

A grayscale background photograph showing three students in a laboratory setting. A male student on the left, wearing glasses and a plaid shirt, is using a pipette. A female student on the right, wearing a lab coat, is looking on. An older male teacher or mentor, wearing glasses and a suit, stands behind them, smiling and pointing at the equipment. The lab bench is filled with various glassware, including test tubes in racks and beakers.

Education to Careers Grant Playbook

August 2026 - June 2027

Checklist

ELIGIBILITY

- Eligible organizations, individuals are not eligible
- Public education, private education, non-profit, employers, community/civic, or local government organization
- Project takes place in Idaho and serves Idaho participants

PROJECT

- Enhances or expands a community workforce vision
- Strengthens STEM learning and career connections
- Increases STEM career awareness and workforce readiness

Includes meaningful industry/workforce partnerships

- Has clear, measurable outcomes and community/regional impact

FUNDING

- Request Parameters:

(Regional Organizations \$1,500-\$5,000)/ Statewide Organizations \$5,000-\$15,000)

- Majority of funds directly support STEM learning or career connections
- Budget clearly connects expenses to project activities
- No indirect/overhead costs, personal-use materials, or activities outside Idaho

HAVE READY

- Project description and goals
- Target audience and participant numbers
- STEM and career activities
- Partners and their roles
- EIN Number and Project timeline
- Evaluation/measurement plan
- Project budget
- Primary Contact and Authorized Signatory information

KEY DATES

SEPTEMBER 14, 2026 — Application Opens

OCTOBER 20, 2026 — Application Closes

DECEMBER 5, 2026 — Award Notifications

WITHIN 30 DAYS OF AWARD — Signed Agreement Due

OCTOBER 1, 2027 — Final Report Due / Project Deadline

Important: Do not begin grant-funded activities until the award agreement is fully signed.

QUESTIONS?

educationandcareers@wdc.idaho.gov

BEFORE YOU APPLY: Review the full Playbook for eligibility, funding priorities, application questions, evaluation rubric, allowable costs, timelines, and final reporting requirements.

Overview

Introduction + Purpose

The Education and Careers Bureau Grant is a collaborative funding opportunity funded by the Idaho Workforce Development Council's (WDC) mission to strengthen STEM learning experiences and career connections for learners across Idaho. WDC will distribute varying regionally balanced grants to support projectand projects that meaningfully connect STEM learning opportunities to career and workforce pathways.

The grant opportunity is open to organizations only; individual applications will not be accepted. Organizations may request funding from \$1,500 to \$15,000. This grant is intended to enhance or expand the impact of ongoing STEM-related projects. Due to the size and timeline of these awards, applicants are encouraged to focus on clearly defined activities that deepen STEM learning, strengthen career awareness, and increase access to workforce development opportunities.

Prioritized Funding

Funding priority will be given to projects that:

- Demonstrate strong alignment with WDC's goal of increasing awareness of career and workforce opportunities that connect all Idahoans to STEM success in their communities.
- Increase career awareness, workforce readiness, and exposure to STEM careers.
- Include meaningful partnerships, particularly with industry and workforce.
- Clearly show how the majority of the requested funds directly support the STEM learning or career connection components of the project.

Applicants should clearly describe how grant funds will strengthen, expand, or increase the impact of the project and how this investment contributes to longer-term outcomes for youth, educators, workforce, and communities.

Grant Application Support

For technical questions related to the application submission, applicants should contact: **educationandcareers@wdc.idaho.gov**

The Education and Careers Bureau Team is available to support applicants throughout the grant process. Our team can provide guidance on:

- Project alignment with funding priorities
- Strengthening STEM learning and career connection components
- Clarifying and increase partnerships and regional impact
- Preparing strong and complete applications and budgets

Application Process

Who Can Apply

All projects must comply with Idaho laws, regulations, and guidelines governing public funds. Grants support a broad range of partners advancing STEM education and workforce development in Idaho.

Eligible applicants may include:

- Public and Private Educational Institutions: K–12 schools, preschools, higher education, vocational training, and parochial institutions.
- Community and Civic Organizations: Libraries, museums, out-of-school programs, and community centers.
- Nonprofit and For-Profit Organizations: Organizations supporting STEM education, workforce development, or related community initiatives.
- Local Government Agencies: Entities working to improve STEM education and workforce readiness.

