# Kansas Office of Apprenticeship State Grant

## Application Guidelines

**Opening Date: September 18, 2026**

**Announcement Dinner Bell Call: September 9, 2026**

**Deadline: October 23, 2026 11:59 PM**

KANSAS
COMMERCE

# Kansas Office of Apprenticeship State Grant

## Overview

The Kansas Department of Commerce and the Kansas Office of Registered Apprenticeship are committed to meeting Kansas' high-wage, high-demand workforce needs by expanding Registered Apprenticeship programs. This grant provides direct operational support to meet that vision and to grow new and existing programs—such as business support, marketing, and training equipment—to help them grow, expand services, and reach more Kansans.

## Purpose

The KOA State Grant helps new and existing Registered Apprenticeship Programs grow in high-wage and high-demand industries by reducing barriers and making it easier for employers of all sizes to partner with multi-employer intermediaries. Funding supports program expansion, increased Registered Apprenticeship enrollment, and promoting Registered Apprenticeship opportunities for youth.

## Goals

- Support expansion of Registered Apprenticeship programs in Kansas.
- Increase statewide Registered Apprenticeship enrollment by at least 5% year over year. (Target for total grant is 215 new apprentices).
- Grow Registered Apprenticeship in only high-wage, high-demand occupations starting at $15.00 an hour.
- Expand youth Registered Apprenticeship engagement by:
    - registering at least two apprentices ages 16-17 per award; or,
    - completing four qualifying K–12/community engagement activities and developing a strategic plan to increase Registered Apprenticeship outreach to youth ages 16–17.

## Eligible Applicants

- Applicants must possess a RAPIDS number beginning with "KS" or commit to registering a Kansas Registered Apprenticeship Program in accordance with 29 CFR Part 29 within three (3) months of award execution.
    - Under federal Registered Apprenticeship regulations in 29 CFR Parts 29, a multi-employer intermediary may include a wide range of entities that sponsor, administer, coordinate, or support Registered Apprenticeship programs on behalf of multiple employers. This can include but is not limited to: single employer sponsors or multi-employer intermediaries which can consist of unions, non-profit organizations, K-12 and Career and Technical Education partners, government entities, tribal partners, workforce development boards, community and technical colleges, chambers and more.
- Applicants must have a business plan to engage existing or potential new employers or potential new apprentices in high-wage and high-demand occupations (definition below).

- Applicants must have a state of Kansas address and actively conducting business within the state of Kansas.
- Applicants must be in good standing with the State of Kansas Department of Revenue and the Kansas Office of Registered Apprenticeship.

## Ineligible Applicants

- Businesses or entities not willing to register with the Kansas Office of Registered Apprenticeship.
- Businesses are not in good standing with the Kansas Department of Revenue and/or Kansas Office of Registered Apprenticeship.
- Businesses that do not have a Kansas based address nor conduct business in Kansas.

## Timeline

Grant Announcement: September 18, 2026
Application Period: September 18, 2026
Submission Deadline: October 23, 2026 at 11:59 PM
Award Notification: As early as November.
Informational/Grant Application Webinar: October 1st, 2026 at 1:30pm

LinkMicrosoft Teams Meeting Link

## Application Procedures

- Online application link can be found here: https://www.kansascommerce.gov/workforce/kansasregisteredapprenticeship/registered-apprenticeship-guidelines-application/
- Questions should be directed to Shonda Anderson at apprenticeship@ks.gov
- Applications that are incomplete or missing documentation will not be reviewed for rating or considered for funding.

## Estimated Time to Complete Application: 90 minutes

## Funding Availability

- Total Funding Available: $400,000
- Minimum Award Amount: $60,000
- Maximum Award Amount: $100,000
- Expected Number of Awards: 4-6
- Period of Performance: Twelve (12) months

The Kansas Department of Commerce expects to announce selected grantees as early as November 2026. If selected, you may only incur eligible expenditures after the grant contract agreement is fully executed, and the period of performance date has started. All state funds are dependent on state appropriations and federal funds dependent on federal appropriations.

## Eligible Projects

- Initiatives that increase the number of Registered Apprentices in Kansas through the expansion or the development of multi-employer intermediaries or single employer program sponsors.
    - New programs must register a minimum of five Registered Apprentices within twelve months of being awarded.
    - Current programs must increase Registered Apprenticeship enrollment by at least 5% year over year in high-wage, high-demand occupations.
    - Projects can also expand youth Registered Apprenticeship engagement by registering at least two youth apprentices or completing four K–12/community engagement activities, while developing a strategic plan to increase Registered Apprenticeship outreach for ages 16–17. This is also referred to as "youth Registered Apprenticeship" and explained in the Youth Apprenticeship Kansas Insurance Commission Letter here: https://youth.ksapprenticeship.org/wp-content/uploads/2024/10/Kansas-Youth-Apprenticeship.2024.pdf

## Eligible Program Costs

- Total or partial cost of a business support specialists (FTE)
- Marketing costs
- Training equipment
- Related technical instruction (organized and systematic form of instruction as defined in 29 CFR 29.2)
- Other contracted services
- Administrative costs
- Mentor stipends

## Ineligible Program Costs

Grant funds cannot be used for apprentice's wages or indirect costs.

