

2018

# Trimmer Construction Education Fund

GRANT APPLICATION  
ASSOCIATED BUILDERS AND CONTRACTORS, INC.

LISA NARDONE | 440 First Street NW, Suite 200, Washington, D.C. 20001



### **Funding Mission**

To promote a safe, skilled, sustainable, and diverse workforce by providing funding for the direct support of training initiatives/programs or the expansion of a training facility that promotes careers within the construction industry.

### **Eligibility Requirements**

In order to be eligible to receive funding from the Trimmer Construction Education Fund (TCEF), all of the following criteria must be met:

1. The applicant and/or its organization must support training for the merit shop construction philosophy. ABC Chapters, ABC Chapter Affiliates, and ABC Members must be in good standing.
2. The applicant and/or its organization must demonstrate an equal financial buy-in from sources other than TCEF. TCEF will not accept proposals where it is a sole-source funder.

### **Conditions and Obligations of Funding**

1. TCEF accepts multi-year funding requests on a case-by-case basis.
2. Financial assistance will not be provided under any circumstances for costs that have already been incurred at the time an application is received by TCEF.
3. Applicant overhead expenses, staff expenses, travel, etc. will not be funded or reimbursed.
4. Funding for actions beyond those authorized in the Funding Agreement must be separately approved in advance by TCEF and nothing in the process of approving a specific request is to be taken as a guarantee that further support of later stages will be authorized.
5. Upon applying for a grant from TCEF, applicants understand the terms of commitment will include an in-depth accounting of the organization's activities and financial contributions.
6. Applicants may only apply for funding once a year. For example - if you apply for funding in February, you are not eligible to apply again until the following February.
7. The Trustees of the Trimmer Construction Education Fund meet periodically to consider funding requests. At each meeting, they evaluate all funding requests that have been submitted by the due date for such submissions. They may decide to provide funding, table a request for more information, or reject a request.

### **Current Deadlines – February 1, May 1, October 1**

Deadlines are subject to change at the discretion of the Trustees.

8. If the Trustees elect to provide funding, it will be in an amount and upon such terms as the Trustees, in their judgment, deem appropriate. If the Trustees table a matter for more information, the applicant will be contacted by the ABC staff liaison for TCEF with a request for clarification or additional information.

9. Applicants must be in attendance, in person, at the meeting where their application is being discussed. The applicant must give a brief presentation to the Trustees highlighting their request.

### **Notification**

No grant may be verbally authorized by anyone and no grant is official until accepted and signed by all parties to the matter. Applicants will be notified of the status of their application, in writing, three (3) weeks after the trustee meeting.

### **Completed Applications**

It is the responsibility of the applicant to assure that the completed application is received by TCEF by 5 p.m. (EST/EDT) on the due date. Please e-mail your application with attachments, in one PDF document, to [nardone@abc.org](mailto:nardone@abc.org). Incomplete or non-electronic submissions will be not accepted.

### **Questions**

Please contact Lisa Nardone at (202) 595-1864 or [nardone@abc.org](mailto:nardone@abc.org), if you have any questions about this application or the overall TCEF grant process.

Instructions: The application should consist of a cover letter, proposal narrative, and attachments. It is the responsibility of the applicant to provide the required information to TCEF. Funding requests that do not provide the above information will not be considered.

## **I. Cover Letter (maximum of 1 page)**

Include a cover letter on letterhead that contains the following information:

1. Briefly explain the purpose of the request and the dollar amount requested.
2. Explain how your proposal fits with TCEF's mission and grant making interests.
3. Provide the contact person's name, title, daytime telephone number, e-mail address, and fax number.
4. For new programs, the cover letter must be signed by the applicant's CEO and Chairman of the Board to demonstrate approval of the request. For convenience, you may submit two letters signed separately. For ongoing programs, you may include a statement in the body of the cover letter that indicates the Board has authorized the executive to seek the funding requested.

## **II. Proposal Narrative (maximum of 3 pages)**

The following outline is a guide to the information to be provided in the proposal narrative.

- A. Purpose of Request and Anticipated Results

1. State the issue or need to be addressed, describe the size and/or severity of the issue or need, and explain the evidence regarding this issue or need.
2. Describe the program or project. For new programs, describe how the program model was developed. For ongoing programs, describe the program's track record.
3. Discuss the anticipated results for the request. Explain how the activities directly address the issue or need and support achievement of these results.
4. Indicate what data will be collected to measure and demonstrate success.
5. Provide a detailed timeline for implementing the request.

#### B. Capacity

1. Describe the applicant's ability to implement the request or explain the applicant's limitations that funding will address. Include information on the following, as applicable to the request:
2. Explain how this proposal relates to the applicant's mission, goals and/or strategic plan, and other activities planned for this year.
3. Describe how the request will enable the applicant to address current limitations or improve its ability to meet program goals.
4. Describe the structure and board/staff responsibilities. List the names, qualifications, and number of years in their position for key staff and/or volunteers relevant to the current request.

### III. **Attachments**

The following attachments are required:

#### A. Finances

1. Please provide your organization's budget for current year, a balance sheet, and an income statement.
2. Please provide your proposed program budget that includes income, expenses, and pending sources of support. A sample budget is attached.
3. If applicable, provide a short narrative that explains anticipated sources of support, planned fundraising campaigns / events, significant changes in the operating budget, or other financial line items that may be unclear.

#### A. Optional

1. Include letters of support, recent newspaper/magazine articles, awards, accreditations, etc. that relate to the request. Please use discretion in limiting additional attachments.

### Project Budget ---- Current Request

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, you may submit them in their original forms. Attach a narrative explaining the budget, if necessary.

PROJECT INCOME	
FISCAL YEAR	

<u>Source</u>	<u>Amount Committed</u>	<u>Amount Pending*</u>
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*Support*

Government grants	\$	\$
Foundations	\$	\$
Corporations	\$	\$
Individual contributions	\$	\$
Fundraising events and products	\$	\$
Membership income	\$	\$
In-kind support	\$	\$
Investment income	\$	\$

*Revenue*

Earned income	\$	\$
Other (specify)	\$	\$

<b>Total Income</b>	\$	\$
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\*Note: Pending sources of support include those requests currently under consideration. Please indicate anticipated decision date.

#### PROJECT EXPENSES

Fiscal Year: \_\_\_\_\_

<u>Item</u>	<u>Amount</u>
Consultants and professional fees	\$
Equipment	\$
Supplies	\$
In-kind expenses	\$
Other (specify)	\$

<b>Total Expense</b>	\$
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<b>Difference (Income less Expense)</b>	\$
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