Individual applicants are not eligible. All applicants must meet applicable state requirements and grant guidelines.

Note: Mark Each Section as Complete

After entering all required information in a section, take a moment to review your responses and make sure any required attachments have been added. When the section is finished, select **“Mark as Complete.”**

Selecting **“Mark as Complete”** is an important step in the application process. The application will not allow you to move on to the remaining sections until each required section has been marked as complete.

If changes are needed, simply make the updates before marking the section complete. Taking a moment to review each section before selecting **“Mark as Complete”** can help keep the application process moving smoothly.

Save

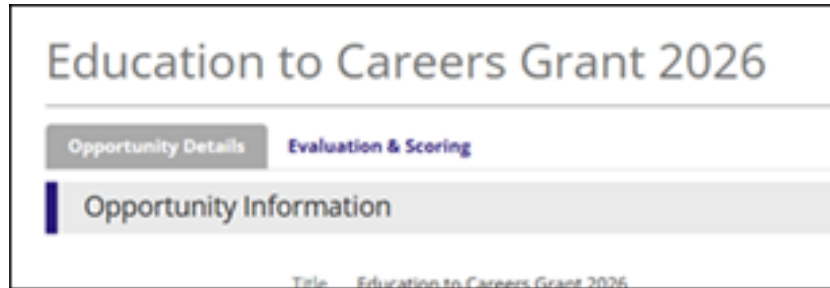
✓ Mark as Complete

Save & Continue

How to Apply

To apply, follow these steps:

1. **Go to:** [Education to Careers Grant 2026](#)



2. **Log In or Create an Account:** Create an account if you do not already have one.

3. **Complete the Application:** Follow the prompts to complete all required application forms and provide the requested information and supporting documentation.

4. **Review Your Application:** Make sure all required sections are complete and your information is accurate.

5. **Submit the Application:** Submit your completed application through the Euna Grants portal by the application deadline.

Timeline

The grants should support projects occurring between December 5, 2026 and November 15, 2027. Projects must have a fully signed award agreement before starting. Our team will not be able to grant any extensions. Please make sure you plan accordingly.

2026 Key dates:

- **September 14th:** Application opens
- **October 20th:** Application closes
- **October 21st- November 3rd:** Preliminary Review
- **November 4th-20th:** Final Review Round
- **December 5, 2026:** Award notifications
- **November 15, 2027:** Final Report is due Project and funds expended deadline

Special Note: Grant recipients are responsible for communicating with the appropriate individuals within their organization regarding grant funding. The person signing the award may not be the person managing the funds. Please understand your organization's internal grant processes and confirm receipt of funding using your award number. The WDC is not responsible for tracking or communicating internally about the receipt or distribution of funds within your organization.

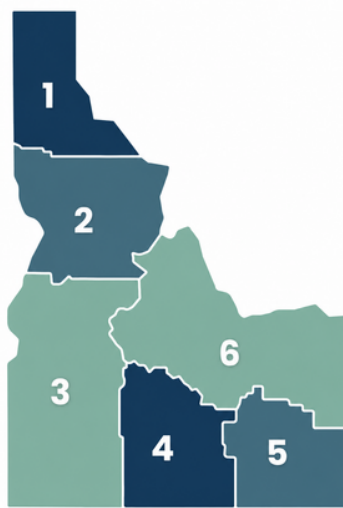
- **30 days after award letter:** Signed agreement is due.
- **Funds distributed:** Most applicants can expect funds within 2 weeks of the signed agreement; however, processing may take up to 60 days.

Funding and Awards

Grant Amounts

Grant awards will range from \$1,500-15,000 and will be distributed based on the the population density of each region to ensure statewide impact.

Idaho Educational Regions



Region 1 Counties: Benewah, Bonner, Boundary, Kootenai, Shoshone

Region 2 Counties: Clearwater, Latah, Lewis, Idaho, Nez Perce

Region 3 Counties: Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, Washington

Region 4 Counties: Blaine, Camas, Cassia, Gooding, Jerome, Lincoln, Minidoka, Twin Falls

Region 5 Counties: Bannock, Bear Lake, Bingham, Caribou, Franklin, Oneida, Power

Region 6 Counties: Bonneville, Butte, Clark, Custer, Fremont, Jefferson, Lemhi, Madison, Teton

Award Notification

All applicants will be notified of funding decisions via email from educationandcareers@wdc.idaho.gov. Any required documents will be sent for electronic signature through Adobe Acrobat. Please ensure that the email address above is added to your approved or safe-sender list so that you receive all communications regarding your application.

