

This is an example of a completed grant. The format is exactly the same as the 2025 Workforce Development grant application you will see in the portal. Instructional text for the purposes of this Sample Grant is printed in red.

Workforce Development Grant Application

The purpose of the WFD fund is to expand the healthcare workforce by recruiting and supporting people living with low-income, or culturally competent, bilingual people who are seeking to enter the field, advance within their field, obtain a state certification (such as CNA or MA), or complete a degree or licensure in behavioral or physical healthcare. **Remember, this grant is NOT intended for professional development for existing employees in their current roles, such as training or continuing education.**

ORGANIZATION INFORMATION

Current Year

2025

Legal Name of Organization

The Counseling Center of Western Colorado

Preferred Name of Organization

The Counseling Center

9-Digit FEIN (preferred format: XX-XXXXXXX)

84-0000000

Website

counselingcenterwc.org

Year Founded

1980

What is your Mission Statement? (50-word limit)

The Counseling Center (CC), staffed by a diverse community of dedicated caring professionals, enriches our community by providing professional, affordable counseling, without eligibility requirements, to families and individuals in need, regardless of ability to pay or insurance, and that everyone is treated with respect and value.

Briefly, tell us about the history of your organization. (100-word limit)

CC's founders formed the agency as a counseling center because people were struggling to afford and access services to cope with mental health conditions impacting their well-being, work, relationships, and community, and as an educational/training resource for the community and future practitioners. Throughout this time, CC strategically provides out-patient, in-person and teletherapy counseling that is person-centered using principles of Feedback-Informed Treatment (FIT), Trauma-Informed Care and evidenced based therapeutic interventions. In addition to its grant funded Low-Income Program for Counseling (LIPC), CC continues to work with students and licensure candidates by offering an extensive and well-developed training and work-placement program.

What counties does your organization currently serve? Check all that apply.

- Archuleta
- Delta

- Dolores
- Eagle
- Garfield
- Grand
- Gunnison
- Hinsdale
- Jackson
- Lake
- La Plata
- Mesa
- Moffat
- Montezuma
- Montrose
- Ouray
- Pitkin
- Rio Blanco
- Routt
- San Juan
- San Miguel
- Summit

FUNDING REQUEST

What is the amount of your request? (Round to the nearest thousand. For example, \$10,000, not \$9,700).
\$25,000

How will you use the grant funds? What specific activities are planned? (500-word limit)

Funding sources, like Rocky Mountain Health Foundation Workforce Development Grant, allows CC to provide counseling for people in need of mental health services and to offer professional clinical supervision for people pursuing the mental health profession in our community. This request for funds will be for the CC Training Program.

- Orientation and Clinical Training: This covers costs associated with providing a 12-hour orientation to each trainee (student therapist) and external training on suicide management (CAMS) and teletherapy best practices.
- Counselor Clinical Supervision Cost: This covers the cost related to lost income from having each supervisor spend two hours a week in supervision meetings and reviewing the work of the trainees to provide oversight and ensure effective care is being provided to clients.
- Compensation: This covers the required wage and leave costs for the trainees as temporary employees.

What strategies will you use to recruit and support the target population (people with low-income or culturally competent, bilingual people) for the purpose of this grant? (500-word limit)

CC is known for its counseling/education services that serve those with limited resources and is a Colorado Health Services Corps site that requires staff to demonstrate willingness to serve anyone in need. While addressing the workforce shortage in Mesa County, CC specifically recruits culturally competent budding professionals to reflect our community. CC does this by engaging in opportunities with a variety of community partners, networking groups and outreach activities, and creating a welcoming internal environment. CC has hired two bilingual staff (counselor and administrator) and translated the client intake packet and other significant documents into Spanish while pursuing outreach efforts such as joining Western Colorado Latino Chamber of Commerce, volunteering at the annual Cesar Chavez Festival and tabling 'Unity in Community' by United Way. Additionally, CC recognizes the risk of compassion fatigue and vicarious trauma for the providers engaged in this work and makes efforts to promote the resilience, work-life balance, and well-being of staff and student-therapists.

CC's training program is intended to provide excellent supervision and clinical training at no cost to the trainee, resulting in a significant reduction in out-of-pocket costs that can be applied toward basic needs or student loans. A further incentive will be the agency's offer of temporary employment to help alleviate financial stress and/or burn out from multiple jobs. Most notably, CC's training program primarily works to serve the needs of individuals accessing mental health care through the agency's LIPC, and offers students diversity in clients, in language, and in the workplace. These benefits are a strong recruitment tool for potential trainees, especially those with low-income, who are non-traditional students, first in their family to attend school, or a single parent.

Upon graduation, CC offers the supervision needed for their licensure hours (typically 2-3 years of full-time work). Should a newly licensed therapist stay on with the agency, they can take advantage of the Colorado Health Service Corp and Public Service Loan Forgiveness programs for debt relief related to obtaining an advanced degree, which means CC can support students from their undergraduate training through licensure and loan forgiveness. For licensed therapists who wish to become clinical supervisors, CC covers 45 hours of training and a stipend to incentivize and retain those skilled clinicians who are willing to take on the added responsibility and liability associated with mentoring new clinicians.

