

2019-2020 Florida Job Growth Grant Fund Workforce Training Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed and signed by an authorized representative of the entity applying for the grant. Please read the proposal carefully as some questions may require a separate narrative to be completed. If additional space is needed, attach a word document with your entire answer.

Entity Information

Name of Entity: Florida Gulf Coast University, University Advancement

Federal Employer Identification Number (if applicable): ██████████

Primary Contact Name: Randall Upchurch

Title: Director, Special Projects

Mailing Address: 10501 FGCU Boulevard South

Fort Myers, Florida 33965

Phone Number: 239-590-7318

Email: rupchurch@fgcu.edu

Secondary Contact Name: Bill Rice

Title: Director of Advancement, FGCU

Phone Number: 239-590-1077

Workforce Training Grant Eligibility

Pursuant to 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.

1. Program Requirements:

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

A. Provide the title and a detailed description of the proposed workforce training.

This funding request supports a high school-to-culinary career bridge initiative titled FGCU's Culinary Workforce Career Pathways program. The proposed program targets disadvantaged youth and adults in Lee and Collier Counties enrolled in Culinary & Hospitality Academies as part of the State of Florida's Technical College system.

B. Describe how this proposal supports programs at state colleges or state technical centers.

The mission of a state technical center/college is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our surrounding communities and the workforce. In essence, the primary goal of our technical college, and therefore this Pathways program, is to prep

C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

The Pathways program is comprised of seminars and culinary immersive experiences offered by university faculty along with high school culinary instructors, which is finished with an immersive worksite internship that is overseen by an onsite mentor. Specifically, there are two one-week career exploration seminars focusing on care

D. Describe how this proposal supports a program(s) that is offered to the public?

Florida Gulf Coast University, a comprehensive institution of higher education, offers undergraduate and graduate degree programs of strategic importance to Southwest Florida and beyond. FGCU seeks academic excellence in the development of selected programs and centers of distinction of which resort and hospitality ma

E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

FGCU's Pathways program is found on the 2019-2020 Career & Technical Educational framework. One program in particular is the Culinary Arts program (CIP 0612050301) of which program focuses on demonstration of employability skills, proficiency in communication and human relation skills, application of discipline specific math

F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes No

The Pathways program deliberately targets economically disadvantaged youth and adults, unemployed and underemployed. In addition, and given the general nature of the culinary and foodservice industry we expect that 70% of participants will be female, economically disadvantaged, underemployed, or unemployed.

- G.** Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

FGCU’s Pathways program will deploy a year-long multistage academic and career development program via collaboration with Immokalee Technical College and Fort Myers Technical College and industry partners for the purpose of enhancing disadvantaged youth and adults experiences, career preparation, life skill training, and leadership development.

The Pathway program is comprised of seminars and culinary immersive experiences offered by university faculty

2. Additional Information:

(If additional space is needed, attach a word document with your entire answer.)

- A.** Is this an expansion of an existing training program? Yes No
 If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

In 2018, FGCU launched the Pathways program as the result of a grant from the Naples Children Education Foundation. That grant provided \$150,000 for a yearlong out-of-school program focusing on economically disadvantaged students enrolled in high school culinary academics. All participants had to be 15-18 years of age,

- B.** Does the proposal align with Florida’s Targeted Industries? Yes No
 ([View Florida’s Targeted Industries here.](#))

If yes, please indicate the specific targeted industries with which the proposal aligns.
 If no, with which industries does the proposal align?

No. The CIP code addressed is 12.0500 Cooking and Related Culinary Arts. Therefore, the Pathways program supports talent that indirectly takes the food and beverage products coming from the Food & Beverage manufacturing sector that is an identified targeted industry. The interface with that sector resides in individuals th

- C.** Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/ or the Regional Demand Occupations List? Yes No
 ([View Florida’s Demand Occupations Lists here.](#))

If yes, please indicate the specific occupation(s) with which the proposal aligns.
 If no, with which occupation does the proposal align?

According to the 2019-2020 Florida Statewide Demand Occupations list the closet classification is SOC Code 351011 for Chefs and Head Cooks.

- D.** Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).
If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.
If computer-based, identify the targeted location(s) (e.g. city, county, statewide, etc.) where the training will be available.

Participant mastery levels in all seminars, workshops, and boot camps will be tracked by means of pre and post evaluations. Each seminar, workshop, and boot camp session is associated with specific learning outcomes by w

- E.** Indicate the number of anticipated annual enrolled students and completers in the proposed program.

We anticipate 200 total participants for this yearlong program with 100 from Immokalee Technical College and 100 from Fort Myers Technical College. Based on our 2018-2019 FGCU Culinary Career Pathways program we project an completion rate of 82%.

- F.** Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

1-1-2020
Begin Date: _____ End Date: _____
12-31-2020

The ideal cycle must coincide with the semester enrollment cycle of the technical colleges. At present, we expect to launch this program beginning in January; however and August to July is equally appropriate.

- G.** Describe the plan to support the sustainability of the program after grant completion.