Successful applicants must complete all follow-up steps identified in the notice to receive funding, which includes registering with PaymentWorks, the State of Idaho's supplier portal, and returning a fully signed grant award agreement within 30 days. Funds will be distributed after required documentation is completed and approved. The award agreement may stipulate additional requirements.

Use of Funds

Grant funds must be solely used for the implementation of the approved project as described in the application and budget. Applicants will be required to submit a detailed budget in Euna Grants outlining how grant funds will support project activities.

If a budget revision is needed after an award is made, recipients must submit a written request, via email, to educationandcareers@wdc.idaho.gov for approval. Requests should include a clear justification for the amendment and a direct connection to the approved project goals and objectives.

No more than 20% of the awarded funds may be used for personnel, technology, and/or materials costs. The remaining funds must support eligible project-related expenses.

Any use of funds outside the approved budget, without prior approval, may require repayment of funds. If costs savings occur, remaining funds should be used to expand, strengthen, or sustain the project when possible. However, if funds are not expended by deadline, all unspent funds must be returned within 30 days of the final report deadline (November 15, 2027).

Prohibited Use of Funds

Grant funds may not be used for:

- Technology and materials intended for personal use or used solely by one individual
- Activities occurring outside of Idaho
- Projects involving non-Idaho residents, organizations, or businesses
- Indirect or overhead costs, including rent, utilities, or shared office supplies

Review Process

Overview

All applications will be reviewed for alignment with funding priorities, compliance with requirements, and regional balance. Regional balance considers geographic representation, application volume, and available funding; it does not require equal awards across regions. Applications are scored by an external review committee representing regions across Idaho.

Evaluation

The Education and Careers Bureau Team will work collaboratively with the review committee to review scores, consider regional needs, and make final funding decisions. This process ensures funding decisions are informed and aligned with strategic goals.

Rubric

Applicants are encouraged to review the evaluation rubric in Appendix D before beginning their application. The rubric explains how proposals will be assessed, including criteria related to:

- Project goals and objectives
- Career connections and awareness
- Project clarity and feasibility
- Potential project impact and reach
- Strength and relevance of partnerships
- Materials and resources required

Please refer to Appendix D for the complete evaluation rubric and scoring criteria.

Reporting

Final Grant Report

The final report will be submitted through an online reporting form and is due Monday, November 15, 2027. The report will document project activities, outcomes, expenditures, impact, reach, and lessons learned. See Appendix E for report questions.

The final report should include photos of the grant-funded project and either a testimonial or a story of impact. Applicants are encouraged to share photos and a testimonial or story that helps demonstrate the impact of their project. Appropriate permission must be obtained for WDC to use and share any submitted photos, testimonials, or stories of impact.

Submitted materials may be used in WDC communications, promotional materials, legislative updates, and other efforts to highlight the impact of grant-funded projects. Applicants are responsible for obtaining appropriate permissions and media releases for individuals featured in photos or quoted or identified in testimonials or stories of impact.

Acknowledgements

Awardees are encouraged to acknowledge the Idaho Workforce Development Council (WDC) as a partner and source of funding in promotional activities related to the funded project. Highlighting WDC support helps increase awareness of available resources and the impact of these grants. (see Appendix F)

Site Visits and Project Spotlights

The Education and Careers Bureau Team may schedule a site visit when feasible. Projects may be highlighted and shared to showcase regional successes.

Appendices

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E	Rubric
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Appendix A



Contact Information

General Support

educationandcareers@wdc.idaho.gov

Sherawn Reberry, WDC, Education and Careers Director, WDC

sherawn.reberry@wdc.idaho.gov

Amanda Paterson, WDC, Computer Science Manager

amanda.paterson@wdc.idaho.gov

Branzell Porchia, WDC, STEM Manager

branzell.porchia@wdc.idaho.gov

Meliah Anchustegui, WDC Communications Coordinator

meliah.anchustegui@wdc.idaho.gov

Website:

<https://wdc.idaho.gov/grants/#education-to-careers-grant>

Appendix B

Glossary

Authorized Signatory- The individual authorized to sign documents on behalf of the organization and ensures all requirements outlined in the grant agreement are adhered to. In the event the primary or final report writer contacts are unable to fulfil their obligations, the authorized signatory will assume responsibility or delegate another individual to fulfill the requirements and communicate any changes to WDC.