Describe any significant collaborations and efforts with other organizations to enhance your results.

(250 word limit)

CC has historically accepted student therapists from a variety of programs, most recently Adams State University, Colorado Christian University, and Indiana University. This year CC developed a new Memorandum of Understanding with the Master of Social Work Program at the University of Denver programs in Glenwood Springs and online. CC has also worked to establish a partnership with the new Master of Social Work program at Colorado Mesa University (CMU), which plans to have their first class of students in the fall of 2025. CC is excited to support the work of these new partnerships as they aim to recruit and engage increasingly diverse students.

New this year, CC will host a CMU undergraduate student who is a native Spanish-speaker with a double major in Spanish and Psychology, to pursue a Diversity, Equity, and Inclusivity (DEI) project aimed at reducing mental health stigma and increasing accessibility to mental health care for Spanish-speaking communities. The hope is that by nurturing individuals pursuing their undergraduate degrees in psychology, the agency can then support them through their training experiences during their master level work.

The intended outcome for this grant is to expand the healthcare workforce in Western Colorado. Please estimate the number of participants in each of the outcome measures below:

Number of participants from the target population you expect, during this grant period, to **BEGIN** a certification, degree, training, or clinical supervision program with these funds: 5

Number of participants from the target population you expect, during this grant period, to **COMPLETE** the certification, degree, training, or clinical supervision program: 5

Number of participants from the target population you expect to be **EMPLOYED in healthcare positions in Western Colorado** upon completion of the certification, degree, training, or clinical supervision program: 5

Will your organization directly employ any of these participants in healthcare positions? *(Select yes/no)*
yes

(If you answer 'yes,' you will be asked the following three questions. If your answer is 'no,' you will skip to the Financial Information section)

- **Estimate the number of participants you will employ:** 4
- **Estimate the % increase in the number of patients/client visits at your organization as a result of employment:** 50%

How did you arrive at that estimate? We currently have 8 therapists, adding 4 more FT therapists will expand the patient slots by 50%

- **Estimated % reduction in unfilled healthcare positions at your organization as a result of employment:** 100%

How did you arrive at that estimate? We've budgeted for 4 FTE therapists, hiring these 4 trainees will take us to capacity.

FINANCIAL INFORMATION

What is your current or proposed PROGRAM budget amount (expenses)?

\$65,000

What is your current ORGANIZATIONAL budget amount (expenses)?

\$1,959,559

As of your organization's most recent financial statement, how many months of operations can be covered with available cash? This is the amount of cash and liquid investments that an agency has on hand that are not designated for specific purposes by the terms of government contracts, foundation grants or individual donor intent. Please include Board Designated Reserves. $(\text{Cash} + \text{savings} + \text{liquid investments}) \div (\text{total expenses} \div \text{by } 12)$. *Why do we ask this? We want to understand the stability of your organization's funding sources and ability to respond to unexpected situations.*

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What is the level of your independent annual financial report? Select *audit, review, compilation, none* from dropdown.

Audit

When does your fiscal year end? (example: December 31, June 30)

June 30

Clarifying comments regarding financial information, if any:

We do a full audit every three years, a review in the other two.

FINANCIAL ATTACHMENTS

The following attachments must be uploaded. **IMPORTANT:** You cannot upload documents that have a password on them. You will need to remove the password and then upload the document. If you don't know the password, you can go to <https://smallpdf.com/unlock-pdf> and have it removed.

Current or proposed Budget (both REVENUE and EXPENSES) for the PROGRAM described in this grant. *(select file to upload)*

Most recent budget-to-actuals for the ORGANIZATION. Provide what you would typically share with your Board. * If you are a **govt/school/tribe/public entity**, please only provide information for the department submitting this request, not for the entire organization. *(select file to upload)*

Most recent balance sheet for the ORGANIZATION. Provide what you would typically share with your Board. *If you are a **govt/school/tribe/public entity**, please only provide information for the department submitting this request, not for the entire organization. *(select file to upload)*

Most recent IRS Form 990. (We are asking you to provide this because the IRS is still behind on uploading returns to their website.) *If you are not required to file a 990, please upload a document stating why. *(select file to upload)*

PROGRESS REPORT

Was your organization funded in the previous WFD cycle? *(Select yes/no)*

yes

(If you answer 'yes,' you will be asked to fill out the progress report below for participants year-to-date. If you answer 'no,' you will automatically skip to the end of the application.)

To date, how many people PARTICIPATED in a certification, degree, training, or clinical supervision program with these funds?

5

How many participants are ON TRACK or have COMPLETED their certification/degree/licensure?

4

What certifications/degrees/licensures are participants pursuing and what is their progress to date?

Two participants are pursuing Master of Social Work degrees and are on track to graduate in 2026; two are pursuing MS in Clinical Mental Health Counseling and will graduate in May 2025.

Please provide the following information for these program participants:

INCOME

4 # Living with Low Income

0 # Living with Sufficient Income

0 # Unknown/Not Reported

4 *(This field will auto-calculate and should equal the total # of participants stated above.)*

Additional comments regarding this Progress Report, if any (250-word limit):

Our 5th trainee moved early in the year when his wife accepted a job out of state.

Digital Signature: Wit d'Chat

Date Completed: 3.6.25