



## Community Partner Engagement

BULLS Community Ambassadors

BULLS Coaching Professional  
Learning Community

---

### 2024 - Request for Proposals

---



With the support of North Carolina Biotechnology Center and the critical federal funding from Build Back Better Regional Challenger (BBBRC), Made in Durham is honored to engage in the important work of building programming and an ecosystem that supports Durham residents to access Life Sciences career opportunities in Durham.



**Rotcelis Jones**

[RJones@madeindurham.org](mailto:RJones@madeindurham.org)

**Lila Leff**

[LLeff@madeindurham.org](mailto:LLeff@madeindurham.org)

**WEBPAGE:** [bit.ly/BULLS-RFP-2024](https://bit.ly/BULLS-RFP-2024)

# Table of Contents

---

## **Information**

### **Community Ambassadors** [p.4](#)

- I. Goals
- II. Initiative Summary
- III. Process and Timeline

### **Coaching Professional Learning Community (PLC)** [p.7](#)

- IV. Goals
- V. Initiative Summary
- VI. Process and Timeline

### **FAQ** [p.10](#)

- VII. FAQ: Made in Durham Community Partnership Engagement (CPE)
- VIII. FAQ: BULLS Community Ambassadors
- IX. FAQ: BULLS Coaching - Professional Learning Community (PLC)

### **RFP Checklist** [p.17](#)

### **Rubric for Evaluation** [p.18](#)

## **Application Prep**

### **General Information** [All Applicants Complete] [p.22](#)

- i. Eligibility Criteria
- ii. Organizational Background

### **Community Ambassadors** [Applicants for this Grant] [p.23](#)

- iii. BULLS Community Ambassador-Specific Questions [[Download Budget Template](#)]

### **Coaching Professional Learning Community** [Applicants for this Grant] [p.24](#)

- iv. BULLS Coaching Professional Learning Community-Specific Questions
- v. Authentication
- vi. Coach Section
- vii. File Upload (includes Reference/Recommendation)



# Information

Welcome! Thank you for your interest in applying for funding. This document is provided to help you complete the application process for Community Ambassador and Coaching Professional Learning Community funding opportunities. You will find information about the opportunities and application prep to aid your online application process. You can access the online application directly from this document (noted within). Should any questions arise, [contact us](#). Good luck!



Community Ambassadors  
Coaching Professional Learning Community  
FAQ  
Rubric for Evaluation



# Community Ambassadors

- I. Goals
- II. Initiative Summary
- III. Process and Timeline

# Community Ambassadors

---

Recruitment & Career Exposure for BULLS Academy and Life Science career pathways.

## I. Goals

1. Equip representatives from community-based organizations to provide information and warm handoffs to BULLS Academy, emphasizing fit and match between the program and participants.
2. Leverage the credibility and relationships that community-based organizations have with their constituent groups to expand awareness of careers in Life Sciences generally and BULLS Academy specifically.
3. Support building and amplifying social networks in Durham to reach 18–25-year-old residents that may have an interest in a Life Science Career.

## II. Initiative Summary

Based on national promising practices, the BULLS Community Ambassador Initiative has been designed to expand career and program knowledge about the Life Sciences and specifically the BULLS Academy program at Durham Tech Community College. Community Ambassadors are community partner staff or volunteers at Durham-serving organizations who serve formally or informally in a mentoring, near-peer or otherwise supportive role with 18-25-year-olds living in Durham. Community Ambassadors will be trained and designated by BULLS Academy to provide support in one or both program priority areas.

### Priority A

**Community Ambassadors provide information, inspiration, and warm handoffs between prospective BULLS Academy students and the BULLS Life Sciences Academy Recruitment team.**

### Priority B

**Community Ambassadors provide or coordinate engaging Life Science career exposure activities for young people and their families.**

**NOTE:** Career exposure activities support expanded industry knowledge and do not need to focus on 18–25-year-olds exclusively.

