

LETTERS OF SUPPORT

Attach letters of support from each organization/entity that will participate in the deployment of the Registered Apprenticeship program. Letters of support should clearly express the organization’s intent to be an active partner and specifically define the entity’s role and responsibilities.

PART B: PRE-APPRENTICESHIP PROGRAM APPLICATION

Part B

Refer to Question 3 on page 1. Some applicants may fill out Part A and Part B.

CATEGORY TYPE Quality Pre-Apprenticeship

PROGRAM PROVIDER

Provider Name:

Address:

City:

Zip Code:

Phone Number:

Website:

Primary Point of Contact

Primary Representative:

Address:

City:

Zip Code:

Phone Number:

E-mail:

PROGRAM DESIGN

7. Industry

- Hospitality Utilities Agriculture Healthcare Business Services
 Advanced Manufacturing Information Technology Other:

Occupation(s):

8. Partnerships

**if any; must include details in narrative and letter of support each partner*

- None Department of Labor and Regulation Vocational Rehabilitation Job Corps
 Post-Secondary Training and Education Provider K-12 Schools Other:

9. Under-Represented Population Engagement

**if any; must include details in the narrative*

- None Native Americans Females Minorities Veterans Youth 16-24
 limited-English proficient individuals Individuals with disabilities Other:

10. Distinguished Career Pathway

**if yes; must include details in narrative and letter of support each partner*

- Yes No

NARRATIVE

The narrative may be no longer than ten pages and attached to the application. The narrative should include details to the following areas:

- A brief description of the organization, business, association, school, or entity applying for the funding
- A brief description of the program need
- Describe program plan including how the Quality Pre-Apprenticeship program will adhere to the U.S. Department of Labor's Training and Employment Notice 13-12, follow the six components of a Quality Pre-Apprenticeship program, any partnerships that will occur and any additional information to support your program plan.

- Provide information on which Registered Apprenticeship sponsors will link to the Quality Pre-Apprenticeship programs. Each Registered Apprenticeship sponsor should provide a letter of support. If the business is not a Registered Apprenticeship sponsor and would like to become a Registered Apprenticeship sponsor, the business may provide an explanation in their letter of support.
- Provide a timeline of implementation of Quality Pre-Apprenticeship program.
- If applicable, describe how the project will focus on increasing participation of underrepresented populations that include: women, youth, Native Americans, females, limited-English proficient individuals, veterans, and individuals with disabilities.
- If applicable, describe how the program is a distinguished Career Pathway
- Provide a sustainability plan for this project.

LETTERS OF SUPPORT

Attach letters of support from each organization/entity that will participate in the deployment of the Quality Pre-Apprenticeship program. Letters of support should clearly express the organization's intent to be an active partner and specifically define the entity's role and responsibilities.

FUNDING WORKSHEET

INSTRUCTIONS

1. Determine base funding column by matching the **Category Type(s)** in Question 3 on page 1 of the application, and complete the column(s) for the same **Category Type(s)** in the table below.
2. Add \$2,000 for incorporation of each of the **Program Design** elements 7 through 11 of Part A or Part B of the application (Category Type will determine Part A or Part B).
3. Add total potential funding in appropriate column(s).

		Category Type		
		New Sponsor Base: \$20,000	Existing Sponsor Base: \$10,000	Pre-Apprenticeship Base: \$2,000
Enter Base Amount:				
Program Design	7. Key Industry (+\$2,000)			
	8. Partner Collaboration (+\$2,000)			
	9. Under-Represented Populations (+\$2,000)			
	10. Career Pathway Model (+\$2,000)			
	11. Pre-Apprenticeship Linkage (+\$2,000)			X

Potential Total Funding	(Max. \$30,000)	(Max. \$20,000)	(Max. \$10,000)
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Enter the potential total funding from all columns above into Question 4 on Page 1 of this application.

CERTIFICATION

As a representative of the business or institution identified in this application, I certify all information is accurate to the best of my knowledge, and the outlined program is intended for work and/or training in South Dakota.

PRINT NAME

SIGNATURE

DATE

Completed applications should be emailed to StartToday@state.sd.us no later than October 19.