# Appendix A: Letter of Intent Template

[Applicant Letterhead]

[Month, Day, Year]

Dual Training Grant Review Committee

MN Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108

Dear Dual Training Grant Review Committee,

[Applicant] write this letter as a reply to the Dual Training Grant Round #9 Request for Application. We are applying for a total of [$ Grant Amount] toward the following program(s):

* [Industry]: [Occupation]
  + [Degree, Certificate, or Credential]
  + [Degree, Certificate, or Credential]
* [Industry]: [Occupation]
  + [Degree, Certificate, or Credential]
  + [Degree, Certificate, or Credential]

**<<**Brief summary about applicant. If applicable, highlight progress with dual-training programs funded through prior Dual Training Grants**>>**

**<<**Description of MN Dual-Training Pipeline competencies associated with related instruction**>>**

Review the Competency Model Pyramid for the intended occupation associated with dual-training program. Provide an overview of the competencies in which you expect your current or new employees to become proficient through related instruction. The WHITE and GOLD portions of the pyramid typically list these competencies.

**<<**Description of MN Dual-Training Pipeline competencies associated with on-the-job training**>>**

Review the Competency Model Pyramid for the intended occupation associated with dual-training program. Provide an overview of the competencies in which you expect your current or new employees to become proficient through on-the-job training. The BLUE portions of the pyramid typically list these competencies.

**<<**Illustrate anticipated on-the-job training setup through a table, chart, or graph**>>**

Reference MN Dual-Training Pipeline Guidance for Effective On-the-Job Training document (<http://www.dli.mn.gov/business/workforce/guidance-effective-job-training>) and consider using the following table format

EXAMPLE

|  |  |  |  |
| --- | --- | --- | --- |
| **Occupation** | **Mode** | **Competencies** | **Est. Number of Hours** |
| Agriculture Equipment Mechanic | Job Shadowing | 1. Maintenance, Installation, Repair  2. Quality Assurance and Continuous Improvement | 250 Hours |
| Agriculture Equipment Mechanic | Assignment-Based Project Evaluation | 1. Steering, Brakes and Body Suspension  2. Electrical fuel radiator cooling  3. Hydraulic Lifts and Hoists | 100 Hours |
| Agriculture Equipment Mechanic | Cohort-Based Training | 1. Manuals, Blueprints and Schematics | 40 Hours |

**<<**Correlation between related instruction and on-the-job training**>>**

How will dual trainees bring what they learn in the classroom to their work location?

**<<**In addition to the grant, discuss resources that will minimize direct costs of related instruction (tuition, fees, required books, and required materials) for dual trainees**>>**

Will the grant cover all costs? Will the employer contribute to costs? Is the program eligible for federal or state financial aid? What is the rationale for dual trainee assuming responsibility for some costs?

**<<**Explain how the employer will (or plan to) compensate dual trainees for completion of dual-training program**>>**

Focus on wage but also consider title, position, work shift, and other benefits as means of compensation.

**<<**Detail employment opportunities that will be available for dual trainees within and outside of current employment upon completion of dual-training program**>>**

Does the dual trainee now have access to a career pathway? How has this program enhanced the dual trainee’s marketability, portfolio, or resume?

We appreciate your time and review of our Dual Training Grant application.

Sincerely,

**<<**Signature**>>**

**<<**Printed Name**>>**

**<<**Title**>>**