Discussions have already begun to build and therefore sustain this program. As expected, the pursuit of enough capital to sustain this program has been a rather long process and has yielded the expected in-kind support from area restaurant operators along with corporate owned restaurant chains (e.g. Duffy's Restaurants). However, discussions with a major meat packing company (Johnsonville) and an international hotel developer is beginning

- H.** Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completers in each code, corresponding with Section E.

Benefits associated with FGCU's role in this Pathways Accelerator program are categorized as a) administration of certificate programs, b) university brand affiliation, and c) resources that are available to this workforce training program. The certificate programs that are available to participants include: 1. ServSafe Food Handler, 2. ServSa

- I.** Does this project have a local match amount? Yes No

If yes, please describe the entity providing the match and the amount. (Do not include in-kind.)

J. Provide any additional information or attachments to be considered for the proposal.

Dr. Claudia Castillo joined FGCU as an adjunct instructor for the School of Resort & Hospitality Management in 2015. Prior to joining Florida Gulf Coast University served as the Assistant Director for the Chaplin School of Hospitality & Tourism Management's Career Development Office and Director of the Institute for Hospitality & Tourism Education & Research (IHTER). She was responsible for recruitment activities, student advisement, orie

3. Program Budget

(If additional space is needed, attach a word document with your entire answer.)

Estimated Costs and Sources of Funding: Include all applicable workforce training costs and other funding sources available to support the proposal.

1.) Total Amount Requested \$ 236,310.00
 Florida Job Growth Grant Fund _____

A. Other Workforce Training Project Funding: Sources:

City/County \$ _____
 Private Sources \$ _____

Other (grants, etc.) \$ _____
Total Other Funding \$ _____

Please Specify: _____

B. Workforce Training Project Costs:

Equipment \$ _____
 Personnel \$ 137,810.00
 Facilities \$ _____
 Tuition \$ _____
 Training Materials \$ 38,500.00

Other \$ _____
Total Project Costs \$ 236,310.00

Please Specify: _____
 honorariums,
 trips, transport

Note: The total amount requested must be calculated by subtracting the total other workforce training project funding sources in A. from the total workforce training project costs in B.

- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

The proposed yearlong culinary career accelerator program is designed to support a maximum of two state technical colleges located in Collier County and Lee Country of which enrollments can vary by school year. Therefore, as organizational capacity increases additional funding will be solicited from other granting entities of which agencies have a similar focus on preparing economically disadvantaged, underemployed and unemployed individuals for career transition and personal development. A culinary director will work with the participating high school culinary chefs on talent development plans for their respective programs and coordination of culinary and program events. FGCU's culinary instructors will collaborate with the two technical colleges on coordinated assessments, application and measurement of certificate completion, and delivery of enhanced culinary experiences. The Pathways Culinary Accelerator director will coordinate, deliver and assist with program evaluation, and will interface with consultants and worksite participation in the Pathways Accelerator program.

4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g. approval of a board, commission or council)?

The approval process for external grants requires signatures by FGCU's Associate Vice President for Research, Dr. TC Yih, and FGCU's Provost, Dr. James Llorens.

- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

Not applicable

- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

The pre-award guidelines set forth by FGCU is located at <https://www.fgcu.edu/academics/graduatestudies/orsp/preaward>

Pre-Award Proposal Development & Submission

All externally sponsored research grant proposals must be processed through the Office of Research and Gradu

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Entity: Florida Gulf Coast University, University Foundation

Name and Title of Authorized Representative: Randall S. Upchurch

Representative Signature: Randall S. Upchurch

Signature Date: 8-26-2019

**2019-2020 Florida Job Growth Grant Fund
Workforce Training Grant Proposal**

Program Requirements:

- A. Provide the title and a detailed description of the proposed workforce training.

This funding request supports a high school-to-culinary career bridge initiative titled *FGCU's Culinary Pathways Accelerator Accelerator* program. The proposed program targets disadvantaged youth and adults in Lee and Collier Counties enrolled in Culinary & Hospitality Academies as part of the State of Florida's Technical College system. The targeted Technical College with culinary academies are: Immokalee Technical College and Fort Myers Technical College. The estimated participants impacted by this program is approximately seventy (200) enrollees per year.

The proposed program is a collaborative effort between Southwestern restaurateurs, area private club operators, local hoteliers, Collier County and Lee County Technical Colleges with active culinary programs, with orchestration and oversight by FGCU's School of Resort & Hospitality Management. It should be understood that the proposed *Pathways Accelerator* program is a natural extension of the already in existence and highly recognized FGCU's Resort & Hospitality Management Bachelor of Science degree program.

This funding request provides services to youth and adults who are economically disadvantaged, unemployed or underemployed in Lee and Collier Counties. Furthermore, the proposed year-long program is designed to support a maximum of two Technical Colleges located in Collier Lee and Collier Counties of which enrollment can vary by school year. We project 200 participants in this program for both locations.

