

**1. What is the history and purpose of your organization? *Include mission, founding date, major programs, key staff, etc.***

Skills to Succeed Grays Harbor (SSGH) was founded in 2012 to address the barriers the long-term unemployed in Grays Harbor face in securing and continuing employment. Our organization holds classes to teach the soft skills and support necessary to succeed in the local workforce. SSGH partners with Grays Harbor College and Work Source Grays Harbor to provide orientation services once clients are employed, provides one-on-one counseling for those interested in attaining employment, and holds training events on valuable workplace skills. There are three full-time staff members at Skills to Succeed Grays Harbor, Executive Director Ed Johnson, Program Manager Sally Smith, and Office Manager Debbie Phillips. Mr. Johnson oversees all financial management, budgeting, and management of SSGH. Ms. Smith works to oversee, coordinate, evaluate and report on all programming undertaken by the organization. Mrs. Phillips provides support as necessary to all staff and board.

**2. What are the specific community needs or problems that you are trying to solve through the proposed project? *Provide sufficient background and details to explain why your proposed project is important to the local community.***

25% of the population of Grays Harbor County identifies that they are actively seeking employment or more stable, career-focused employment. Unemployment is also listed at 10% for the month of September 2014. Access to gainful employment is a significant problem for many of the citizens of our county, but that issue is only magnified for those who do not have a strong grasp on the soft skills needed to find, pursue, and secure employment. According to WorkSource and Express Employment evaluation surveys, employers also identify finding workers who are good fit with the job description and skills required to be an issue. 45% of employers surveyed through Express Employment listed “lack of qualified candidates for emerging positions” as one of their biggest concerns for 2015. This project addresses the specific need for the long-term unemployed to overcome the qualification hurdles and intimidation that prevents them from gainful employment.

**3. What is your proposed project? *Explain its objectives and how it will help to solve the problems you describe above. Describe how the project fits into your organization’s long-range strategy and mission, and what the role of the board is in developing the project.***

SSGH’s “Work Now” project has 3 major objectives: to provide soft skills to the long-term unemployed, to teach relevant job skills in ways that enhance qualifications of these speakers, and to create a safe space in which these participants can share experiences and support related to employment. “Work Now” training events offered will help potential employees to gain valuable skills specific to the industries in which they are seeking employment, as well as provide the additional benefit of soft skills that most companies need, yet are so often unwritten or untaught requirements. Partners have identified the hospitality, customer service, and construction industries as the highest in demand of these trainings locally so focus will begin with these specific areas of interest to our clients. These trainings aim to help 30 applicants over the course of one month of classes, held once a week for 4 hours, which will result in 30 long-term unemployed becoming skilled, well-qualified potential employees for the Harbor’s many businesses. Classes will be held in the WorkSource Office in downtown Aberdeen.

The \$10,000 requested from the Grays Harbor Community Foundation will enable us to pay qualified staff and/or outside consultants to research and create quality materials for the training session. It will also help to purchase the necessary printed materials for promotion and execution of the class. Lastly, it will provide refreshments for clients and trainers during the sessions, which is a key element to our target population since they will be taking valuable time away from their families and job searches to participate.

This program will help us to continue on the path of achieving our mission; “Address the barriers the long-term unemployed in Grays Harbor face in securing and sustaining employment”. Training and soft skills are necessary for success in achieving and sustaining employment and these training events will help provide those tools to our target population, as well as benefit the employers of Grays Harbor by helping to provide qualified candidates for their available positions. SSGH’s board of directors approved a strategic plan that endorses this pathway, and we will continue to draw on their workforce connections and knowledge in the development of this initiative.

4. *What steps will be involved in completing your project? Construct a timeline, if relevant, and identify staff, volunteers, and board members who will be responsible for key steps.*

Our timeline reflects the key steps towards holding the classes in February 2015. We are currently seeking funding to fully support the project, with a deadline November 1 to decide if we are able to move forward with the project. (Other pending funders include Ben B. Cheney Foundation, Medina Foundation, and Rainier Foundation.) Employer surveying through online, print, and in-person surveys will begin in October 2014 through SSGH and WorkSource staff to identify focus areas for our trainings. SSGH Staff will also survey potential clients through our other programs and make surveys available in the WorkSource and Express Employment offices in order to identify client demand. SSGH Staff and Board will compile the results of Employer and Client surveys and formulate a list of potential training topics to provide to trainers and facilitators so that they may begin research and preparation by early November. Promotion for the trainings will begin in early December. We have identified relevant community centers, churches, schools, and libraries as high-traffic areas for our target population to see and respond to information. We will post fliers with our website and contact information, along with a description of the trainings and their benefits in these locations. Facebook will also be used to drive potential clients to our website. Grays Harbor Radio, Jodesha Broadcasting, and the Grays Harbor Herald have agreed to donate ad air time and ad space for our Public Service Announcements promoting the program for the month prior to registration. Registration will begin through our website, in-person at our office and the offices of WorkSource and Express Employment January 5, 2015 and we will be able to accept clients for the 30 available slots on a first-come, first-serve basis for qualified clients. Classes would begin the week of February 2, 2015 and last until the week of March 2, 2015. Initial evaluation information would be collected following the end of classes and analysis would be prepared and presented by the end of March, 2015. Long-term analysis would be collected, analyzed and presented by April, 2016.

Program Manager Sally Smith will be responsible for coordinating these efforts and reporting to our Executive Director Ed Johnson, Board Members, and the Grays Harbor Community Foundation if awarded a grant. Sally will manage a few key volunteers, including long-time Employment Advocate John Wahl, current president of Greater Grays Harbor Inc.’s Board of

Director, Grays Harbor College Student Services Director Lynn Little, and Work Source Grays Harbor Case Manager Cindy Cunningham who will use their expertise and experience to add value to the program.

