NEW AMERICANS & CIVIL SERVICE
Grant Application

DESCRIPTION: Columbus City Council has established a grant-funded program to promote the recruitment of immigrants, refugees, and New Americans for civil service positions. Each grantee (5 total) will receive a grant of up to $7,500 to execute the program. The goals of this program are:

- To increase awareness of City of Columbus jobs in the immigrant, refugee, and New American communities;
- To increase the number of immigrants, refugees, and New Americans in Columbus' positions;
- To empower our trusted partners to provide these City of Columbus trainings and opportunities to their clients.

ELIGIBLE APPLICANTS: Organizations applying for grant funding must have a 501(c)3 designation whose primary mission is to serve the New American population, with at least some resources dedicated to workforce development, job placement, job training, or otherwise expanding economic self-sufficiency and integration for one or more segments of the New American population in Columbus. Eligibility will be determined at the discretion of the grant administrator.

ELIGIBLE EXPENSES: Grants will be paid on a reimbursement basis, with expenses approved by the City of Columbus prior to the organization incurring the expense. Grantees will be expected to utilize funding to build their organization's capacity and ability to serve as a trusted partner in communication between the city and the residents that each organization serves. Expenses for that purpose might include, but are not limited to:

- Technology equipment, such as computers, printers, cameras, etc.;
- Media and printing costs;
- Third-party contracts for marketing, organizational consulting, social media training, etc.

Columbus City Council will issue further guidance upon awarding of the grants.

For more information about the grant program, visit
columbus.gov/council/NewAmericanRecruitment.

SHANNON G. HARDIN
Council President

REQUIREMENTS: Grant recipients will be required to perform the following activities:

- Attend an informational session led by the Civil Service Commission that provides a broad overview of city employment, the civil service process, tested and untested positions, and discussing those positions that may be particularly well-suited for multilingual candidates;
- Translate an array of employment-related marketing and informational documents into languages most applicable to the communities served by your organization;
- Plan and execute no fewer than 2 community information sessions regarding civil service employment. City staff will be available upon request;
- Meet with Civil Service Commission staff to identify and secure a remote test site that would be conducive to the administration of a selected civil service exam, and inclusive and accessible to the constituency served by your organization.

Questions and completed applications should be directed to civilservicegrant@columbus.gov. You must include proof of your 501(c)3 designation along with your completed application. Please feel free to include any additional supporting documentation along with the application.

All grant applications are due by close of business on Friday, December 6th, 2019.

Organization:

Contact Name & Information:

Please answer the following questions:

1. Describe your awareness and understanding of the City of Columbus Civil Service Commission. (500 character max)

2. Describe your organization's workforce development program, if applicable. (500 character max)

3. Describe the population(s) you serve. (500 character max)

4. How many certified translators does your organization currently employ or use on a volunteer basis? Which languages do these translators cover? (250 character max)

5. Does your organization have access to a space conducive to one remote civil service testing event? (E.g. large conference room or classroom with tables/desks/chairs). Would your organization be willing to host one remote civil service testing event? If you don't currently have access to such a space, would you be willing to work with the Civil Service Commission to identify and help secure such a space? (250 character max)

6. Does your organization have the personnel to oversee this grant-funded program? How would you envision this program working within your organization? (750 character max)

7. How do you believe a greater awareness of civil service opportunities will positively benefit the residents that your organization serves? (750 character max)