Final Report Writer- The individual responsible for compiling and submitting the final grant report at the conclusion of the grant period.

Grant Proposal Writer- The individual responsible for compiling and submitting the grant proposal.

Primary Contact- The individual responsible for leading and implementing the project as outlined in the grant proposal. This person will serve as the main point of contact on all grant-related communications.

Appendix C

Application Questions

Contact Information Form

- Q1. Primary Contact Name (Last, First)
- Q2. Primary Contact Phone Number
- Q3. Primary Contact Email
- Q4. Primary Organization Name
- Q5. Primary Organization Address
- Q6. Primary Organization City
- Q7. Primary Organization State
- Q8. Primary Organization Zip Code
- Q9. Authorized Signatory Name (Last, First)
- Q10. Authorized Signatory Phone Number
- Q11. Authorized Signatory Email
- Q12. Grant Proposal Writer Name (Last, First)
- Q13. Grant Proposal Writer Phone Number
- Q14. Grant Proposal Writer Email
- Q15. Geographic Information- which educational region will be most impacted by this program?
Region 1; Region 2; Region 3; Region 4; Region 5; Region 6
- Q16. Final Report Contact Name (Last, First)
- Q17. Final Report Contact Email
- Q18. Final Report Contact Phone Number

Appendix D

Budget Template

Equipment: Equipment purchases cannot exceed 20% of the total grant amount requested. Equipment includes durable items such as technology, tools, instruments, devices, classroom equipment, and other tangible resources that directly support the proposed project and will remain with the educational organization or learning environment. Equipment purchased through this grant is not intended for individual personal use and must be used to support and sustain the outcome of the grant into the future within the educational setting.

Other Costs: Allowable project costs otherwise not included in other budget categories.

Personnel/Salary: Staffing/personnel no more than 20%.

Supplies and Materials: List any supplies and materials for the project. These items include classroom materials, curriculum and other training materials, training and classroom supplies, administrative supplies etc.

Travel: Travel expenses must be called out specifically per WDTF policy, and WDC utilizes the Idaho State Travel Policy guidelines for administration. Please list travel expenses for airfare, mileage, lodging, per diem, conference registrations etc. Other than per diem, food and beverage costs are typically not allowable

Appendix E

Rubric				
Category	Related Questions	Low (0 point)	Medium (1 point)	High (2 points)
Organization Capacity & Eligibility	Mission/services, org type, communities	No clear eligibility or Idaho focus	Basic info provided, some gaps	Fully eligible Idaho org with strong mission and community
Alignment & Purpose	Mission fit, priority areas, statewide goals	Weak or not alignment shown	Some connections to WDC priorities	Excellent fit to mission, priorities selected w/ explanation, advances
Outreach & Engagement	How the organization currently engages with different areas of the	No reach outside of urban areas	Reaching multiple communities within their county or just	Statewide reach including urban, rural, and frontier communities
Proposal Design	Description/activities, plan, realistic reach, concrete timeline, and alignment to career	Vague or lacking details	Some details on activities/engagement, timeline present but lacks details	Detailed, well-defined timeline, broad reach with a strategic focus
Partnerships & Community	Partners/roles, career connections, community building	No partners mentioned	Lists partners w/ minimal roles	Lists partners w/ clear roles, strong career connections
Budget & Funds	Line-item budget, financial systems	Unclear or unrealistic budget	Basic budget, systems mentioned	Realistic line-items, strong tracking/reporting confirmation
Outcomes & Reporting	Student/educator impacts, outcomes, data plan, commitment	Vague impacts/no data plan	Basic outcomes & reporting	Specific career outreach, measurable outcomes, robust data/reporting plan
Sustainability & Impact	Continuation plan, long-term vision	No future plans	Basic sustainability mentioned	Clear post-grant continuation & community/workforce vision