5. **How will you evaluate your project?** *List what questions you will ask to determine whether your project was successful. Identify the individuals who will be responsible for completing the evaluation and reporting to the community foundation.*

Success for our program centers on long-term job placement. The purpose of these trainings is to provide applicable skills to our clients that will provide direct benefit to the employers seeking to hire them. We will do an initial evaluation following the trainings to find out how the clients heard about the program, what they liked about it, and what we could improve on for our next round of training. Program Manager Sally Smith will be responsible for collecting this data and presenting it in a meaningful way to our Board and the GHCF. A more meaningful, long-term evaluation will take place at 3 month increments following the end of the training. We are looking to find out if the participants in the training used the skills taught in the training to secure an interview and ultimately employment. We will be following all 30 participants through the next year as they hopefully move towards achieving employment, and stay at that position after being hired. We will work with employers to determine if the trainings added value to potential employees and how the hired clients are performing in their new positions at 3 month intervals. This long-term information will be collected, analyzed and presented by Program Manager Sally Smith. Although one long-term job placement for our clients would be a success, our goal is to secure 6 participants of the 30 (20%) with long-term employment and for 3 of those employers to identify the trainings as necessary tools to attain employment.

6. **[OPTIONAL] Address any other important issues or details about your project not requested by this application.**

SSGH aims to remove barriers to employment for the long-term unemployed in Grays Harbor and therefore improve our overall economic outlook as a community. If all 30 participants of this training program were to gain meaningful employment it would change the lives of 30 families and 30 employers for the better. Those 30 families would add an estimated \$100,000 in discretionary income to our local economy that could be re-invested in the businesses here. 30 families would have better access to food, clothes, childcare, education, reliable transportation, and quality healthcare. The benefits from this program being funded, which is necessary for success, reach far beyond those directly affected.

SSGH seeks to partner with local agencies whom have similar goals, to advocate, educate, and provide opportunities for the unemployed population in Grays Harbor. Meaningful partnerships include ESD 113, Coastal Harvest, Coastal Community Action Program, Grays Harbor College, as well as aforementioned Work Source and Express Employment. Together a collective impact can be made on the community far greater than individual contributions.

# Grant Application Cover Sheet

## GRAYS HARBOR COMMUNITY FOUNDATION

Organization's Name: SSGH

Year incorporated: 2012

EIN #: 91-000000008

Mailing Address: 300 W 2<sup>nd</sup> Street, Aberdeen, WA 98520

Fax: 360-532-8111  
360-532-1600

Website: www.SSGH.org

Chief Executive's name, title, phone, and email:

Ed Johnson, Executive Director

360-532-1600

Ed.johnson@SSGH.org

Project Contact's name, title, phone, and email:

Sally Smith, Program Manager

360-532-1600

Sally.smith@SSGH.org

Total Organization Budget: \$352,500

For fiscal year ending: December 31, 2014

Total Project Budget: \$45,000

Project period (*mo/yr* → *mo/yr*): 10/14-4/16

Amount of this Grant Request: \$10,000

Date by which money will be needed: 11/1/2014

Type of Organization:  501(c)(3)    other 501 or 509    religious    school  
 governmental    informal    start-up

**x**

Signature of Chief Executive Officer

Date

**Organization Budget**

<i>Organization Revenue</i> →	Grants	Government	In-Kind	Donations	Fundraisers	Fees	Other	Totals
<i>Organization Expenses</i> ↓								\$0.00
Admin	\$70,000.00			\$10,000.00	\$15,000.00			\$95,000.00
Staff	\$35,000.00			\$80,000.00				\$115,000.00
Food/Snacks:	\$5,200.00			\$3,000.00				\$8,200.00
Rental/Fees:	\$2,500.00		\$7,500.00					\$10,000.00
Consumables:	\$9,500.00		\$1,000.00	\$15,000.00	\$8,000.00			\$33,500.00
Transportation (including Drivers):	\$2,000.00		\$6,000.00					\$8,000.00
Other (please specify in narrative):	\$10,000.00		\$35,000.00	\$31,800.00	\$6,000.00			\$82,800.00
<b>Totals</b>	\$134,200.00	\$0.00	\$49,500.00	\$139,800.00	\$29,000.00	\$0.00	\$0.00	\$352,500.00

**SAMPLE DATA**

Total Project Budget:	\$45,000.00
Project Period (mo/yr- mo/yr):	10/14 - 04/16
Number of Participants in Program:	30.00
Number of Project Staff:	1.00

Please allocate the project expenses to the correct source of Project Revenue

**Project Budget**

Project Revenue →	Grants	GHCF Grant	Government	In-Kind	Donations	Fundraisers	Fees	Other	Totals
									<b>\$0.00</b>
<b>Project Expenses ↓</b>									
Admin	\$5,000.00				\$10,000.00	\$1,000.00			\$16,000.00
Staff		\$7,500.00				\$8,000.00			\$15,500.00
Food/Snacks:	\$2,500.00	\$500.00							\$3,000.00
Rental/Fees:	\$2,500.00			\$5,000.00					\$7,500.00
Consumables:		\$2,000.00							\$2,000.00
Transportation (including Drivers):					\$1,000.00				\$1,000.00
Other (please specify in narrative):									\$0.00
<b>Totals</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$11,000.00</b>	<b>\$9,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,000.00</b>

**SAMPLE DATA**