



FINANCIAL INFORMATION

Job Readiness Program Budget & Narrative

UNAUDITED PROGRAM PLANNING DRAFT. This is a planning model for Energe Foundation's initial Job Readiness Program, not a guaranteed budget, awarded grant, or commitment. Tailor to each grant period and eligible-cost rules.

This program budget assumes a scalable annual delivery model rather than a guaranteed number of cohorts. The Foundation may launch with fewer cohorts and expand only as funding, staffing, facilities, participant demand, and quality controls permit.

Program Budget

Budget Item	Amount
Program Manager allocation	\$45,000
Facilitator / instructor pool	\$45,000
Executive Director program oversight	\$18,000
Payroll taxes / benefits allocation	\$20,000
Facility / classroom	\$24,000
Technology / devices / software	\$15,000
Curriculum / training supplies	\$7,000
Participant support	\$10,000
Background checks / credentials	\$4,000
Recruitment / outreach	\$4,000
Evaluation / data	\$3,000
TOTAL	\$195,000

Program Model

- Five-week job-readiness program, three instructional evenings per week.
- Participants age 16+, with a parent/guardian workflow for minors.
- Small cohorts; current planning materials contemplate approximately 15 participants initially, with potential scaling toward 25.

- Digital literacy integrated with workplace readiness, applications, employment paperwork, professional communication, benefits/paycheck literacy, resumes, and interviews.
- Practical assessments and established completion standards; certificates are not based on attendance alone.
- Employer, HR, and community professionals may participate in guest instruction or final panels when available.

Cost Controls

- Use digital materials where practical to reduce recurring print costs.
- Use part-time/contract facilitators strategically rather than overstaffing before enrollment is established.
- Scale cohort count to funding and verified demand.
- Require written eligibility and approval procedures for participant assistance.
- Track restricted grant costs by program and funding source.

Annual planning model; not a grant request unless explicitly adopted for a specific proposal.