Appendix F

Final Report Questions

- Q1. Project Overview: Provide a concise summary of the project and key outputs from the program. Where applicable, include the goal or purpose of the project, population served, primary STEM focus area(s), and the overall impact. (One paragraph)
- Q2. What is the primary role of the Primary Contact, or the individual responsible for implementing the project? Select all that apply.
- Formal Classroom Teacher
 - Informal Educator (library, museum, out-of-school program)
 - STEM Coordinator
 - School Administrator
 - District Leader
 - Nonprofit Leader
 - University Staff
 - Other: (fill in)
- Q3. Briefly describe the primary contact's responsibilities in planning, implementing, oversight, and reporting of the grant. (One paragraph)
- Q4. Project Description: Briefly describe how the project activities were implemented, how funds were used to support project goals, if the intended learning outcomes were reached, any adjustments made during implementation. Provide quantitative data where possible. (Four paragraphs)
- Q5. Career Connections: Briefly describe how the project supported career connections and workforce development pathways. (Two paragraphs)

Final Report Questions

- Q6. Total Funding Received: \$
- Q7. How many youth, ages 0-5, were impacted by this project? If none, enter 0 (zero).
- Q8. How many youth, grades K-2, were impacted by this project? If none, enter 0 (zero).
- Q9. How many youth, grades 3-5, were impacted by this project? If none, enter 0 (zero).
- Q10. How many youth, grades 6-8, were impacted by this project? If none, enter 0 (zero).
- Q11. How many youth, grades 9-10, were impacted by this project? If none, enter 0 (zero).
- Q12. How many youth, grades 11-12, were impacted by this project? If none, enter 0 (zero).
- Q13. How many higher education students were impacted by this project? If none, enter 0 (zero).
- Q14. How many educators (formal and informal) were impacted by this project? If none, enter 0 (zero).
- Q15. How many community members were impacted by this project? If none, enter 0 (zero).

Final Report Questions

- Q16. Partnerships: Briefly describe the partnerships established, maintained, or developed throughout the project and how they aided in the impact of this project. (Two paragraphs)
- Q17. Promotion: Briefly describe how the project was promoted and where the Idaho Workforce Development Council were promoted (One paragraph).
- Q18. Please upload any flyers, newsletters, press releases, or screen shots of promotions.
- Q19. Please upload at least two photos from your project implementation. Please note: all submitted photos must follow your organization's media release policies. Any photos with identifiable individuals must be accompanied by a consent form for use.
- Q20. Please provide at least two testimonials, impact stories, or quotes from participants. The Idaho Workforce Development Council will use these quotes and testimonials in future reports and promotions.
- Q21. Please provide results of any surveys that were conducted during the grant period related to this project. If applicable

Appendix G

Communications & Promotion Agreement

Grant recipients are expected to share updates, activities, and outcomes related to their funded project on social media while the work is taking place. Posts should highlight how WDC funding is supporting STEM learning, career awareness, workforce readiness, and connections to Idaho's workforce needs. Tag or mention the WDC so our team can share and amplify your work on our social media platforms.

Branding & Logo Usage

Grant recipients are expected to acknowledge WDC support when promoting funded activities:

- Display the approved WDC logo on public-facing materials related to the funded project.
- Use current WDC branding and do not alter or modify the logo.
- Acknowledge WDC on social media when sharing project activities, updates, or outcomes.
- Tag WDC when possible so our team can help share and amplify your work.
- Contact WDC for approval before using the WDC name or logo in a new or substantially different way.

When in doubt, ask before publishing.

For questions, please reach out to the Education and Careers Bureau Team: educationandcareers@wdc.idaho.gov

Brand and Communications Resources

Brand Guidelines

Fonts

Title, Subtitle, Heading
Subheading, & Section Header -
Gotham

Body, Caption, & Quote -
Roboto

Colors

-  deep navy - #113552
-  slate blue - #426672
-  Glacial Ice - #78AA9B
-  White - #FFFFFF

Logo Use

- Keep original colors
- Do Not Stretch or Distort
- Use on Cover, Section Openers, and Key Callouts
- Send requests to your designated point of contact for all black or all white logos



Handles and Hashtags

- Facebook & LinkedIn: Idaho Workforce Development Council
- Instagram: @idahowdc
- #IdahoWDC
- #WorkforceDevelopment
- #EducationAndCareers
- #EmployerEngagement





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