### III. Process & Timeline

- **RFP RELEASED APR 02**
- **1ST INFO SESSION for potential grantees: APR 11, 11:00 am** [[Join Zoom link](#)]



- **2ND INFO SESSION for potential grantees: APR 25, 4:00 pm** [[Join Zoom link](#)]



- **RFP QUESTIONS from APPLICANTS ABOUT RFP SUBMITTED TO MID STAFF BY APR 23**
- **ANSWERS TO RFP QUESTIONS AVAILABLE ON APR 30**
- **RFP RESPONSE DUE (online application completed) BY 5:00 pm. MAY 07**
- Organization selects staff (minimum of 2 and up to 4) to participate in Community Ambassador priority area(s)
- Organization submits an application for Community Ambassadors
- Receive communication from MID (Made in Durham) accepting or denying funding request
- Send a minimum of 2 staff to 2 trainings within 6 months to receive a second payment award

Click to visit:

[FAQ](#)

[APPLICATION PREP](#)

[TABLE of CONTENTS](#)



# Coaching Professional Learning Community

- IV. Goals
- V. Initiative Summary
- VI. Process and Timeline

# Coaching Professional Learning Community

---

Staff people providing direct service coaching, mentoring, or case management to populations including 18–25-year-olds will learn and share coaching best practices to support the BULLS success coaching model and improve coaching practices for potential BULLS students and families.

## IV. Goals

### **1. Contribute to a long-term best practice Coaching model for BULLS Academy.**

- Field test best practices to see which are the best fit with BULLS.

### **2. Elevate coaching best practices for Prospective BULLS students/Opportunity Youth in Durham including:**

- Create mechanisms to capture, codify, and share coaching tips, tools, and strategies across organizations.

### **3. Provide training and skill building in areas including Trauma-informed, Restorative Practices, Cultural Humility, and data-informed decision-making.**

## V. Initiative Summary

The Coaching Professional Learning Community (PLC) is a robust professional development opportunity for front line community-based organization staff. It will take place over 10 months and has been designed to create dedicated space and time for direct service providers to share and learn best practices related to effective Coaching. By building direct service providers' capacity to support opportunity youth, and specifically potential BULLS applicants, we build a more effective system to support recruitment and retention. Additionally, the PLC will capture and document best practices as they relate to the BULLS Coaching model.

Coaches will meet monthly for 2.5 hours each month with a beginning and ending half-day retreat. Topics will include some or all the following:

- Elements of effective coaching, trauma-informed care, restorative practices, motivational interviewing, data-informed decision making, goal setting
- Life planning strategies, case consultancy protocols, cultural humility/culturally responsive coaching



- There will be between 15-20 hours of PLC time with minimum attendance expectations to receive a full contract award per organization

We are grateful to have the opportunity to provide high quality professional development at no cost as well as offering a stipend to organizations in recognition of the organizational capacity they will be committing to in this work. Coaching Professional Development is valued at \$10,000.00.

## VI. Process & Timeline

- **RFP RELEASED APR 02**
- **1ST INFO SESSION for potential grantees: APR 11, 11:00 am** [[Join Zoom link](#)]



- **2ND INFO SESSION for potential grantees: APR 25, 4:00 pm** [[Join Zoom link](#)]



- **RFP QUESTIONS from APPLICANTS ABOUT RFP SUBMITTED TO MID STAFF BY APR 23**
- **ANSWERS TO RFP QUESTIONS AVAILABLE ON APR 30**
- **RFP RESPONSE DUE (online application completed) BY 5:00 pm. MAY 07**
- **Organization selects staff (min. of 2, up to 4) to participate in Community Ambassador priority area(s)**
- **Organization submits an application for Community Ambassadors**
- **Receive communication from MID accepting or denying funding request by June 14th**
- **Send minimum of 2 staff to (3) trainings within 6 months to receive second payment**

Click to visit:

[FAQ](#)

[APPLICATION PREP](#)

[TABLE of CONTENTS](#)

# Frequently Asked Questions (FAQ)

- VII. [FAQ: General Information](#)
- VIII. [FAQ: Community Ambassadors](#)
- IX. [FAQ: Coaching Professional Learning Community](#)

## Frequently Asked Questions (FAQ)

---

The Made in Durham CPE RFP is an opportunity to build a movement in Durham that increases knowledge of and access to careers in the Life Sciences for Durham residents. The Triangle is the 5th largest Life Science hub in the country. The average salary at a Life Science manufacturing facility is \$102,327 with early career salaries around \$55,000.

