# Labor standards outreach grant 2026 application

## Organization information

Organization name:

Mailing address:

Contact name, title:

Contact phone:

Contact email:

Organization mission:

Note: The suggested word counts below apply to sections (for example, “project overview” or “equity”) and not individual questions. It is OK to not reach the maximum word limit.

## Project overview (10 points) (up to 250 words for this section)

Provide a clear summary of your grant goals, outcomes and the primary activities you will do to achieve them.

## Equity (20 points) (up to 400 words)

1. Describe which focus populations, as outlined in the Request for Proposal (RFP), your organization intends to serve with this grant. and provide examples of past success in engaging and supporting these populations
2. Provide information regarding your organization’s experience with and ability to serve the focus populations through methods that are community-centered, culturally-relevant and accessible.

## Program activities and services (25 points) (up to 600 words)

Explain in detail the grant outreach, education and technical assistance activities you plan to do to meet your grant outcomes. Sample grant activities and outcomes can be found in the RFP.

## Outcomes (10 points) (up to 350 words)

1. Describe the quantitative (quantity, number) and qualitative (quality) outcomes you plan to achieve with the grant funding.
2. Provide information about how you will collect information about outcomes.

## Workplan (25 points)

Complete the workplan template below for all major activities.

|  |  |  |  |
| --- | --- | --- | --- |
| Timeframe | Major activities | Resources needed | Outcomes |
| January 5, 2026 – March 31, 2026 |  |  |  |
| April 1, 2026 – June 30, 2026 |  |  |  |
| July 1, 2026 – September 30, 2026 |  |  |  |
| October 1, 2026 – December 31, 2026 |  |  |  |
| January 1, 2027 – March 31, 2027 |  |  |  |
| April 1, 2027 – June 30, 2027 |  |  |  |

Organizational ability (10 points) (up to 400 words)

Briefly describe your organization’s ability to manage this grant. Include your staffing, systems, and experience with similar programs or funding. Share examples of past grants you've managed and any outcomes achieved. If your organization has had any leadership or financial system changes in the past three years, please describe how those transitions were handled and how you kept the funding agency informed throughout the process.

## Budget and budget narrative (required, unscored)

### Projected grant program budget

Complete the table below with your proposed project budget. See outreach grant RFP for information about allowable and unallowable expenses.

|  |  |
| --- | --- |
| Budget line items | Budget dollar amount |
| **Grant-funded personnel** (e.g., salaries, wages, insurance, benefits) | $ |
| **Grant-funded personnel travel** | $ |
| **Supplies and materials** | $ |
| **Communications and outreach** | $ |
| **Contract services** | $ |
| **Administrative costs** (cannot exceed 10% of the total budget) | $ |
| **Total projected budget** | $ |

### Budget narrative information

|  |  |
| --- | --- |
| Budget narrative categories | Detailed description Provide a detailed account of each budget line item listed above for which you are requesting funding (for example, explain the roles and expenditures for personnel, types of outreach expenses and partners/vendors contracted, etc.) |
| **Grant-funded personnel** | [For each person provide: name and/or role, hourly rate + est. hourly benefits = total hourly wage x number of hours = per person total $.  Example: Project Coordinator, $31.25 / hr x 80 hrs = $2,500.00] |
| **Grant-funded personnel travel** | [Please breakout your travel expenses, where possible, and use the federal mileage reimbursement rate.  Example: hotel for 2 nights at $170 / night = $340; mileage at .70-cents / mile x 700 miles = $490; per diem at $50 / day x 2 days = $100] |
| **Supplies and materials** |  |
| **Communications and outreach** |  |
| **Contract services** |  |
| **Administrative costs** | Administrative costs cannot exceed 10% of the total grant budget. |

Program budgets submitted as part of the grant application are not deemed final until the contract has been signed by all parties.

## Application checklist

**Awards of and below $49,999**: You must submit the following in order for the application to be considered complete.

* **Application Form**
* **Exhibit A: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal** **government**

**Awards of $50,000:** You must submit the following in order for the application to be considered complete.

* **Application Form**
* **Exhibit A: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal** **government**
* **Exhibit B: Capacity Responses**
* **Exhibit C: Evidence of Good Standing**
* **Exhibit D: Nonprofit grantee as applicable**
* **Exhibit E: Certification that no current principals have been convicted of a felony financial crime in the last ten years**