## Match Requirement

A 1:1 match is required for this grant. The organization must provide match equal to 100% of the total grant award. The required match may be provided entirely through cash, entirely through eligible in-kind contributions, or through any combination of cash and eligible in-kind contributions. Eligible match may include regular operational expenses directly related to the Registered Apprenticeship program, including but not limited to staff salaries and wages, apprentice wages, and other allowable business expenses necessary for program operations. All match, including cash and in-kind contributions, must be stated in the budget.

## Funding Priorities

Priority will be given to proposals that register at least two individuals ages 16–17 into a Registered Apprenticeship program and/or create meaningful engagement with K-12 education, Career and Technical Education (CTE), and youth-serving organizations to expand awareness, access, and promotion of Registered Apprenticeship opportunities.

## Authority

The Kansas Office of Registered Apprenticeship is recognized by the U.S. Department of Labor, Office of Apprenticeship Training, Employer and Labor Services under 29 CFR 29.2 as well as governed by K.S.A. 44-661 and 44-662.

This funding is budgeted by the Kansas Office of Registered Apprenticeship through authorized funds in the Kansas Omnibus Appropriations Bill and the United States Department of Labor State Apprenticeship State Formula Round 4 Grant Program authorized through the Full-Year Continuing 3 Appropriations and Extensions Act, 2025, Division A, Title IX (Public Law 119-4) as seen in TEGL 08-25.

## Definitions

**High-Wage, High-Demand Jobs:** Jobs with starting wages of $15 per hour or more with wage progression and strong current employment and expected job growth.

**Registered Apprenticeships:** Industry-driven, high-wage, high-demand training system where employers can develop and prepare their future workforce, and individuals ages 16+ can obtain paid work experience, classroom instruction, and industry-issued, nationally recognized credentials as defined in 29 CFR 29.

**Multi-Employer Intermediary:** Entities with the ability to convene Registered Apprenticeship programs in the region or industry sector and assume full responsibility for the administration and operation of the Registered Apprenticeship program. Multi-Employer Intermediaries offer a concierge service for businesses and they're responsible for collection and maintenance of

required documentation from participating employers. Examples can include community colleges, technical colleges, universities, workforce boards, chambers, union/associations, non-profits, etc.

**Single Employer Sponsor**: An employer that will assume full responsibility for administration and operation of the Registered Apprenticeship program including paperwork, related technical instruction (RTI), on-the-job training (OJT), mentor, wage and credentials. Examples can include a business, union/association, community colleges, technical colleges, state departments, universities, workforce boards, chambers, etc.

**Youth Apprenticeship**: Youth Registered Apprenticeship (YRA) is a strategic workforce investment that allows employers in Kansas to engage enrolled high school students, typically ages 16–18, in paid, part-time, work-based learning (about 3–18 hours per week) while they earn high school credit, postsecondary credit, and job-specific skills aligned to employer needs, creating a direct pipeline into full-time Registered Apprenticeship upon graduation. Importantly, Kansas employers may legally hire apprentices under the age of 18, and these youth apprentices are covered under the employer's workers' compensation insurance when properly enrolled in a Registered Apprenticeship program, helping ensure employers can safely and confidently build early talent pipelines without added liability concerns. For detailed information and the legal and workers compensation opportunities, visit the Kansas Youth Apprenticeship site: https://youth.ksapprenticeship.org/.

**K-12 Partner**: A public, private, charter, tribal, or accredited elementary or secondary school entity serving students in kindergarten through grade 12.

**Career and Technical Education (CTE) and Perkins Partner**: An eligible secondary or postsecondary institution, consortium, or organization participating in or supporting programs authorized under the Carl D. Perkins Career and Technical Education Act ("Perkins V"), which provides organized educational activities that develop academic, technical, and employability skills aligned to career pathways and workforce needs.

**Youth Serving Organization**: A nonprofit, community-based, governmental, tribal, or faith-based organization that primarily provides educational, developmental, mentoring, leadership, workforce, recreational, or supportive services to youth and young adults. Examples include organizations such as Boys & Girls Clubs of America, 4-H, YMCA, and similar entities.

**Release of Information:** Information submitted to the Kansas Department of Commerce relating to the application may be subject to the Open Records Law (K.S.A. 45-215 et seq.).

## Application and Submission Instructions

### Application Content

Please follow the online application within the portal as written. The application includes the overall narrative, budget and other relevant information necessary to effectively award the applications. Please note that your answers are included in the memorandum of understanding for the grant should you be awarded.

### Required Attachments

Attachments and support materials must be uploaded into the application through the Kansas Department of Commerce Grant Portal. Attachments and support materials will not be accepted by any other method. Required attachments are required for eligibility. The required attachments are:

1. A signed copy of the State Policy Regarding Sexual Harassment Acknowledgment Form. Blank form is available here.
2. A signed copy of the Anti-Boycott of Israel form.
3. A signed copy of the Office of Procurement Contract Policy on Covered Technologies form.
4. Tax clearance certificate from Kansas Department of Revenue.
5. A Screenshot of Good Standing Status from the Kansas Secretary of State website.