FGCU's *Pathways Accelerator Accelerator* program deploys a year-long multistage academic and career development program via collaboration with area high schools and industry partners for the purpose of enhancing disadvantaged youth and adult experiences, career preparation, life skill training, and leadership development. This programs enhances and accentuates the culinary, life skills, and professional development needs of the economically disadvantaged, underemployed and unemployed with Lee and Collier Counties. Based on this accumulated baseline information, participants will be placed in a series of seminars, culinary boot camps, workshops, and immersive internship experiences. *Pathway* participants will acquire competencies in a) life skills, b) teambuilding, c) navigating the workplace, d) workplace safety, e) social skills, f) interviewing skills, g) customer service skills, h) personal health & wellness, i) nutritional basics, i) the science of food preparation, k) food production, and l) hands-on supervised practicum experiences under the guidance of an onsite job culinary coach.

- B. Describe how this proposal supports programs at state colleges or state technical centers.

The mission of a state technical center/college is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our surrounding communities and the workforce. In essence, the primary goal of our technical college, and therefore this *Pathways Accelerator* program, is to prepare a skilled workforce that adds to individual, community, and state economics and increases individual earnings as

a contributing member of society which in this case is the foodservice, culinary and food & beverage manufacturing sectors.

- C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

The *Pathways Accelerator* program is comprised of seminars and culinary immersive experiences offered by university faculty along with high school culinary instructors, which is finished with an immersive worksite internship that is overseen by an onsite mentor. Specifically, there are two one-week career exploration seminars focusing on career exploration, interaction with industry experts, and field experiences; three life skill development one-week seminars centering on managing personal health, managing personal finances, and managing personal nutritional health; three professional development one-week seminars concentrating on assessing personal strengths, developing professionalism skills, and dining etiquette, managing self and others, and conflict resolution; two six-week culinary immersion programs designed to elevate student culinary skills by introducing advanced culinary arts skills culminating in a celebration of youth chef talent; and revolving internship experiences that run year round. The above programs are competency based and therefore are very tangible in output thus enhancing transferable skills to the foodservice industry. The range of employment possibilities encompasses restaurants, private clubs, food and beverage manufacturing facilities, retailer and merchandisers, hotels, resorts, and institutional foodservice providers.

- D. Describe how this proposal supports a program that is offered to the public?

Florida Gulf Coast University, a comprehensive institution of higher education, offers undergraduate and graduate degree programs of strategic importance to Southwest Florida and beyond. FGCU seeks academic excellence in the development of selected programs and centers of distinction of which resort and hospitality management is one of those strategic programs. FGCU's mission aligns perfectly with the mission assigned to Technical Colleges relative to preparing individuals for careers that are in high demand, economic importance to the state, and contributes to personal and societal well-being. Therefore, this collaboration between FGCU and Immokalee Tech and Fort Myers Tech is positioned to address the workforce training needs specific to educating the public in the area of culinary arts and hospitality management.

- E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

FGCU's *Pathways Accelerator* program is found on the 2019-2020 Career & Technical Educational framework. One program in particular is the Culinary Arts program (CIP 0612050301) of which program focuses on demonstration of employability skills, proficiency in communication and human relation skills, application of discipline specific mathematics, organizational skills, equipment operation, law & liability, sanitation & safety, procurement, food preparation, methods of cooking, styles of service, nutrition, and emergency procedures.

- F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

The *Pathways Accelerator* program deliberately targets economically disadvantaged youth and adults, unemployed and underemployed. In addition, and given the general nature of the culinary and

foodservice industry we expect that 70% of participants will be female, economically disadvantaged, underemployed, or unemployed.

- G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

FGCU's *Pathways Accelerator* program will deploy a year-long multistage academic and career development program via collaboration with Immokalee Technical College and Fort Myers Technical College and industry partners for the purpose of enhancing disadvantaged youth and adults experiences, career preparation, life skill training, and leadership development.

The *Pathways Accelerator* program is comprised of seminars and culinary immersive experiences offered by university faculty along with high school culinary instructors, which is finished with an immersive worksite internship that is overseen by an onsite mentor. Specifically, there are two one-week career exploration seminars focusing on career exploration, interaction with industry experts, and field experiences; three life skill development one-week seminars centering on managing personal health, managing personal finances, and managing personal nutritional health; three professional development one-week seminars concentrating on assessing personal strengths, developing professionalism skills, and dining etiquette, managing self and others, and conflict resolution; two six-week culinary immersion programs designed to elevate student culinary skills by introducing advanced culinary arts skills culminating in a celebration of youth chef talent; and revolving internship experiences that run year round.

We project that over a one-year period, approximately 200 students will progress through mentored internship experiences and all graduating participants will be placed in full-time positions. On that latter note, a few milestones from FGCU's 2018-2019 program produced the following milestones: a) we completed soft skill and culinary training for 72 sophomore, junior, and senior culinary students registered at the Lorenzo Walker Tech and Immokalee Tech programs; b) we closed this yearlong program with a weeklong culinary boot camp consisting of eighteen senior culinary students; c) of those eighteen participants, seven were accepted into FGCU's Resort & Hospitality Management program, and eight were accepted into programs at Florida Southwestern College; and d) overall, twenty-two of the remaining juniors and seniors were placed in fulltime culinary positions within area restaurants. In closing, we expect to produce 100 percent workforce placement with the added bonus being the pursuit of a post-secondary education degree.