### VII. FAQ: Made in Durham Community Partnership Engagement (CPE)

#### RFP Timeline

- **RFP RELEASED APR 02**
- **1ST INFO SESSION for potential grantees: APR 11, 11:00 am** [[Join Zoom link](#)]
- **2ND INFO SESSION for potential grantees: APR 25, 4:00 pm** [[Join Zoom link](#)]
- **RFP QUESTIONS from APPLICANTS ABOUT RFP SUBMITTED TO MID STAFF by APR 23**
- **ANSWERS TO RFP QUESTIONS AVAILABLE ON APR 30**
- **RFP RESPONSE DUE (online application completed) BY 5:00 pm. MAY 07**

#### **Q1: What is the purpose of the Made in Durham CPE RFP?**

The Made in Durham CPE RFP is an opportunity to build a movement in Durham that increases knowledge of and access to Life Science careers for Durham residents. The BULLS Academy CPE RFP will allow Made in Durham to contract with community-based organizations throughout Durham as active partners in identifying, recruiting, and supporting residents to learn about Life Science careers, access high quality coaching support, and recruit participants into the BULLS Life Science Academy - ensuring that we are reaching and engaging young adults through trusted channels.

#### **Q2: Who is Made in Durham?**

Made in Durham is a community collaborative of educators, business, government, non-profits, youth, and young adults aligning their resources, programs, and initiatives to create an education-to-career system that equips youth for career and life success and builds a stronger local work force.

#### **Q3: What is The BULLS Life Sciences Academy?**

The BULLS Life Science Academy is an initiative designed and led by a partnership of Made in Durham and Durham Technical Community College and includes multiple education, business, government, and

community partners collaborating to identify and recruit young adults from underserved and historically excluded populations to participate in a biotech certification program connected to bio-manufacturing positions in the region. Its unique features include dedicated success coaches, wrap around support like childcare and academic tutoring, guaranteed job interview support, and up to a \$10,000 life stipend for the 14-week duration of the program.

**Q4: What are the Life Sciences opportunities in the Triangle?**

The Triangle is the 5th largest Life Science hub in the country. With more than 600 Life Science companies, employing 42,000+ people, the industry is growing at an exponential rate. From start-ups to massive global corporations, the Triangle is home to companies with a wide range of expertise. The average salary at a Life Science manufacturing facility is \$102,327 with early career salaries around \$55,000.

**Q5: How is Made in Durham funding this process?**

Made in Durham has received a grant award through the NC Bio Tech Community Engagement Project funded by the U.S. Economic Development Administration. These efforts grew out of the need to address North Carolina's strained and exclusive talent pipeline and connect distressed communities to Life Science manufacturing training and job opportunities. An NC Biotech-led coalition proposed "Accelerating Life Sciences Manufacturing to Create Economic Resilience and Promote Equity in Distressed North Carolina Communities." Bridging the divide between existing Life Science manufacturing jobs and candidates from underserved and distressed populations is critical to the success of this cluster in North Carolina and reduces the economic gap between those currently engaged in this industry and those who are not.

**Q6: What grant categories will be awarded by MID through this RFP Process?**

2 Core Areas will be addressed by this MID RFP in support of BULLS Academy and the related ecosystem:

- BULLS Community Ambassadors (Funding up to \$15,000)
- Success Coaching Professional Learning Community (\$10,000 for all accepted organizations)

**Q7: How long will the funding period be for BULLS Community Ambassadors and BULLS Coaching Professional Learning Community?**

Contracts will be awarded for one year.

**Q8: Do I need to submit a budget with my RFP?**

If you are applying for **BULLS Community Ambassadors**, please upload a budget (see sample template) up to \$15,000. You may include personnel costs, materials, supplies, transportation, and refreshments.

