



PROGRAM GUIDE



CAREER EXPLORATION EXPANSION GRANTS

For Schools & Community-Based Organizations

TABLE OF CONTENTS

Program Snapshot..... 2

Key Terms 2

Before You Apply 3

Applicant Preparation Checklist 3

Organization Requirements..... 3

Required Documents 3

If Applicable 3

Determine Your Eligibility..... 4

Who May Apply 4

Eligible Activities 4

Eligible Costs 5

Ineligible Costs 6

Meal and Refreshment Policy..... 6

Preparing Your Budget 7

Sample Activity Schedule 7

Sample Schedule: 8

Application Process..... 8

Required Application Materials..... 9

Every application must include: 9

Award Process 9

Application Denials..... 9

Appeal Process for Denied Applications..... 9

Reimbursement Process 10

Required Documentation for Reimbursement 10

Checking Reimbursement Status 11

Technical Assistance..... 11

Program Snapshot

The Career Exploration Expansion Grant (CEEG) helps Rhode Island schools and community-based organizations provide meaningful career exploration opportunities for youth and young adults.

Program Feature	Details
Funding Available	Up to \$5,000 per calendar year.
Reimbursement	Up to 100% of all eligible costs.
Eligible Applicants	Rhode Island K-12 public schools, private schools, or charter schools, and Rhode Island nonprofit community-based organizations.
Application Deadline	Thirty (30) days before the planned activity.
Application Review	Typically, 10–15 business days.
Payment Method	Reimbursement after completion of the approved activity. <i>(Advance payment may be available in limited circumstances)</i>
Multiple Awards	Yes, until the \$5,000 annual funding cap is reached.

Key Terms

For the purposes of this program the following definitions apply:

- **School** — a public, private or charter elementary, middle, or high school.
- **Community-Based Organization (CBO)** — a public or private non-profit organization that is representative of a community or a significant segment of a community and works to meet community needs. CBOs may provide services and programs in various areas, such as health education, job training, or social services.
- **Career Exploration** — the process of learning about career paths, job functions, industries, fields, and roles that can help identify or clarify professional interests, goals, and aspirations.
- **Youth** — individuals aged 6-18, both in-school and out-of-school youth.
- **Young Adults** — individuals aged 18-24 seeking career employment options.

Before You Apply

Before starting your application, gather the information and documents below. Completing these steps ahead of time will make the application process much easier.

Applicant Preparation Checklist

Organization Requirements

- ☐ Confirm your organization is an eligible Rhode Island school or nonprofit community-based organization.
- ☐ Verify that your organization is registered in Ocean State Procures (OSP). Please visit the [Vendor Self Registration Guide](#) or [click here](#) to be directed to the OSP application.
- ☐ Confirm that the organization name in OSP matches exactly how it will appear on your application.

Required Documents

- ☐ Obtain a W-9 dated within the past 12 months.
- ☐ Complete the required CEEG Budget Template.
- ☐ Gather vendor quotes, invoices, estimates, or pricing information to support your proposed costs (recommended).

If Applicable

- ☐ Prepare a detailed agenda or schedule for:
 - Activities lasting more than four hours
 - Multi-session programs
 - Conferences
 - Competitions
 - Full-day events

Determine Your Eligibility

Who May Apply

Schools/CBOs must meet the following eligibility requirements to participate in the program:

1. Be classified as a public or private non-profit entity doing business in Rhode Island.
2. Be **registered and approved in the Ocean State Procures (OSP) system** prior to applying for a Career Exploration Expansion Grant. Please consult your administrative or district staff to confirm your school's registration. The OSP naming convention must match exactly how your school is listed in the application.
 - a. **NOTE:** Ocean State Procures is a NEW Statewide supplier management system. Accounts did not automatically transfer from the previous RIFANS system, so applicants must register with Ocean State Procures even if they had a previous RIFANS registration.

Please visit the [Vendor Self Registration Guide](#) or [click here](#) to be directed to the OSP application.

Eligible Activities

CEEG supports activities that intentionally introduce participants to careers, industries, and career pathways.