Relative to potential economic impact, a study conducted by the National Restaurant Association notes that a) restaurant industry sales are forecast to reach \$863 billion in 2019, b) approximately half of restaurant operators surveyed say their business is stronger than it was two years ago, c) the industry employs 15.3 million workers and continues to be the country's second largest private-sector employer, and d) by 2029, the industry will have added 1.6 million new restaurant jobs. Specific to the State of Florida, the restaurant and

foodservice industry generates 1,096,000 jobs or 12% of employment in our state and generates approximately \$50.1 billion in sales. If this formula holds true then seventy students over time will produce a little over \$3million in sales.

2. Additional Information:

A. Is this an expansion of an existing training program?

In 2018, FGCU launched the *Pathways Accelerator* program as the result of a grant from the Naples Children Education Foundation. That grant provided \$150,000 for a yearlong out-of-school program focusing on economically disadvantaged students enrolled in high school culinary academics. All participants had to be 15-18 years of age, residents of Collier County, and economically disadvantaged. The funding for that pilot program concluded June 30, 2019.

B. Does the proposal align with Florida's Targeted Industries?

No. The CIP code addressed is 12.0500 Cooking and Related Culinary Arts. Therefore, the *Pathways Accelerator* program supports talent that indirectly takes the food and beverage products coming from the Food & Beverage manufacturing sector that is an identified targeted industry. The interface with that sector resides in individuals that seek placement in manufacturing such as test kitchens and new product testing via consumer laboratories.

C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and or the Regional Demand Occupations List?

No. According to the 2019-2020 Florida Statewide Demand Occupations list the closest classification is SOC Code 351011 for Chefs and Head Cooks.

D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other). If in-person, identify the locations where the training will be available. If computer-based, identify the targeted locations where the training will be available.

Participant mastery levels in all seminars, workshops, and boot camps will be tracked by means of pre and post evaluations. Each seminar, workshop, and boot camp session is associated with specific learning outcomes by which each participant is expected to perform at an 80% mastery level for each learning outcome. The instructor (or facilitator) will collect this information by means of a standardized assessment rubric. Data collection and reflection is set to a weekly assessment cycle given the time structure for all learning modules. However, weekly performance feedback will be collected and then aggregated on a monthly basis in an effort to track individual performance. The assessment coordinator will collect, tally, interpret, and share findings with instructors and facilitators.

The culinary component of this program requires participants to engage in skill based mastery exercises as supervised and evaluated by their culinary instructor. The results of those individual analyses are those results are then used to help the participant improve their master of identified skills.

There are three locations where soft skill and culinary mastery skills take place. Those locations are Immokalee Technical College in Immokalee, Florida, Fort Myers Technical College in Fort Myers,

Florida, and the final boot camp and graduation ceremony is held on the campus of Florida Gulf Coast University at the laboratory facilities for the School of Resort & Hospitality Management.

The success of the described *Pathways Accelerator* program is dependent on the addition of three fulltime professionals (e.g. career director and two culinary instructors from FGCU). A pool of highly talented experts is readily available to the School of Resort & Hospitality Management thus offering the School access to highly credentialed academics who can advance the School's outreach program offerings. The identified individuals have extensive industry and academic experience, strong performance portfolios, and are extremely dedicated to the development of future hospitality leaders of all ages.

E. Indicate the number of anticipated annual enrolled students and completers in the proposed program.

We anticipate 200 total participants for this yearlong program with 100 from Immokalee Technical College and 100 from Fort Myers Technical College. Based on our 2018-2019 FGCU Culinary Career Pathways Accelerator program we project an completion rate of 82%.

F. Indicate the length of program including anticipated beginning and ending dates.

The ideal cycle must coincide with the semester enrollment cycle of the technical colleges. At present, we expect to launch this program beginning in January; however and August to July is equally appropriate.

G. Describe the plan to support the sustainability of the program after grant completion.

Discussions have already begun to build and therefore sustain this program. As expected, the pursuit of enough capital to sustain this program has been a rather long process and has yielded the expected in-kind support from area restaurant operators along with corporate owned restaurant chains (e.g. Duffy's Restaurants). However, discussions with a major meat packing company (Johnsonville) and an international hotel developer is beginning to show promise.

H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completers in each code, corresponding with Section E.

