



Request for Proposals (RFP) Green Jobs & Climate Careers Engagement Pilot Program for High School Students (Summer & Fall 2025)

Motivation and Program Description

The workforce is changing rapidly, especially in fields responding to the climate crisis. Green jobs—spanning industries such as clean technology, sustainable design, engineering, energy, and environmental justice—are growing at a pace that outstrips overall national employment. Yet, too many high school students, particularly those from historically underserved communities, remain disconnected from these emerging opportunities due to a lack of mentorship, hands-on learning, and exposure to viable career pathways.

To help address these inequities and prepare youth for meaningful engagement in the climate space, the **California Center for Climate Change Education at West Los Angeles College** invites proposals for a Green Jobs and Climate Careers Engagement Pilot Program. The Climate Center is a hub for innovation and collaboration, advancing climate resilience and sustainability through workforce development, public education, and community-centered programming.

This RFP seeks proposals for three program components:

1. **Two Summer 2025 Camps** (July–August) targeting a total of 80 students in grades 8–9 and 10–11. Camps may be fully in-person (on the WLAC campus), fully online, or hybrid. Proposals must describe:
 - Number and format of sessions
 - Total instructional hours
 - Key content to be covered
 - Justification for the proposed structure
2. **Fall 2025 Virtual Internship Program**, designed to serve 50 high school students to explore careers in climate solutions, environmental justice, green tech, and

sustainability innovation. The internship must emphasize career exposure, leadership development, and mentorship.

3. **Recruitment Strategy**, aligned with the Climate Center’s deep commitment to diversity, equity, and inclusion (DEI), to attract a broad range of high school participants across all three components.

Proposals should incorporate creative, student-centered, and innovative approaches to education, and should include an overview of the applicant’s prior experience in environmental and climate education—particularly programs serving high school students in the Los Angeles region.

The maximum budget for all three components is **\$45,000**, inclusive of all program costs, except physical space for any in-person sessions (space will be provided by West Los Angeles College).

Eligibility and Requirements

Applicants must meet the following criteria:

- Be a nonprofit organization, community-based organization, or individual consultant with demonstrated experience in climate or environmental education
- Have prior experience working with high school-aged youth in the Los Angeles region
- Be legally authorized to receive and manage grant funds in the United States
- Demonstrate the capacity to implement the proposed program components by Summer and Fall 2025
- Be able to comply with standard financial and programmatic reporting requirements

Proposal Format and Submission Instructions

All proposals must be submitted electronically to: **Jo Tavares, Director**
California Center for Climate Change Education at West Los Angeles College
Email: tavarej@wlaac.edu

Proposals should include the following sections:

1. **Project Design and Methodology**
 - Detailed program components for summer camps and fall internship
 - Instructional approach and key learning outcomes
 - Partnerships or collaborators (if applicable)
2. **Timeline**
 - Milestones from planning through implementation and wrap-up

3. **Budget Breakdown**
 - Total budget requested and justification for costs
 - Include costs for staffing, materials, software, guest speakers, etc.
 4. **Staffing Plan and Bios**
 - Names, roles, and relevant experience of all key personnel
 5. **DEI Strategy**
 - Explanation of how diversity, equity, and inclusion will be embedded in recruitment, instruction, and student support
 6. **Post-Implementation Evaluation Strategy**
 - Plan to assess outcomes, student engagement, and overall program impact
 7. **Applicant Experience (1-page)**
 - Summary of prior achievements and experience in environmental and climate education, particularly with high school students in the LA region
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Evaluation Criteria

Proposals will be evaluated based on the following:

- Alignment with program goals
 - Innovation and creativity in design
 - Experience and qualifications of applicant
 - Clarity and feasibility of timeline and structure
 - Strength of DEI and recruitment strategy
 - Cost-effectiveness and clarity of budget
 - Plan for evaluation and outcomes measurement
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Timeline

- **RFP Release Date:** April 11, 2025
 - **Proposal Deadline:** May 1, 2025
 - **Program Implementation:** July- August of 2025 (Summer Camps, and Fall Internships Design and Prep), September-December 2025 (Fall Internships Implementation)
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Funding and Reporting Requirements

Awardees will receive funding in installments tied to program milestones. Grantees will be required to:

- Submit mid-project and final reports, including participant data and outcome metrics
 - Provide documentation of expenditures upon request
 - Participate in post-program debrief with the Climate Center team
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Contact for Questions

Please direct any questions about this RFP to: **Jo Tavares**
Director, California Center for Climate Change Education
Email: tavarej@wlaac.edu