**WETO Project Narrative Application (Template)**

**Overview/Summary of Application (No more than 1 page)**

1. Provide a simple, plain language, description of your project proposal, including your total proposal budget. What problem is it seeking to address? What key considerations inform the scope and approach of this project?

**Project Proposal (1-3 pages)**

1. List the goals of the project and describe how the project intends to train for roles that are (a) in demand, (b) connected to domestic offshore wind energy, and (c) have markers of quality jobs in line with [U.S. Department of Labor’s “Good Jobs Principles”.](https://www.dol.gov/sites/dolgov/files/goodjobs/Good-Jobs-Summit-Principles-Factsheet.pdf)
2. Explain how the training directly relates to (a) apprenticeship readiness programs, (b) registered apprenticeship programs, or (c) maritime/mariner programs, with particular attention to programs that support underserved communities.
3. Describe how the training will deliver industry-recognized credentials (if any), job placement, and contribute to employee retention for the employer partners.
4. Include program enrollment strategies and goals. Include metrics (or other mechanisms to demonstrate success) for each goal.
5. Include job placement strategies and goals. Include metrics (or other mechanisms to demonstrate success) for each goal.
6. Demonstrate how the proposed project will use effective workforce development strategies.
7. Describe how support services will be offered, what community-based partners will be participating, and how program participants will be connected with support services.
8. Describe the impact of the proposed project. What gaps will be filled/problems will be solved if it were implemented?
9. Provide letters of support and participation from community-based organizations re: support services.
10. Provide letters of support and employment commitment from employer partners.

**Experience and Ability to Deliver on Project Objectives (1-2 pages)**

1. Provide a summary of your organization’s experience delivering on projects of similar scope or addressing a similar technical subject.
2. Provide a summary of qualifications and relevant expertise of the project team and/or partners who will support project implementation.
3. Describe the facilities and equipment that exist and how they will support the project.
4. For multi-organizational projects, describe the roles, responsibilities, and work to be performed by each organization and how communications will be maintained among project partners.
5. *Upload letters of support and commitment from employer and other program partners in the optional field at the end of the application. These letters do not count towards page or word limits.*

**Budget Overview (1 page)**

* Provide an overview of your budget. Provide more information on the budget of the proposed project using the template budget workbook. Include work to be performed by partner organizations required to complete the project.
  + *Note: This opportunity is milestone-based and will release funds upon completion of milestones. Please organize the budget using milestones and not reimbursable costs.*
* Please describe the impact that DOE funding will have on the project implementation and/or would enable work that otherwise would not take place.

NOTE: Please complete and upload the Budget Workbook using the supplied .xls template.