



TCEF

TRIMMER CONSTRUCTION EDUCATION FUND

GRANT APPLICATION
ASSOCIATED BUILDERS AND CONTRACTORS

HALEY MOYERS | 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 in 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, 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 if it is the sole-source funder.
3. The application must illustrate the chapter's commitment to workforce development and ABC member involvement. It must clearly define success and provide metrics that indicate the success.
4. Upon applying for TCEF funding, chapters understand the terms of commitment include an in-depth accounting of the chapter's activities and financial contributions prior to receiving any reimbursement.

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. Approving a specific request is not to be taken as a guarantee that additional funding will be authorized.
5. Upon applying for a grant from TCEF, applicants understand the terms of commitment include an in-depth accounting of the organization's activities and financial contributions/matching funds, and that proper back-up for all items purchased under the grant is required.
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.

Application Deadlines and Timeline

Applications are due the last business day of February, May and September by Noon EST.

Email your application with attachments in one PDF document to moyers@abc.org. Incomplete or non-electronic submissions will not be accepted.

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

7. If the committee elects to provide funding, it will be in an amount and on such terms as the members, in their judgment, deem appropriate. If the members table a matter to seek more information, the applicant will be contacted by the ABC TCEF staff liaison with a request for clarification or additional information.
8. Applicants (chapter staff member and a chapter board member) must attend the next TCEF meeting where the application will be discussed. The applicant must give a brief presentation highlighting the request. The chapter staff member and a chapter board member must be present for follow-up reporting at the request of TCEF. Applicants must agree to work with ABC National staff and *Construction Executive* staff to promote the project and TCEF. Applicants with successful outcomes also are expected to submit the project as a Best Practice immediately following completion of the grant.

Notification

No grant may be verbally authorized by anyone and no grant is official until accepted and signed by all parties. Applicants will be notified of the status of their application via email three weeks after a meeting.

Instructions

The application must include a cover letter, proposal narrative and attachments. 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 with the following information:

1. Briefly explain the purpose of the request and the dollar amount requested.
2. Explain how the proposal fits with TCEF's mission.
3. Provide the contact person's name, title, telephone number and email address.
4. The cover letter must be signed by the applicant's CEO and Chairman of the Board. (You may submit two letters signed separately.) For ongoing programs, include a statement in the body of the cover letter that indicates the board has authorized staff to seek funding.

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 and describe the 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 program's anticipated results. Explain how the activities directly address the

issue or need and support achievement of these results.

4. Describe the data that will be collected to measure and demonstrate success.
 - Demonstrate the chapter's commitment to workforce development and member involvement.
5. Provide a detailed timeline for implementing the request.

B. Capacity

1. Describe the applicant's ability to implement the program and explain the limitations that TCEF funding will address. Include information on the following:
 - Explain how this proposal relates to the applicant's mission, goals and/or strategic plan, and other activities planned for the year.
 - Describe how the request will enable the applicant to address current limitations and improve its ability to meet program goals.
 - 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. Provide the organization's current budget, a balance sheet and an income statement.
2. Provide 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.
4. Attach a list of the last three years of chapter Trimmer contributions.

A. Optional

1. Include letters of support, recent newspaper/magazine articles, awards, accreditations, etc., that relate to the request.

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 the 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)	\$	\$

Total Income	\$	\$
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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)	\$

Total Expense	\$
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Difference (Income less Expense)	\$
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GRANTEE Monthly Grant Report

As part of the grant agreement with the Trimmer Construction Education Fund (TCEF), you must provide a monthly report on the grant status. Limit the narrative to no more than two (2) pages. The report is due by 5:00 p.m. (EST/EDT) on the date in your grant agreement.

Please address your monthly report to:
Trimmer Construction Education Fund
Haley Moyers, moyers@abc.org

Narrative

1. Briefly summarize the purpose of the funding and the issue or need that was addressed as originally stated in the application.
2. State the progress made in accomplishing the monthly goals and benchmarks. Provide documentation as proof of reaching the outlined goals and benchmarks.
3. If you did not reach a particular goal or benchmark, please explain why not.
4. State any concerns or issues. What has staff done to address these concerns? List any lessons learned.
5. Did you collaborate with other organizations? If so, list the organization and their role in the project.

Financials

Please provide an updated financial statement for this grant including:

1. Proposed and actual expenses to date
 - a. Attach copies of all invoices and receipts for expenses incurred to date. (The reimbursement schedule is outlined in grant agreement.) Note: Any item deemed to fall outside of the grant scope will not be reimbursed.
2. Proposed and actual revenue to date
 - a. Attach a list of contributors with contribution amounts. For pending contributions, include expected payment date. Ensure that matching funds are properly documented to receive reimbursement.
3. With initial monthly grant reporting, provide board meeting minutes demonstrating that the board was given a copy of the final grant award agreement.

If applicable, provide a short narrative explaining significant variances or other unclear financial line items.