Every funded activity should help participants understand:

- Occupations within an industry
- Typical job responsibilities
- Workplace environments
- Education or training requirements
- Career advancement opportunities
- Skills needed for success

Eligible Activities	Activities That May Be Eligible	Activities That Are Not Eligible
• Career exploration field trips • Employer site visits • Industry tours • Guest speakers • Career panels • Industry demonstrations • Job shadowing • Virtual career exploration experiences • Career exploration fairs or industry showcases	• Technical instruction • Workforce readiness activities • Entrepreneurship programs • Financial literacy instruction • Competitions • Cultural experiences • Hands-on learning Must Include: • Interaction with employers or industry professionals • Information about career pathways • Opportunities for participant reflection or career planning	• Traditional job fairs • Activities unrelated to career exploration

Final eligibility determinations are at the discretion of GWB staff.

Eligible Costs

Generally Eligible	Potentially Eligible*
Industry speaker/presenter fees	Activity-specific venue rental
Career exploration materials and supplies	Technology rental
Program participation fees/costs	Participant equipment or uniforms
Participant transportation (e.g., field trips/site visits)	Third-party facilitator fees
Subscriptions to virtual career exploration platforms	Applicant-issued completion certificates (as incidental program materials)

Final eligibility determinations are at the discretion of GWB staff.

Ineligible Costs

Not Eligible	
Organization-owned capital equipment	Business seed funding or start-up capital
Applicant employee wages	Competition prizes, trophies, or monetary awards
School/CBO employee mileage	Funds provided directly to participants for discretionary purchases
Program or grant administration costs	General insurance
Grant preparation costs	Tuition or fees already charged to participants
Marketing and recruitment	Foregone revenue or applicant self-charges
Meals and refreshments (except in limited circumstances)	Required Individual Learning Plan (ILP) platforms
Cash payments or cash equivalents	Equipment, software, or platforms not directly related to career exploration
Gift cards	Air travel and hotel/accommodation costs
Personal allowances	Activities outside of the United States or with non-U.S.-based providers
Participant stipends	Scholarships or tuition assistance

Final eligibility determinations are at the discretion of GWB staff.

Meal and Refreshment Policy

Meals, snacks, beverages, catering, and refreshments are generally **not eligible**. GWB may consider reasonable participant meals when:

- The approved activity lasts at least six consecutive hours;
- Participation spans a customary meal period;
- Participants cannot reasonably leave the activity site; and
- The cost is necessary to ensure equitable participation.

Meal requests must identify the number of participants, per-person cost, and vendor.

Staff, speaker, volunteer, and family meals are not reimbursable.

Final eligibility determinations are at the discretion of GWB staff.

Preparing Your Budget

Each application must include a completed copy of the required CEEG Budget Template.

The budget template helps applicants clearly identify:

- Total project cost;
- Amount requested from CEEG;
- Other funding sources;
- Individual expenses being requested for reimbursement.

Submission of a project budget exceeding \$5,000 does not increase the CEEG award maximum.

Each proposed CEEG expense must include a description, quantity, unit cost, total cost, anticipated vendor or payee, and connection to the career-exploration activity. Broad categories such as “program support,” “event operations,” “career-exploration activities,” “supplies,” or “technology” without itemization will not be approved.

Sample Activity Schedule

Applicants proposing multi-session programs, conferences, competitions, full-day events, or activities **lasting more than four hours must submit a schedule with their application.**

Your schedule should identify:

- Activity dates;
- Locations;
- Session times;
- Occupations or industries covered;
- Participating employers, speakers, or vendors (if known);
- Anticipated participant attendance; and
- Total instructional hours.

Sample Schedule:

Time	Activity
8:30a–9:00a	Registration and orientation
9:00a–9:30a	Manufacturing industry overview
9:30a–11:00a	Employer site tour
11:00a–11:45a	Employee career panel (including names, positions, employer (if known))
11:45a–12:15a	Lunch
12:15p–1:00p	Hands-on equipment demonstration
1:00p–1:45p	Career pathway planning activity
1:45p–2:00p	Reflection and evaluation

This schedule is provided as an example only. Applicants should submit a schedule that accurately reflects their proposed activity.

Application Process

- 1. Complete all required planning documents.**
- 2. Submit your application online 30 days before your proposed activity.**
- 3. Receive a confirmation email.**
 - a. If you do not receive confirmation within 24–48 hours, contact GWB.
- 4. Application review.**
 - a. Applications are typically reviewed within 10–15 business days.
 - b. GWB staff may contact you directly if additional information is needed.
- 5. Receive funding decision.**
 - a. Approved applicants will receive a contract for signature.
- 6. Complete all contracted activities.**
- 7. Submit for reimbursement within 60 days.**

Required Application Materials

Every application must include:

- ✓ Online application
- ✓ Current W-9

Important: Applications submitted with an **outdated W-9 will be denied** until an updated form is provided.