Benefits associated with FGCU's role in this *Pathways Accelerator Accelerator* program are categorized as a) administration of certificate programs, b) university brand affiliation, and c) resources that are available to this workforce training program. The certificate programs that are available to participants include: 1. ServSafe Food Handler, 2. ServSafe Manager, 3. ServSafe Alcohol, and 4. ServSafe Workplace. In terms of the brand affiliation the connections that Florida Gulf Coast University has with offer 300 non-for-profit public agencies and hospitality businesses can be leveraged to reach out to both underemployed and non-employed individuals seeing this type of career assistance. Lastly, FGCU successfully supported a similar Culinary Career Pathways Accelerator program in 2018 that produced 100% for those economically disadvantaged high school student, seven of the eighteen seniors were admitted to FGCU's hospitality management program, and eight were admitted to Florida Southwestern programs. The classification of that non-degree program is classified as SOC Code 351011 for Chefs and Head Cooks. For those entering FGCU's program that code is 52.0901 CIP code).

I. Does this project have a local match amount? If yes, describe the entity providing the match and the amount (Do not include in-kind).

There is no matching fund request for this proposal.

J. Provide an additional information or attachments to be considered for the proposal.

The following adjunct instructors (2) and one full-time instructor will support the *Pathways Accelerator Accelerator* program.

Dr. Claudia Castillo joined FGCU as an adjunct instructor for the School of Resort & Hospitality Management in 2015. Prior to joining Florida Gulf Coast University served as the Assistant Director for the Chaplin School of Hospitality & Tourism Management's Career Development Office and Director of the Institute for Hospitality & Tourism Education & Research (IHTER). She was responsible for recruitment activities, student advisement, orientation, and workshops, poster presentations for companies interested in visiting with the Hospitality students as well as career counseling, resume writing, interview skills training and any other career related help the Hospitality Management students might need. Claudia worked with different companies interested in hiring or offering internships to the Hospitality Management students. Relative to IHTER she was responsible for all outreach program offerings aimed at providing industry personnel education and training programs specific to line level, mid-level and upper management functions.

Claudia graduated from Miami Dade Community College – Tourism Department with an Associate of Science Degree with Honors in 1993, an Associate of Arts Degree with Honors in 1994, and in 1995 she graduated Magna Cum Laude with a Bachelor of Science Degree from the School of Hospitality Management. In 1999 she received her Master of Science Degree in Human Resource Development and Adult Education from the College of Education. In 2016 she received her Doctorate of Philosophy degree in Higher Educational Administration from Florida International University. She is a member of Delta Phi, Phi Theta Kappa, National Dean's List, National Scholar's Foundation, and Golden Key Honor Society. Claudia is involved her community. She volunteers for the Children's Reading Program at the Miami Dade Public Library System. She is also a facilitator for the Lupus Fund, a non-profit organization that counsels, educates, and informs both patients and the public about Lupus.

James Fraser, Masters of Business Administration and Bachelor of Science from Johnson & Wales University is the lead culinary instructor for FGCU's Resort & Hospitality Management program. James is the founder of the Institute for Culinary Awareness (ICare). ICare was activated in 2012 for the purpose of educating the unemployed and underemployed on topic directly relating to foodservice, workplace safety, proper food handling, and nutrition.

Rebecca Lerman, adjunct instructor for FGCU's Resort & Hospitality Management program, holds a Master's of Business Administration from Johnson & Wales University and a Bachelor's of Science in Culinary Arts from Johnson & Wales. She is certified in ServSafe, ServSafe Alcohol and was the lead culinary instructor in FGCU's Culinary Career Pathways Accelerator program.

The following table summarizes partners and assigned roles.

Partner name	Description of services provided	Measurement of success
Immokalee Technical Center, and Lorenzo Walker Technical	Provide active participation of culinary students from their Culinary Academies	Attainment of assigned learning outcomes in the various seminars, culinary arts immersion programs
School & Collier County Public School system		
Hyatt Regency and other Hyatt area properties J.W. Marriott and area other Marriott properties LaPlaya Beach Resort Naples Grand Beach Resort Ritz Carlton The Edgewater Beach Hotel Bonita Bay Club Kensington Country Club Naples Yacht Club Pelican's Nest	Provide executive mentors, field experience opportunities, culinary internships	Attainment of assigned learning outcomes in the various seminars Attainment of internship program components
Cheney Brothers International Norman Love Chocolates	Provide field experience opportunities, food & beverage support, culinary program materials support	Attainment of all program elements that pertain to field experiences and culinary components

3. Program Budget (See additional information as provided below)

This funding request supports the delivery of a coordinated culinary workforce training program (*Pathways Accelerator Culinary Accelerator*) between Florida Gulf Coast University, Immokalee Technical College, and Fort Myers Technical College

The proposed yearlong culinary career accelerator program is designed to support a maximum of two state technical colleges located in Collier County and Lee Country of which enrollments can vary by school year. Therefore, as organizational capacity increases additional funding will be solicited from other granting entities of which agencies have a similar focus on preparing economically disadvantaged, underemployed and unemployed individuals for career transition and personal development. A culinary director will work with the participating high school culinary chefs on talent development plans for their respective programs and coordination of culinary and program events. FGCU's culinary instructors will collaborate with the two technical colleges on coordinated assessments, application and measurement of

certificate completion, and delivery of enhanced culinary experiences. The Pathways Accelerator Culinary Accelerator director will coordinate, deliver and assist with program evaluation, and will interface with consultants and worksite participation in the *Pathways Accelerator Accelerator* program.

