



INDIANA COMMISSION *for*  
HIGHER EDUCATION

**REQUEST FOR PROPOSAL: 24-0001**

**Career Coaching Grant**

PURSUANT TO INDIANA CODE 21-18-20

Administered by:

Indiana Commission for Higher Education

101 West Ohio Street, Suite 300

Indianapolis, IN 46204

## TABLE OF CONTENTS

I. CAREER COACHING AND NAVIGATION FRAMEWORK OVERVIEW.....	Page 3
II. CAREER COACHING GRANT.....	Page 3
III. GRANT PERIOD.....	Page 3
IV. DEADLINE.....	Page 4
V. EVALUATION CRITERIA.....	Page 4
a. Organization and Program Overview .....	Page 4
b. Career Coaching and Navigation Services .....	Page 5
c. Partnership Letters .....	Page 5
d. Budget and Sustainability Plan .....	Page 5
VI. PROPOSAL SUBMISSION AND REVIEW PROCESS.....	Page 5

# Request for Proposal: 24-0001

## Career Coaching Grants

### I. CAREER COACHING AND NAVIGATION FRAMEWORK OVERVIEW

In 2023, the Indiana General Assembly tasked the Indiana Commission for Higher Education (Commission) with developing a Comprehensive Career Coaching and Navigation Framework to provide timely, comprehensive, relevant, and useful information about careers. The Commission has worked with the Indiana Department of Education and other stakeholders to develop a draft Comprehensive Career Coaching and Navigation Framework which centers on career exploration, engagement, and experience. In its current form, milestones for all grade levels are included and various activities will be added in the coming months. The draft Comprehensive Career Coaching and Navigation Framework can be found [here](#).

### II. CAREER COACHING GRANT

To assist with the implementation of the Comprehensive Career Coaching and Navigation Framework, the Indiana General Assembly created the Career Coaching Grant to which it appropriated \$25 million over the biennium. The Commission may award funding to school corporations, public schools (including charter schools) state accredited nonpublic schools, approved intermediaries, and approved career coaching providers. To be considered, an application must include at least one school and either an approved intermediary or career coaching provider.

The list of approved intermediaries and career coaching providers can be found [here](#). Intermediaries and career coaching providers who wish to be on the list must complete a brief [form](#). The Commission will review submissions and communicate a decision in three (3) business days.

As part of evaluating Career Coaching Grant proposals, Indiana Code requires the Commission, to the extent possible, to award Career Coaching Grants in geographically diverse communities, which must include rural, suburban, and urban communities and give preference to applicants who provide services through career coaches who have work experience outside of teaching.

To achieve these ends, the Commission requests proposals be submitted by approved intermediaries or career coaching providers with the schools as partners. This will help ensure statewide coverage is achieved. The Commission will still evaluate applications with a school as the lead applicant. However, these applications may receive lower scoring because they are less likely to ensure broad geographical coverage.

### III. GRANT PERIOD

The grant period will run from March 1, 2024 to December 31, 2025. Recipients must expend all Career Coaching Grant funding by the end of the grant period. Requests for grant extensions will not be approved and all payments to recipients for approved expenses are reimbursement-based.

#### IV. DEADLINE

The application deadline for the Career Coaching Grant is Friday, March 1, 2024 at 5 PM ET. Notification of award status will be sent to applicants in April 2024.

#### V. EVALUATION CRITERIA

Career Coaching Grant proposals will be evaluated on four criteria:

- Organization Overview
- Career Coaching and Navigation Services
- Partnership Letters
- Budget and Sustainability Plan

Each proposal will be scored based on a 100-point scale. The scoring rubric for the Career Coaching Grant RFP is below:

CAREER COACHING GRANT SCORING	
Criteria	Maximum Points
Organization and Program Overview	20
Career Coaching and Navigation Services	50
Partnership Letters	10
Budget and Sustainability Plan	20
<b>TOTAL POINTS</b>	<b>100</b>

Applicants must provide narrative responses to substantiate how the current or proposed programs address the specified criteria.

#### Organization and Program Overview

Applicants for the Career Coaching Grant must have a strong record of providing career coaching and navigation services which raise career awareness and support individuals from learner to earner. The funding is intended to expand successful programs and not act as startup funding. The Organization and Program Overview must address the following elements:

- Background/history of the applicant,
- An organizational chart which identifies the staff and the role each staff member serves,
- Descriptions of the current career coaching and navigation services administered by the applicant,
- Quantitative and qualitative data on the effectiveness of current programs, and
- Any other information which demonstrates a history of successful career coaching.

#### Career Coaching and Navigation Services

The Career Coaching Grant application must highlight the career coaching and navigation services the applicant provides, how the funding will expand current programs, and how the services align with the draft Comprehensive Career Coaching and Navigation Framework. This section must address the following elements:

- A crosswalk between the services provided or to be provided and the draft Comprehensive Career Coaching and Navigation Framework,
- How the applicant will expand career coaching and navigation services,
- Information about who will be providing career coaching and what training the career coaches have received,
- Information about where career coaches will provide services and to whom, and
- Description of how career coaches will measure and assess the impact of their services.

The Commission will ensure recipients have statewide coverage and may award additional points to applicants to meet this statutory requirement. Additionally, recipients will provide information to the Commission to assess the impact of the services provided as outlined in the proposal.

#### **Partnership Letters**

Applications must include at least one school and one approved intermediary or career coaching provider. Applicants must provide letters of support from all partners listed on the application. The letters must show the partners agree to provide or receive services from the applicant and describe how students will benefit.

#### **Budget and Sustainability Plan**

The Budget and Sustainability plan must outline all costs of administering the Career Coaching Grant proposal and address the following elements:

- A detailed budget which includes all line items and their respective costs requested in the proposal and any partner or sponsorship contributions,
- Details on how costs were determined,
- How the applicant will sustain its career coaching model if no additional funding is received following the end of this grant period, and
- Applicants must use this [budget template](#) for submitting their proposal.

### **VI. PROPOSAL SUBMISSION AND REVIEW PROCESS**

Career Coaching Grant proposals must be submitted via email to:

Joshua Garrison  
Senior Associate Commissioner and Chief of Staff  
[Grants@che.in.gov](mailto:Grants@che.in.gov)

If you do not receive a confirmation email of your proposal submission in 3 business days after it is submitted, please reach out to Joshua Garrison at [Jgarrison@che.in.gov](mailto:Jgarrison@che.in.gov).

Proposals must not exceed 15 pages not counting letters of support. All proposals will be reviewed by the Commission and scored based on the evaluation rubric and metrics. Career Coaching Grants will be awarded

based on the score of each proposal. Notification of award status will be emailed to the point of contact listed in the proposal.

To receive grant funds, grantees must enter into a grant award agreement with the Commission and have an active vendor ID with the State of Indiana. The agreement will outline the terms and conditions of the award. The Commission will provide an agreement to the grantee for review and execution. Grant payments are made in arrears and invoices must be submitted monthly to [Finance@che.in.gov](mailto:Finance@che.in.gov) and [Grants@che.in.gov](mailto:Grants@che.in.gov).