



SPARK Program Sub-Award Proposal Form

Application Information

1. Organization Name
2. Organization Address
3. Primary Contact Name
4. Primary Contact Email
5. Primary Contact Phone Number
6. Organization Webpage (If applicable)

Secondary Contact Information

1. Secondary Contact Name
2. Secondary Contact Phone Number
3. Secondary Contact Email
4. Secondary Contact Address

Unique Entity Identifier (If needed, register for a [UEI](#))

Organization Type (Select all that apply)

Workforce training organizations

Youth development organizations

Community development corporations

Institutions of higher education, both public and private

Nonprofit entities

For-profit entities

Neighborhood-based organizations

Virginia Vendor's Tax Identification Number (TIN) If none, please register for one [here](#).

Proposal Components

The approved program focus incorporates the following items:

- Expand Early and Dual Enrollment Opportunities in Energy Fields
- Establish Pathways to Energy Careers
- Advisor/ Coach Pairing
- Marketing, Education, and Outreach Campaigns

Project Title

Identify Your Career Pathway (Select all that apply)

Energy Sustainability and Efficiency (battery storage, energy efficiency)

Energy Transmission, Distribution, and Storage (electrical, battery, grid modernization)

Power Generation (natural gas, nuclear, solar, wind)

Industrial Maintenance Technology (utility infrastructure, grid modernization, mechanical/electrical)

Outline your project process, team members, and key performance metrics to achieve:

Partnering with high schools, workforce centers, and community colleges (including FastForward/FANTIC and WIOA-eligible)
Promoting employment through employer networks, veteran organizations, career fairs
Recruiting rural and low-income participants and providing wrap-around support (transportation, tutoring, life-skills coaching)

Mission Statement

Years in Operation

Experience in youth curriculum/workforce development (ages 14-25)

Alignment with SPARK (Youth-centered, trauma-informed, cultural competence, community engagement)

Qualification of Staff and Relevant Experience

Description of Work and Reporting Responsibilities

Training Standards and Industry Alignment

Career Readiness and Coaching Elements

Anticipated Challenges and Mitigation Strategies

Describe your approach to:

Recruiting youth from rural and low-income communities

Establishing or expanding apprenticeship programs

Stipend disbursement and cost tracking

Collaborating with employers, schools, and community organizations

Ensuring financial and performance documentation compliance

Attach a detailed budget including participants costs, staffing, travel, training, and wraparound services. Use the provided budget template (SF424A) File number limit: 1 Single file size limit: 10MB

Allowed file types: Word, Excel, Ppt, PDF, PDF, Image, Video, Audio

Additional cash or in-kind contributions (Source, type, timing)

Describe previous experience with state/ federal grants.

Provide three references with experience and credibility in youth workforce development.
(Name, Organization, Contact Information)

Describe how other grants/funds will expand project benefits.

Attach 2-4 Letters of Support File number limits: 4 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Certification

By submitting this application, I affirm that all answers are true to the best of my knowledge. I further acknowledge that applicants are required to adhere to all appl Conditions, State and Federal requirements, and Virginia Department of Energy- approved training and occupations.

1. Name

2. Title

3. Organization

4. Date