The overall budget is set at \$236,310 as subdivided into personnel (\$137,810) and non-personnel (98,500) costs. The itemization of personnel and non-personnel costs as noted below. Funding will be administered in a quarterly installment of \$59,077.50.

Organization Name:				
Revenue Sources				
<i>Please enter the amount you are requesting from NCEF in the first row (highlighted in orange) below. In subsequent lines, please provide the Project and/or Organizational revenue from all relevant income sources. We have provided a handful of common sources, which you can edit or add to so we can have a clear picture of your revenue sources alongside your total income and the percentage of each against your Project and Organization Revenue (totals and percentages will be automatically calculated in the green boxes below).</i>				
Income Sources	Proposed Project Revenue	% of Total Project Revenue	Organizational Revenue	% of Total Organizational Revenue
Workforce Grant: State of Florida			\$0.00	
<i>Government Grants</i>				
<i>Foundation and Corporate Grants</i>				
<i>United Way</i>				
<i>Individual Contributions</i>				
<i>Earned Income</i>				
<i>In-Kind Support</i>				
<i>Fundraising events</i>				
<i>Investment/ Endowment Income</i>				
<i>etc...</i>				
Total Income	\$0.00		\$0.00	

Program Budget Narrative

Personnel: (A) Please list each position that is associated with the requested Project/Program (Positions associated with requested project that will be paid through other sources should also be listed). *Like positions may be combined i.e. "10 youth development workers"
 (B) Provide the salary amount for each position, specific to this grant request, along with the total employee benefits & taxes.
 (C) Provide the total salary amount for the project, along with total employee salary and wages.
 (D) Provide the "Total Salary and Wages" and "Employee Benefits & Taxes" for the entire organization.

Non-personnel Expenses: (A) Please provide list of all itemized expenses
 *Like items may be combined i.e. "utilities" can be used instead of listing out all utilities
 (B) Provide requested amount per itemized item
 (C) Provide the total Project amount per itemized item
 (D) Provide the overall organizations budget per itemized item
 Please note: All organizations **must** allocate 100% of funds received from NCEF to service underprivileged or at-risk children living in Collier County

(A) Expenses	(B) This request	(C) Total Project Budget	(D) Total Organization Budget
Personnel:			
Salaries and Wages (list each position for proposed project)			
Assessment director - Upchurch (PI)	\$0.00	\$0.00	
Culinary support - James Fraser	\$19,650.00	\$19,650.00	
Total Salary and Wages	\$19,650.00	\$19,650.00	
Employee Benefits & Taxes			

<i>Subtotal Personnel</i>	\$19,650.00	\$19,650.00	\$0.00
Non-personnel Expenses (Itemize)			
Food & beverage products for culinary bootcamps and demonstrations	\$20,000.00	\$20,000.00	
<i>Subtotal Non-personnel</i>	\$20,000.00	\$20,000.00	\$0.00
<i>Total Expenses</i>	\$39,650.00	\$39,650.00	\$0.00
Percentage of total project	100%		
Percentage of total budget	#DIV/0!		

Capacity Building Budget Narrative

Personnel: (A) Please list each position that is associated with the Capacity Building Request (Positions associated with requested project that will be paid through other sources should also be listed)

(A) Expenses	(B) This request	(C) Total Project Budget	(D) Total Organization Budget
Personnel:			
Salaries and Wages (list each position for proposed project)			
Career Director - Dr. Claudia Castillo	\$69,160.00	\$69,160.00	
Culinary Seminars - Rebecca Lerman	\$24,000.00	\$24,000.00	
Technical College culinary instructor stipends (2)	\$10,000.00	\$10,000.00	
Industry consultants, mentor stipends	\$15,000.00	\$15,000.00	
Total Salary and Wages	\$118,160.00	\$118,160.00	
Employee Benefits & Taxes			
Subtotal Personnel	\$118,160.00	\$118,160.00	\$0.00
Non-personnel Expenses (Itemize)			
Program collateral materials	\$2,000.00	\$2,000.00	
Certificate program expenses	\$36,500.00	\$36,500.00	
<ul style="list-style-type: none"> • Food Handler @ \$15 at \$3,000; Food Manager @ \$125 @ \$12,500; Alcohol Safety @ \$30 @ \$6,000; ServSafe Workplace @ \$150 @ \$15,000 			
Transportation to food distributor events & trips to resorts and private clubs	\$20,000.00	\$20,000.00	

Travel expense for instructors, consultants, and mentors to worksites and seminar locations	\$20,000.00	\$20,000.00	
Subtotal Non-personnel	\$78,500.00	\$78,500.00	\$0.00
Total Expenses	\$196,660.00	\$196,660.00	\$0.00
Percentage of total project	100%		
Percentage of total budget	#DIV/0!		

