## Supplemental Work-Based Learning Proposal

## **Overview**

The Work-Based Learning (WBL) Supplemental Fund is intended to support the development of WBL models that provide learners with real-world applications of skills learned in the classroom, aligned with the needs of both learners and employers in the state. WBL models may include, but are not limited to:

* Job shadowing
* Project-based learning
* Capstone courses
* Micro-internships
* Hackathons /challenges
* Internships or co-ops
* Apprenticeships

While many definitions of quality WBL exist, BHEF believes the following indicators create a high-quality experience for learners:

* Fair compensation (where appropriate)
* Formal onboarding
* Placement with a trained supervisor
* Access to centralized resources and supports
* Placement with a staff “buddy” or mentor
* Tracking of satisfaction and engagement
* Clear learning outcomes
* Team-based work
* Training on internal tools and systems
* Completion of a project
* Opportunity to present work
* Skills tracking

Note: For some forms of WBL, implementation of all quality indicators listed may not be possible.

Proposals that provide learners with fair compensation, including a required 50% wage match from at least one business partner, will be given priority consideration. However, proposals that provide credit or cover expenses that typically prevent learners from participating in WBL (e.g. transportation, technology, meals, etc.) will also be considered, as long as reasonable justification is provided.

## **Instructions**

Complete the application that follows and submit with the required documents listed below to [techtalentaccelerator@bhef.com](mailto:techtalentaccelerator@bhef.com) by November 28, 2025.

Note: We are not awarding standalone WBL grants. This application must be submitted with a Pilot Grant proposal.

Other required documents:

* **Budget Request Form**

Up to $100,000 total will be made available for applicants pursuing supplemental WBL funds. Individual WBL awards will be made at the discretion of the TTA advisory committee. Please complete the WBL Budget tab in the Proposed Budget Form with the budget that would best support your project. Indirect costs are not allowed.

* **Letter of Support (LOS) from Business Partner**

At least one LOS from an employer with operations in Connecticut is required. If your partner is contributing to activities under your Pilot Grant and WBL proposal, they need only provide one LOS. If additional employer partners are supporting only activities related to WBL, they must submit a LOS as well.

## **Application**

### **Applicant Contact Information**

**Principal Investigator – Required**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |
| Institution: | |

*Additional project staff not listed in the Pilot Grant proposal:*

**Co-Principal Investigator or Secondary Project Support Staff (if applicable)**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Co-Principal Investigator or Secondary Project Support Staff (if applicable)**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Co-Principal Investigator or Secondary Project Support Staff (if applicable)**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Department: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

*Additional industry partners not listed in the Pilot Grant proposal:*

**Industry Partner (if applicable)**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Company: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Additional Industry Partner (if applicable)**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Company: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

**Additional Industry Partner (if applicable)**

|  |  |
| --- | --- |
| Name: | Phone Number: |
| Title: | Email Address: |
| Company: | Assistant’s Email Address (if applicable): |
| Role on Grant: | |

## **Proposal Narrative**

### **Description (500 words)**

Describe your proposed WBL project. Include responses to the following statements and questions:

* Which WBL model will you use, and how will the model blend classroom learning with applied work experience? Please describe the model in detail, including whether it’s curricular or extracurricular, takes place virtually or in-office, the number of hours learners will work and over what time period.
* How will your proposed WBL program address the quality indicators identified in the Overview section?
* How many learners do you anticipate will participate in the WBL experience before the end of the grant period and/or within 6 months of launching this program?

### **Business Use Case (500 words)**

Describe the business need for your WBL program and how your partnership with one or more employers will address it. Include responses to the following:

* What AI skills, knowledge, or capabilities will learners gain through the WBL experience that they would not receive in the classroom alone?
* Which specific business partner(s) are committed to participating in the WBL program, and what roles will they play?
* What is your business partner’s commitment regarding learner compensation?
* Does the WBL experience prepare learners for a career pathway with your business partner(s)? If so, please describe the career pathway.

### **Capacity and Sustainability (250 words)**

Describe how your institution and partnership will ensure the project’s success and sustainability after the end of the grant period. Include responses to the following:

* What staffing, structures, or institutional supports will be in place to deliver a high-quality WBL experience?
* How will you address barriers to learner participation, including compensation, credit, and workload balance?
* What resources or strategies will ensure the sustainability of these WBL practices beyond the grant period?

### **Timeline, Milestones and Metrics (250 words)**

Please provide a timeline of implementation based on a grant period of February 1, 2026 to August 31, 2026. Include responses to the following:

* Please provide a brief timeline of implementation. Be specific about by when the program will launch.
* What 3-5 key milestones must be achieved for your project to be successful?
* What methods will you use to track learner satisfaction, engagement, and skill development?
* What additional outcomes and impacts do you expect to achieve and how will you measure them?