If you are applying for the **BULLS Coaching PLC**, no budget is necessary. All selected organizations will receive \$10,000 that they can apply to their general operations.

# Frequently Asked Questions (FAQ)

---

## VIII. FAQ: BULLS Community Ambassadors

### **Q1: What are the expectations for organizations that apply to be BULLS Community Ambassadors?**

BULLS Community Ambassador partner organizations will expand career and program knowledge about the Life Sciences and specifically the BULLS Academy program at Durham Tech Community College.

### **Q2: Who would make a good BULLS Community Ambassador?**

A community ambassador is an employee or volunteer at a Durham-serving community organization who serves formally or informally in a mentoring, near peer, or coaching capacity with 18-25-year-olds currently living in Durham.

### **Q3: What kind of training will BULLS Community Ambassadors receive?**

BULLS Ambassadors will be required to attend two initial trainings, share their learning with their constituents, and meet quarterly with MID staff to share their reflections and document them. Training will help BULLS Ambassadors understand the range of career options within Life Sciences and the specific program components and expectations of the BULLS program.

### **Q4: Can Community Organizations apply for Community Ambassador status if they would be engaging volunteers as well as staff?**

YES! We recognize that some of the most important leaders, mentors, and guides in our community operate in a volunteer capacity. We are looking for organizations to serve as the responsible entity and to engage their constituents – staff or volunteer – that are best positioned to reach young people.

### **Q5: How should a designated BULLS Ambassador organization decide who on their team should serve as BULLS Community Ambassadors?**

Community Ambassadors can be staff, volunteers, or former participants. We recommend that each organization applying for Community Ambassador status engage between 2-4 organizational representatives. Questions to help guide the Selection of Ambassadors at the organizational level should include:

- Who in our organization is in the position to regularly interact with 18- to 25-year-olds who may benefit from BULLS Academy?
- Which of our staff/or volunteers occupy an organizational role compatible with career and educational exposure and planning?

## Frequently Asked Questions (FAQ)

---

- Do we have the organizational capacity to ensure that our selected staff and volunteers can attend scheduled meetings as part of this work?

### **Q6: Will the same people be participating in BULLS Community Ambassadors and BULLS Coaching Professional Learning Community?**

The expectations and roles of the Ambassadors and Success Coaching PLC members are different but may engage some of the same staff members. The Success Coaching PLC is exclusively for front line staff working directly with a caseload of 18- to 25-year-old Durham residents. The Ambassadors Initiative offers a wider range of participants, including frontline staff that may also provide case management or coaching. If you have questions about who might be the right fit for either program, do not hesitate to reach out with questions or attend our office hours!

### **Q7: What is the difference between Community Ambassadors at MID and Community Ambassadors at NC Biotech?**

BULLS Community Ambassadors through Made in Durham supports Life Science career exposure, information, inspiration, and warm handoffs between prospective BULLS Academy students and the BULLS Academy Recruitment team in Durham. This work is aligned with, but separate from, the NC Bio Tech Ambassadors program, which is a state-wide initiative looking to spread the word about exciting and equitable career opportunities in Life Science manufacturing. Made in Durham is grateful to have NC Bio Tech Center as a funder and partner in this work.

### **Q8: What will be expected of my organization if we become a Community Ambassador organization?**

Organizations that receive Community Ambassador designation will be expected to do the following:

- Ensure that 2-4 organizational representatives attend 2 initial training events and quarterly check-ins
- Support organizational representatives to develop new or align existing programming opportunities that introduce eligible prospective students and their families to BULLS Academy specifically and Life Science Career Pathways generally

# Frequently Asked Questions (FAQ)

---

## IX. FAQ: BULLS Coaching Professional Learning Community (PLC)

### **Q1: What is the BULLS Coaching Professional Learning Community?**

A professional learning community is a group of peers making a collective commitment to learn together and to support and hold each other accountable on that learning journey. The BULLS Success Coaching Professional Learning Community is designed for direct service providers supporting a case load that includes 18–25-year-olds in Durham. Together, they will share problems of practice, successes, and further develop core competencies that support educational, career, and life coaching with young adults. This is not a class or a lecture! The BULLS Success Coaching PLC is a community of committed professionals sharing their own best practices and learning from each other, the PLC facilitators, and outside content experts. This is a ten-month commitment.