- ✓ A completed CEEG Budget Template
- ✓ Activity description
- ✓ OSP registration (Please visit the [Vendor Self Registration Guide](#) or [click here](#) to be directed to the OSP application.)

If applicable:

- ✓ Detailed agenda or schedule
- ✓ Supporting documentation explaining proposed activities

Award Process

After an application is reviewed and approved, the applicant will receive a contract for review and signature. Once signed by both the applicant and the GWB, the applicant will receive a copy of the contract. While the career exploration activity may start any time after an application is submitted, **the GWB will not provide reimbursement for any costs incurred prior to the start date on the contract.**

Application Denials

Applications will be denied if the information provided by the applicant is deemed to be inaccurate or if the request does not meet the eligibility criteria outlined in this guide. Applicants will be notified via e-mail if their application is denied. The e-mail will contain the reason for the denial and instructions for filing an appeal.

Appeal Process for Denied Applications

Denied applications may be appealed by writing to the Executive Director of the Governor's Workforce Board within three (3) weeks (15 business days) of the notification of denial. Appeals may be sent via e-mail to dlt.gwbinfo@dlt.ri.gov or mail, addressed to:

Executive Director
Governor's Workforce Board
Rhode Island Department of Labor and Training
1511 Pontiac Avenue, Building 73-1
Cranston, RI 02920

The appeal must include the name and contact information for the school or CBO representative (including a mailing address and phone number), and a reason for the appeal.

The Executive Director will issue a decision within fifteen (15) business days of receiving the appeal.

Reimbursement Process

Career Exploration Grant payments are made on a reimbursement basis, meaning applicants pay costs upfront and request reimbursement after the contract performance period concludes.

If reimbursement presents a barrier to participation, applicants should contact the GWB prior to applying to discuss the feasibility of advance payment.

At the end of the contract period, applicants must submit a Career Exploration Grant Request for Reimbursement Form and documentation of completed activities and costs incurred to dlt.invoice@dlt.ri.gov while copying GWB Youth Program Coordinators **Alaina Roch** (Alaina.Roch@dlt.ri.gov) and **Gabriella Rizvi** (Gabriella.Rizvi@dlt.ri.gov), sixty (60) calendar days of the contract end date.

If documentation is not received within 60 calendar days, the reimbursement will not be processed, and the contract will be closed.

Required Documentation for Reimbursement

1. Career Exploration Equity Grant Request for Reimbursement Form

Applicants will receive the reimbursement form at the time of award. It is also available at www.gwb.ri.gov.

The completed form must include:

- a. Contract Number
- b. Entity/Applicant Name
- c. Activity Name (as listed on the contract)
- d. Total Funding Utilized
- e. Applicant Signature

2. Supporting Documentation (Evidence of Completed Activities and Costs Incurred)

Verification of completed activities may include::

- a. Program Rosters or Sign-In Sheets
- b. Signed Permission Slips
- c. Activity or Project Photos
- d. Letter of Attestation from School/CBO Administrator
- e. Certificate(s) of Completion
- f. Post-Activity Vendor E-mails

Verification of costs incurred may include:

- Itemized vendor invoices with copies of processed checks
- Itemized receipts with dates (date cannot precede contract execution)

If required documentation is missing or incorrect, the Governor's Workforce Board will DENY the reimbursement request and provide the reason for denial. Applicants will have (10) ten business days to correct and resubmit the request.

Checking Reimbursement Status

Payments will be issued within 90 days of receipt of the Career Exploration Equity Grant Request for Reimbursement Form and supporting documentation.

Technical Assistance

GWB staff are available to provide technical assistance throughout the entire grant process. Please contact **Alaina Roch** (alaina.roch@dlt.ri.gov) or **Gabriella Rizvi** (gabriella.rizvi@dlt.ri.gov) for assistance. You may also contact the GWB team at **(401) 462-8860** or e-mail dlt.gwbinfo@dlt.ri.gov.



GOVERNOR'S WORKFORCE BOARD

Rhode Island Department of Labor and Training

1511 Pontiac Avenue, Cranston, RI 02920

Phone: 401-462-8860

E-mail: dlt.gwbinfo@dlt.ri.gov

Web: www.gwb.ri.gov



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