Overall Budget Narrative			
<p><i>This sheet will automatically calculate to capture information on the previous budget tabs. You do not need to complete any information on this tab.</i></p>			
(A) Expenses	(B) This request	(C) Total Project Budget	(D) Total Organization Budget
Personnel:			
Salaries and Wages (list each position for proposed project)			
Total Salary and Wages	\$137,810.00	\$137,810.00	\$0.00
Employee Benefits & Taxes	\$0.00	\$0.00	\$0.00
Subtotal Personnel	\$137,810.00	\$137,810.00	\$0.00
Non-personnel Expenses (Itemize)			
Subtotal Non-personnel	\$98,500.00	\$98,500.00	\$0.00
Total Expenses	\$236,310.00	\$236,310.00	\$0.00

Percentage of total project	100%
Percentage of total budget	#DIV/0!

4. Approvals and Authority

A. If the entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity?

The approval process for external grants requires signatures by FGCU's Associate Vice President for Research, Dr. TC Yih, and FGCU's Provost, Dr. James Llorens.

B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

i. Provide the schedule of upcoming meetings for the group for a period of at least six months.

Not applicable

ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

Not applicable

C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

The pre-award guidelines set forth by FGCU is located at <https://www.fgcu.edu/academics/graduatestudies/orsp/preaward>

Pre-Award Proposal Development & Submission

All externally sponsored research grant proposals must be processed through the Office of Research and Graduate Studies (ORGS). The Principal Investigator is responsible for submitting the [Internal Clearance Form](#) and the complete Grant Application Package (this includes the technical proposal, budget proposal and any additional documents required by the sponsor).

The Grant Application Package should be submitted to ORGS **no later than three business days prior to submission**. A timely approval and submission of the proposal depends on the completeness of the Grant Application Package and the Internal Clearance Form.



Internal Clearance Form

Office of
Research
& Graduate Studies **Internal Clearance**

Form (ICF)

PI must submit a completed and signed ICF to ORGS with each proposal **prior** to Submission Deadline.
Proposals that were submitted to external sponsors without first completing the internal clearance form may be withdrawn or refused at the discretion of the AVP for Research

For ORGS Use	Date Received by ORGS:	ORGS #
Investigator Information		
Principal Investigator/Project Director	PI Notification Email	
College/Unit	PI Title	
Department or Center	PI Telephone	
Co-PI Name	Co-PI College/Unit and Department	
Project Information		
Type of Project <input type="checkbox"/> Applied Research <input type="checkbox"/> Basic Research <input type="checkbox"/> Instruction <input type="checkbox"/> Training <input type="checkbox"/> Student Activities <input type="checkbox"/> Community Service <input type="checkbox"/> Public Broadcasting <input type="checkbox"/> Library Services		
Project Title		
Type of Submission <input type="checkbox"/> New Proposal <input type="checkbox"/> Continuation <input type="checkbox"/> Supplement <input type="checkbox"/> Pre-Proposal/LOI		
Proposed Project Start Date	Proposed Project End Date	
Sponsor Name		
Program Name and Opportunity Number		
CFDA Number		
Proposal Deadline		
Sponsor Type <input type="checkbox"/> Federal <input type="checkbox"/> Federal Flow-Through <input type="checkbox"/> State (FL) <input type="checkbox"/> City/County <input type="checkbox"/> Internal <input type="checkbox"/> State (other) <input type="checkbox"/> Non-Profit <input type="checkbox"/> Industry (for profit) <input type="checkbox"/> Other: _____		
If Flow-Through please specify the originating funding agency or entity.		
Collaborative Project <input type="checkbox"/> Yes <input type="checkbox"/> No Lead PI Name and Institution:		
Budget Information		
Total Amount Requested	Cost Share Required <input type="checkbox"/> Yes <input type="checkbox"/> No	
Cost share cannot be volunteered. If required, list the source(s) of Cash or In-Kind Match. This is an obligation of your department/college that must be tracked separately from the award funding.		

Indirect Cost Rate 42% MTDC

If not using FGCU's federally approved Indirect Cost Rate of 42% MTDC check one of the following:

- 50% of the work will be performed off-campus
 - Sponsored has designated rate (attach documentation from sponsor to ICF)
 - Sponsor will not pay indirect costs (attach documentation from sponsor to ICF)
 - Match is required and indirect costs can be used as match (attach approval email from AVP for Research)
- Other (explain):

Does this proposal involve one or more Departmentally Approved Course Buyout(s) for FGCU faculty?

Yes No

If Yes, list faculty name(s), department(s) and number of credits.