### **Q2: Why would my organization/my staff person want to be part of the Coaching Professional Learning Community?**

The BULLS Coaching PLC is an opportunity for organizations to offer a direct service staff person a professional development experience valued at up to \$10,000. MID recognizes that your organization is busy and adding one more responsibility to a staff person's plate can be tough. During stakeholder interviews with Durham Community Based organizations, we have received feedback that there is a strong appetite for increased professional development for direct service staff, who so often carry the heaviest burdens of participant relationships without a dedicated space or resources to continue to improve their practice. In addition to an organizational grant for participation, we are confident that organizations will find their individual staff participant is energized and will be able to offer added resources and tools to their own and to the organization's work. Instead of being asked to pay to engage, Made in Durham will provide organizations with a \$10,000 stipend and training and professional development for their staff at no charge.

### **Q3: Who should my organization recommend for the BULLS Coaching PLC?**

The short answer is that you can recommend any staff person whose role involves direct service support, coaching, or case management to a population that includes 18–25-year-olds.

We suggest you recommend a staff person whose growth will benefit both the individual and the organization. This will be an inspiring, fun, and engaging opportunity that will increase skills and morale. This would be an excellent opportunity for staff people who have had at least 1-2 years of professional experience in this role or a similar one.

**Q4: What will be expected of my organization if one of our staff members is accepted into the BULLS Academy Coaching PLC?**

Organizations will be expected to take full advantage of the 10-month PLC opportunity by ensuring that their selected staff member can engage in the opening and closing half-day retreat and is available for 2.5-hour monthly sessions in between. Additionally, managers/supervisors are asked to support their PLC members by attending a one-hour session at the end of the PLC.

**Q5: Can my organization apply for both the BULLS Community Ambassador and the BULLS Coach PLC?**

Yes! We are looking for organizations that can further their own mission and priorities while supporting the goals of one or both RFP focus areas. If both areas are a strong fit for your organization, we encourage you to apply in both categories.



# RFP Checklist

---

Information and documents you'll need to complete your application are listed below. These items are required to be considered.

## Community Ambassadors

- Complete RFP application
- Proof of 501C3 or fiscal sponsor
- Budget template [[Download template](#)]

## Coaching Professional Learning Community (PLC)

- Complete RFP application
- Proof of 501C3 or fiscal sponsor
- Resume of nominated coach
- Letter of recommendation for nominated coach from a current or former supervisor, mentor, or co-worker
- Job Description for individual nominated for coaching PLC



A group of diverse women are seated around a conference table in a modern meeting room. They are engaged in a discussion, with some looking towards the camera and others looking at each other. Several laptops are open on the table, and a white coffee cup with a black sleeve is in the foreground. The background shows a glass-walled office space.

# Rubric for Evaluation

# Rubric for Evaluation

## The Process

- Each proposal will have several reviewers from organizations including Made in Durham, Durham Tech Community College, NC BioTech Institute, and United Way of the Greater Triangle who will use the following rubrics to guide their feedback.
- Made in Durham reserves the right to make final grant determinations.

*This section is included for your reference so that you know how your application will be reviewed and considered for funding through our RFP process.*

## Grant Area #1: Community Ambassadors

*Recruitment & Career Exposure for BULLS Academy & Life Science career pathways*

### Proposal Review Criteria for BULLS Community Ambassadors:

**Q1** How aligned does this organization seem to be with the goals and priorities of the BULLS Community Ambassadors RFP?

Very much      Not at All | Provide reasoning or evidence:

**Q2** Does the organization present a solid plan for achieving the work outlined in the BULLS Community Ambassadors RFP [for PRIORITY A?] [for PRIORITY B]?