### Instructions

Applications are required to be submitted through the Kansas Department of Commerce Grant portal. A link to the application can be found here:

### Late Applications

To maintain a fair application process, the Kansas Department of Commerce will not accept applications after 11:59 PM Central Time on October 23, 2026.

For emergency circumstances please contact Shonda Anderson, apprenticeship@ks.gov to discuss any extenuating circumstances that led to late submission.

## Application Review Information

Kansas Commerce strives to review grants through an objective and unbiased process. Grants will be reviewed based on rubric criteria by a panel.

| VALUE | DESCRIPTION | SCORE |
|---|---|---|
| **EXEMPLARY** | Clearly explains the project and its significant public value, justifying the allocation of financial support from the State of Kansas. | 90-100 |
| **MEETS EXPECTATIONS** | Satisfactorily explains the project and its public value, justifying the allocation of financial support from the State of Kansas. | 70-89 |

| | | |
|---|---|---|
| **NEEDS IMPROVEMENT** | Does not sufficiently explain the project or its public value; does not warrant the allocation of financial support from the State of Kansas. | 30-49 |
| **INSUFFICIENT EVIDENCE** | Provides an incomplete and/or inadequate explanation of the project or its public value. The information is confusing, not very clear, and/or doesn't give enough details. Does not warrant funding from the State of Kansas. | 0-29 |

## Rubric

Grants will be reviewed and scored based on the rubric available in the application package.

## Scoring

The maximum number of points an application can earn is 100. Reviewers will individually score each application or each section that is assigned to them. A scoring rubric will be published with the grant opportunity and on the grant webpage. Funding priority criteria may be allocated a higher percentage of the total score or weighted more.

Applications must earn enough points for their application to fall under “Meets Expectations”, “Exceeds Expectations”, or “Exemplary” to be recommended for funding. Meeting one of these values does not guarantee funding for a project.

## Selection Criteria

Kansas Commerce will announce the amount of funds available for the Kansas Office of Apprenticeship State Grants, subject to funding availability. All grant applications approved by the Department of Commerce will be funded according to the process set forth in the following:

All applications received by the deadline will be reviewed for eligibility and threshold criteria, as outlined in the guidelines. Eligible applications will then be reviewed and rated according to the established rubric and scoring matrix.

Kansas Department of Commerce may determine which grant applicants will receive state grant funds based on a number of factors, including:

- Grant reviewer scores
- Geographic distribution of grant applicants
- Services to specified populations
- History of grant applicant as a state grantee
- Applicant’s capacity to perform the work
- Pre-award capacity assessment of the applicant

All awards must be approved by the Secretary of Commerce.

## Award Notification

Kansas Commerce strives to notify applicants of awards as early as November 2026. Applicants will be emailed with their award letter.

## Grant Provisions

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking or traffic violations
- Out-of-state transportation and travel expenses. Kansas will be considered the home state for determining whether travel is out of state.
- Apprentice wages
- Business conducted outside of the State of Kansas

### Grant Performance Expectations

In addition to Applicant Eligibility, all grantees are expected to:

1. Complete all proposal activities within the grant period.
2. Include only allowable expenses in the proposal budget.
3. Comply with all grant administration requirements:
    - Provide the required information for grant award agreement
    - Sign and return the grant award agreement to Commerce within 30 calendar days of receipt.
    - Request approval for any changes to the grant award agreement.
    - Complete a final report no later than twelve months after grant is awarded.
    - Maintain complete and accurate grant records, including all documentation, for a minimum of three years after the end of the grant period.
    - Comply with the requirements of the State of Kansas Policy Against Sexual Harassment, Discrimination, and Retaliation established by Executive Order 18-04.
    - Use the appropriate credit line or approved logo to acknowledge grant funding in all publications. See grant contract for credit requirements.

### Accountability and Reporting

Awardees will be required to complete quarterly narrative reports that are due approximately three weeks after the end of the quarter through the agency's online grant management portal.

Due dates for quarterly narrative reporting will be the schedule as follows:

(January 1 – March 31) report due April 16, 2027 at 12 pm

(April 1 – June 30) report due July 16, 2027 at 12 pm

(July 1 – September 30) report due October 15, 2027 at 12 pm

## Grant Payments

This grant will be paid on a monthly cost reimbursement basis. For processing, all completed expenditure forms must be emailed by the 20th of every month to apprenticeship@ks.gov. Further details and forms can be found on the Kansas Office of Registered Apprenticeship website here.

## Release of information

Information submitted to the Kansas Department of Commerce relating to the application may be subject to the Open Records Law (K.S.A. 45-215 et seq.). Confidentiality will not be guaranteed.

## Contact Information

For more information about this grant, please contact:

**Shonda Anderson,** Director
Kansas Office of Registered Apprenticeship
Docking State Office Building
915 S.W. Harrison St., Suite 250
Topeka, KS 66603-3938
Email: apprenticeship@ks.gov
Phone: (785) 296-4161