

GCC, The BEST Center

Please note that the type of training that you can choose from is very broad and includes:

- Leadership & Supervisory Training
- Professional Development
- Computer Skills
- Safety training

A more detailed listing has been sent as an attachment. Please review and call me/email with any questions. **NOTE: Official RFP has NOT been released. Please note that there are meetings required to discuss training needs and application documents. Early submission is highly recommended, and will ensure your inclusion in the grant proposal. Deadlines will be released upon official receipt of RFP.**

Participating organizations must contribute toward the costs associated with the submission of this SUNY grant proposal. A small, non-refundable fee will be charged to offset costs associated with writing this grant. The fee will cover time spent working one-on-one with each organization to develop training plans (as required by grantors, such as SUNY), reviewing and finalizing the grant proposal plan, and submitting the final grant application. Please call Lina LaMattina at 585-343-0055, ext. 6299, or Kirsten Tedesco at 585-343-0055, ext. 6484 with questions. This fee is necessary to continue to make our grant funded training programs possible.

TRAINING NEEDS ANALYSIS

Funders have requested more documentation to justify funding for the training program created. To that end, a training needs analysis **must** be performed. Training needs analysis forms have been included for your convenience.

The forms can be completed with a mind to organizational development, but will be more effective if administered by department, or individually. Multiple forms can be completed by the same organization. Results can be tallied, and training topics can be chosen to reflect the needs of the overall organization. ***If it is easier for a company to perform an electronic survey of their staff, a link to an electronic survey can be provided.*** Please contact Kirsten Tedesco at GCC for more information, 585-343-0055, ext. 6484.

PRE-APPLICATION MEETINGS

Upon completion of the training needs analysis a meeting must be scheduled with staff from The BEST Center to discuss your analysis and application. **Note:** This meeting is **NECESSARY** for inclusion in the grant. Data from prior grant classes will also be discussed. These meetings **MUST** be completed prior to the application deadline (**to be determined**). Please contact Lina LaMattina or Kirsten Tedesco to schedule a meeting as soon as you have completed your training needs analysis.

PRIOR GRANT RECIPIENTS

If you have been included in a prior SUNY grant, the following information is required:

- What impact has the training had for your organization?
- How many employees have received training under the grant?
- Have any new jobs been created as a result of the training, quantify. What is impact for your organization?
- Have any jobs been retained as a result of the training, quantify? What is impact for your organization?
- Have there been any organizational efficiencies identified as a result of the training (i.e., improved processes that eliminate waste)?
- How has the training impacted organizational profitability (i.e., increased sales, new products, new markets)?
- How has the training impacted your community?

ALL GRANT APPLICANTS:

For inclusion in this grant, in addition to your needed training topics, we will need the following company details:

- Overall benefits **and proposed impact** of the requested training
- How will your sales and/or production be impacted as a result of the proposed training?
- How will the training improve operations at your company? (i.e., production efficiencies, employee upgrades, increased wages, reduced absenteeism, etc.)
- How will training improve your company's administrative burden (i.e., paperwork efficiency, policies, etc.)
- Please share any other quantifiable economic and social benefits that will result from the training

Please provide the following information:

Company Name:

Address:

Contact Person and Title:

Phone #:

Fax #:

Email:

Principle Product/Service:

Number of Total Employees:

Purpose of this Training: select all that are appropriate:

- Assist firm/organization locating to or newly located in NYS
- Assist new startup
- Support company expansion
- Support improvement (productivity, sales, product, quality, efficiency, profitability)
- Support company retention in NYS
- Support job retention
- Other: i.e. **"Maintain and improve productivity/safety in our facility."**

Your Strategy:

New Employees to be trained: # _____
Incumbent workers' Skills to be Upgraded: # _____
Other:

Estimated Outcomes:

Jobs to be Created: # _____
Jobs to be Retained: # _____
Other:

NYS Legislators

Senator(s):

Assembly Rep(s):

Description of your business and the services you offer.

What is the history of your business and the impact it has on the (local, regional) community?

How did you determine that employees in your organization need the type of training that you have chosen? Was there or will there be any type of written or verbal assessment completed by management to verify this need?

Please indicate why your company has a need for this training. What is it that you are trying to accomplish for your business? How will your company benefit? How will your employees benefit? How will the community benefit?

Why is it important for your employees to receive this training?

*****The following information is also needed in order to build a budget for this grant and must be received prior to grant deadlines:**

- **your list of needed training topics (prioritized in order of importance to you)**
- **total number of participants to receive training in each topic**
- **number of participants/class that you can commit to releasing for attendance**
- **letter of commitment to SUNY (*template will be released upon receipt of RFP*)**