Very much      Not at All | Provide reasoning or evidence:

**Q3** Does the organization demonstrate the staffing capacity and commitment to engage in this work?

Very much      Not at All | Provide reasoning or evidence:

**Q4** If you can only select 8 - 10 proposals to fund, would this proposal make it on your list? Y or N

**Q5** What most excites you about this proposal? What most concerns you about this proposal?

**Q6** Other Notes / Feedback



RECOMMEND for funding for Community Ambassadors



DO NOT RECOMMEND for funding for Community Ambassadors

# Rubric for Evaluation

## Grant Area #2: Coaching Professional Learning Community

*Staff people providing direct service coaching, mentoring, or case management to populations including 18–25-year-olds will learn and share coaching best practices to support the BULLS success coaching model and improve coaching practices for potential BULLS students and families.*

### Proposal Review Criteria for Coaching Professional Learning Community:

**Q1** How aligned does this organization seem to be with the goals and priorities of the BULLS Coaching RFP?

Very much      Not at All | Provide reasoning or evidence:

**Q2** Does the organization have a viable staffing plan for engagement in the cohort, including if staff turnover occurs?

Very much      Not at All | Provide reasoning or evidence:

**Q3** Does the staff person recommended appear to be a good fit in terms of their current role and experience for the coaching professional learning community?

Very much      Not at All | Provide reasoning or evidence:

**Q4** Does the staff person recommended/applying appear to be committed to best practices and motivated to engage in professional development?

Very much      Not at All | Provide reasoning or evidence:

**Q5** If you can only recommend 8 - 10 organizations to engage in the coaching professional learning community, would this organization/coach make it on your list? Y or N

**Q5** What most excites you about this application? What most concerns you about this application?

**Q6** Other Notes / Feedback

RECOMMEND for funding for BULLS Coaching Professional Learning Community

DO NOT RECOMMEND for funding for BULLS Coaching Professional Learning Community

[FAQ](#)

[APPLICATION PREP](#)

[TABLE of CONTENTS](#)



# Application Prep



General Information  
Community Ambassadors  
Coaching Professional Learning Community

## Application Prep General Information

---

Welcome and thank you for applying for funding. The first section of the application will ask general questions to help in the qualifying process of applicant evaluations. You will be routed to complete sections for BULLS Community Ambassador and/or BULLS Coaching Professional Learning Community grants based on your stated interest. You can save progress and come back to your application if needed.

**Your formal application will be completed online. This document is provided to help you prepare for the online application process.**

---

### i. Eligibility Requirements

- Q1** Are you a 5013c or do you have a fiscal sponsor?
- Q2** Please provide the EIN number for your organization or your fiscal sponsor.
- Q3** Do you serve participants who are 18-25 and currently reside in Durham?

### ii. Organizational Background

- Q4** Provide a brief description of your organization including Mission/Vision, programs offered, and specific populations being served.
- Q5** Provide further details about the program or programs you offer that reach 18–25-year-olds who currently reside in Durham.
- Q6** In addition to programming, are there other ways (collaborations, community events, etc.) your organization has contact with this constituency (18-25 Durham residents) or their family members?
- Q7** What is your organization's (annual) operational budget?
- a) Less than 200,000
  - b) More than 200,000 but less than \$500,000
  - c) More than \$500,000 but less than 1 million
  - d) More than 1 million

## Application Prep General Information

---

**Q8** What is your organization's current number of full-time staff?

**Q9** What is your organization's current number of part-time staff?

**Q10** What is your organization's current number of volunteers?

## Application Prep Community Ambassadors

---

You will now be able to review questions specific to applying for Community Ambassador funding.

**Your formal application will be completed online. This document is provided to help you prepare for the online application process.**

---

### iii. BULLS Community-Ambassador-Specific Questions

**Q1** In what ways do the goals of the BULLS Community Ambassador initiative connect to what you are already doing or plan to do as an organization?

Specific to PRIORITY A?

Specific to PRIORITY B?

**Q2** Please provide a brief description of how, when, and where you would address Priorities A and B (from Q10) and how many prospective BULLS applicants you think you will reach within each area of focus. If people outside the 18–25-year age range will be engaged in your Priority B career exposure activities, please include the number of children or adults outside of this age range that you think you will reach.

