

# Grant Application – Scope of Work Narrative Guidelines



**Work in Your  
Future**

This page describes those areas the applicant must address in the grant's narrative submission. Please review each section carefully and be sure the grant application's narrative discusses each item.

## **Company/Association/Consortium Description**

- How many years has the company been in business?
- What is the company's product/service and market penetration
- The number of employees three years ago, currently, and projected in three years.

A US Department of Labor-  
funded grant



## **Impact of the Project and Training Need**

- How many employees will be trained, and what are their job classifications?
- What is the training and why is it required?
- Will the training retain workers who would otherwise be laid off, or, will the training create new jobs?

## **Training Curriculum and Certifications**

Does the training curriculum exist at NHCTC or will curriculum be developed? (The curriculum will become the property of the Department of Labor and will be available to the broader market. Will the training result in certification? Is the certification portable within/outside the industry?

## **Trainees**

- How will you (or have you) chosen which employees will receive training?
- What are the current wages of the trainees?
- Do you anticipate wage increases based on the training? Define.
- How will this training help employees move up career ladders?