Compliance (Check all that apply)

Does the proposal meet the definition of Fundamental Research (basic and applied research in science and engineering, the results of which ordinarily are published and shared broadly within the scientific community)? Yes No

The submitted proposal involves the following:

Yes	No		Yes	No		Yes	No	
		Human Subjects			Laser Technology			Patent Issues
		Animal Subjects			Chemical Hazards			Copyright Issues
		Biological Hazard			Hazardous Waste			HIPAA Covered Data
		Pathogens			Dangerous Gases			**International Travel
		Recombinant DNA			Explosives			***Financial Conflict of Interest
		Stem Cells			Nanoparticles			
		Special Permits			Intellectual Property			Controlled Substances
		Radioactive Materials			Proprietary Information			
		Export Controls see international information* paragraph below			Foreign Owned Company *see international information paragraph below			Foreign Subaward *see international information paragraph below

Checking yes in any box invokes the requirement for the PI to submit the materials to the appropriate offices or committees for review in accordance with University Policy or Guidelines.

***International Information – If yes is checked in any boxes referring to international information the appropriate Export Control Form must be completed. See the [Sponsored Research Website](#) and scroll down to Funding and Managing Your Grant. Choose the Compliance, Regulations & Integrity tab then choose Export Controls. This information and rules apply to funded and nonfunded projects.**

****International Travel – If yes is checked, the PI and any other traveler must consult with the FGCU International Services Office on university policies and procedures supporting academic related international travel. International travel preparations will require advanced planning to ensure appropriate immigration, risk management and university support services are in place. The Travel Authorization Request (TAR) must be submitted at least 30-days prior to travel for international travel. PI is responsible for knowing and complying with all host country requirements and protocols for conducting research at destinations outside of the U.S.**

*****Financial Conflict of Interest – All investigators have read and understand FGCU’s Financial Conflict of Interest Policy 2.018 [link here](#) and if yes above, have made all required disclosures.**

If Yes above, complete the Financial Conflict of Interest Form located [at this link](#).

PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR DISCLOSURES AND ASSURANCES

<input type="checkbox"/> Yes <input type="checkbox"/> No	All applicable items contained in the Compliance Checklist have been identified. Investigators agree to abide by any obligations that university policies, guidelines, or legal requirements governing these items may invoke (e.g. obtaining approval for protocols, abiding by export control laws, maintaining confidentiality, etc.)
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree that I am the employee responsible for the preparation of the proposal submitted. The information submitted within the proposal is true, complete, and accurate.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree that I have not made false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I agree to accept responsibility for the scientific conduct of the project and to provide the required progress and effort reports if a grant is awarded as a result of the application.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I am not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal department or agency.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have not been convicted of, or had a civil judgment rendered against me for the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I am not in violation of federal or state antitrust statutes.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have not been convicted of or had a civil judgment rendered against me for the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I presently, have not been indicted or otherwise criminally or civilly charged by a government entity (federal, state, local) with commission of any offenses.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have not, within a three-year period preceding this application had one or more public transactions (federal, state, local) terminated for cause or default.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I have read and understand the policies and regulations of financial conflict of interest, including institutional policy.
<input type="checkbox"/> Yes <input type="checkbox"/> No	I certify that the proposed research work will be performed in compliance with sponsor and institutional policies, procedures and requirements. If the proposal is funded and accepted by the university, I will conduct the project in accordance with the terms and conditions of the sponsoring agency, guidelines and policies of the university and I will be fully responsible for meeting the requirements of the award, including, but not limited to, providing the proper stewardship of sponsored funds, submitting all required technical reports and deliverables on a timely basis, properly disclosing all inventions, and adhering to all federal compliance requirements (e.g. Export Control, HIPAA, Human Research Participants, etc.)

PI Signature		Date
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Assignment of Credit: The objective of this section below is to assign credit to the research areas listed in the table. The information provided identifies particular areas of investigation for data collection. Investigators, co-investigators or project directors should be identified in the left hand column of the table below. Use whole percentages for all table entries identifying the percent of responsibility of each person in the proposed areas. These percentages need not represent salary or time distributions.

Investigator Name	Business	Engineering	Education	Justice Studies	Chemistry and Physics	Social Sciences	Marine & Ecological Sciences	Biological Sciences	Psychology	Mathematics	Music & the Arts	Health Sciences	Counseling and Social Work	Rehabilitation Sciences	Total
Total															

Please route for Approval as follows:

1. Attach Completed ICF with PI's electronic signature to an e-mail with Project Summary/Abstract, Budget, Budget Justification and other required documentation to same email
2. Send to PI's Department Chair or Center Director for review and electronic signature 3. Send to PI's Dean or Division Head for review and electronic signature.
4. Return ICF and all attached documentation to ORGS

Assurance from Department Chair, College Dean(s), Center Director, and/or Division Head

The application identified above has been reviewed by the undersigned. The review included the overall budget request, allowability of direct cost charging, individual commitments of effort, rates of compensation, stipend levels, requests for equipment and justification presented, and allocation of adequate space and facilities. Approval is given for the proposed activities to be undertaken in this unit by the personnel identified in the proposal, and for any cost sharing or course buy out as described in the budget plan.

Department Approval - Department Chair:		Date
College Approval - Dean or Authorized Rep.:		Date
Co-PI College Approval - Dean or Authorized Rep.:		Date
ORGS Approval - ORGS Director:		Date