## Application Prep Community Ambassadors

---

**Q3** What staff or volunteer positions do you recommend for this role and why?  
(Please see attached Community Ambassador role definition)

Ambassador #1:

- 1 First name
- 2 Last name
- 3 Job title and description
- 4 Phone Number
- 5 Email Address

Ambassador #2:

- 1 First name
- 2 Last name
- 3 Job title and description
- 4 Phone Number
- 5 Email Address

**Q4** If you experience staff or volunteer transition, can you continue to address the Community Ambassador contract expectations? Please be specific about your plan in case of transition.

**Q5** Please upload a detailed budget [[Download a budget template](#)]

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

## Application Prep Coaching Professional Learning Community

---

You will now be able to review questions specific to applying for Coaching Professional Learning Community funding.

**Your formal application will be completed online. This document is provided to help you prepare for the online application process.**

---

### iv. BULLS Coaching Professional Learning Community-Specific Questions

**Q1** What staff position or positions in your organization serve in a coaching role with a population that includes 18–25-year-olds?



## Application Prep Coaching Professional Learning Community

---

**Q2** Please highlight your organizational or programmatic values and priorities as it relates to coaching.

Example: We believe we are guides supporting the autonomy of our clients. We believe individuals need a support system and so building and engaging significant people in our clients' lives is important to us, etc. (If possible, upload the actual job description including coaching responsibilities).

**Q3** Which staff role(s)/individual do you recommend for this professional development opportunity and why?

Include:

- 1 First name
- 2 Last name
- 3 Job title and description
- 5 Email Address

**Q4** How long has this staff person been with your organization?

**Q5** What will be your plan if there is turnover in this role?

### v. Authentication

Please sign to confirm that:

- You can commit your recommended staff person to two half-day and seven 2.5-hour meetings over 10 months
- Your organization will offer supervisor/manager support including attending an ending meeting

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

 **Have the coach you recommend complete the remaining sections fo the application.** 

## Application Prep Coaching Professional Learning Community

---

### vi. Coach Section

- Q1** Briefly describe your coaching experience.
- Q2** Where do you feel you are strongest as a coach?
- Q3** Please describe one or two challenges that you wrestle with as a coach.
- Q4** What do you consider to be a coaching best practice at your organization?
- Q5** What is something you would like to improve about coaching at your organization.
- Q6** What do you hope to get out of the PLC experience?
- Q7** Give an example of a time you have improved your own practice/sought out professional development?
- Q8** Where you are most interested in receiving training? Select all that apply.
- a) Trauma Informed coaching
  - b) Motivational interviewing
  - c) Case Management
  - d) Data-informed decision making
  - e) Goal Setting
  - f) Career Planning
  - g) Post-Secondary Education Planning
  - h) Secondary Trauma
  - i) Restorative Practices/Circle Training
  - j) Active Listening
  - k) Relationship-building skills
  - l) Cultural Competence or humility
  - m) Encouraging self-sufficiency and autonomy
  - n) Other/Prior Training
- Q9** If you have received any prior training in the areas identified in Q8, please describe.

## Application Prep Coaching Professional Learning Community

---

### vii. File Upload

To complete your application, you will be required to upload specific documents using the online application portal. Documents sent via email will not be considered. If you have issues using the portal, [contact us](#) to make arrangements for submitting your documents.

Please submit the following documents using the online application portal.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff, .epub, .key, .mobi, .mus, .musx, .ppt, .pptx, .sib, .xls, .xlsx, .zip

- Your resume
- Letter of recommendation from a current or former supervisor, mentor, or co-worker
- Job description of the person you are recommending for the Coaching PLC



## Community Partner Engagement

BULLS Community Ambassadors

BULLS Coaching Professional  
Learning Community

---

**2024 - Request for Proposals**

---

# Thank You.

**Questions? Contact us:**

**Rotcelis Jones**

[RJones@madeindurham.org](mailto:RJones@madeindurham.org)

**Lila Leff**

[LLeff@madeindurham.org](mailto:LLeff@madeindurham.org)

**WEBPAGE:** [bit.ly/BULLS-RFP-2024](https://bit.ly/BULLS-RFP-2024)

---

