

Workforce Fund

Grant Guidelines & Application



Through the Workforce Fund Program, Central Florida Chapter Associated Builders and Contractors is proud to support the promotion of careers in construction and help build the commercial construction workforce by providing grants to local organizations.

Funding is evaluated through an application process which is further described below and may include a presentation to the Workforce Council. There is a limited amount of funding available for these purposes and therefore it is important to provide as much detail as possible as to the benefit of a program's services and for the need for a specific amount of funding. Understanding these funds are to support construction pre-workforce and construction workforce training programs, you are encouraged to describe how your request fits into one of these two categories. Additionally, it is important to explain all other aspects of your training program.

GUIDELINES

Before applying, please note:

- The grant cycle occurs twice annually. Cycle #1 begins February 1 and **the application deadline to apply is March 31.** Cycle #2 begins August 1 and **the application deadline to apply is September 31.**
- There are no minimum or maximum amounts for a grant request.
- The ABC Workforce Council, in its sole discretion, may recommend that the Central Florida Chapter ABC Board of Directors award all or part of the available funds to any applicant or combination of applicants. In the case of demonstrated need, that committee may also recommend additional funding to support the desired goals or to sustain a service initially funded by a grant. In the final evaluation and decision to award or not award grant monies, the decision of the Central Florida Chapter ABC Board of Directors is final.

In order to be considered:

- Organizations must submit an application
- Organizations may only submit one application per grant cycle
- Programs must be located in and serve the population of the ABC Central Florida Chapter charter area (Orange, Osceola, Seminole, Lake & Volusia Counties)

and all organizations must verify that they meet at least one of the following eligibility requirements:

- An organization holding a current tax-exempt status under Section 501(c)(3) training merit shop corporations
- Non-residential construction specific trades training programs
- Groups of employers planning to establish a 501(c)(3)
- Merit construction employer association-sponsored Workforce training 501(c)6
- Multiple employer groups starting a program which is or will eventually seek a registered program status for workforce trades training with the State of Florida
- Youth or pre-workforce training programs

The CFC ABC Workforce Fund does not fund:

- Single employer training programs, services that do not promote or support training programs
- Any program sponsored by organized labor or otherwise labeled a "joint" venture

Selection Process

All proposals are reviewed by the Workforce Council. CFC ABC Staff or Council member may contact applicants with questions and request more information before presenting a summary of each proposal and a funding recommendation to the Board of Directors.

Proposals are assessed based on:

- Their alignment with the Workforce Fund's priorities.
- The organization's capacity to carry out the expected activities.
- How effectively the proposed activities can address an expressed need in the community; and
- The likelihood of achieving measurable, positive impact.

Process

- The Workforce Council will review the application and make initial funding recommendations on all submitted requests to the CFC ABC Board of Directors
- The CFC ABC Board of Directors will decide on the amount awarded to each organization.
- Organizations will be notified of any decision via e-mail. All funding decisions are final.
- If an organization is approved, grant checks may be mailed directly to the recipient organization's address listed in the grant application or presented in person at a designated time and location.

APPLICATION

Instructions

When applying for a grant, a complete proposal includes a cover letter, proposal narrative, budget, and budget narrative, grant program results (if applicable), and attachments.

When applying for a grant request less than \$5,000, a complete proposal only requires a cover letter, proposal narrative and attachments.

Cover Letter

Provide a one-page cover letter on letterhead signed by the chief executive, or most senior program staff person responsible for the grant activity. The cover letter should include:

- Name of the organization and project (if applicable)
- Dollar amount requested
- Time period of the grant activity
- The purpose of the request
- Explain how your proposal fits with the ABC Workforce's mission and priorities
- Contact person's name, title, daytime telephone number, mailing address, and email address
- Note the type of organization or program as follows:
 - Non-residential construction specific trades training programs
 - 501(c)3 training merit shop corporations
 - Merit construction employer association-sponsored workforce training 501(c)6
 - Groups of employers planning to establish a 501(c)3
 - Multiple employer groups starting a program which is or will eventually seek a registered program status for workforce trades training with the State of Florida
 - Youth or pre-workforce training programs

Proposal Narrative

The proposal narrative provides an opportunity to describe your organization and what will be accomplished with grant funding. The narrative may vary in length, but four pages max preferred. Consider limiting Organizational Background to two paragraphs and provide greater detail in Purpose of Request.

A. Summary Heading

- Organization Name
- Amount Requested
- Activity Start/End Dates
- EIN/Federal Tax Number

B. Organizational Background

- State your mission.
- Summarize your organization’s history.
- Outline current programs and activities.
- If you work with a fiscal agent, or are an affiliate of another organization, describe the relationship.

C. Statement of Need

- Describe the size and severity of the need.

D. Purpose of Request (Please indicate which of these items are not applicable)

- Describe how things will be different if the project is successful and how you plan to get to that successful outcome.
- Identify the tasks you plan to complete that illustrate how the work will be accomplished.
- Name where the services are provided, including type of facilities or specific locations.
- For ongoing projects or programs, provide context about when activities will occur during the period of the grant, including frequency of activity and number of participants. For new projects, provide a timeline for implementation.
- Report your organization’s relationship to other similar community efforts and how you are cooperating with other agencies working in the field. If you have formal partnerships, describe the roles and responsibilities of any community partners with whom you are working.

E. Anticipated Results and Learning

- For general operating support requests, describe how your organization will assess its overall success and effectiveness during the grant period.
- Include specific output and outcome measures that you plan to collect, and how those measures will be used to determine if the organization or program/project was successful.
- Identify the tools you will use to evaluate your program and organization (records, surveys, interviews, pre- and post-tests, community feedback, etc.)
- Explain how you will incorporate changes (learned from the evaluations) to either improve your activities.
- If this is an existing activity, describe current methods of evaluation and provide data on past performance, including numbers served and client outcomes in the past year (or the most recent period for which data is available).
- If an external evaluation will be conducted, detail who is conducting the evaluation and their scope of work.

Budget and Budget Narrative

Your grant proposal must include a budget and budget narrative. The budget narrative explains the numbers in the budget in detail and what assumptions underlie the budget. All budgets, whether for general operating or project support, should include both revenue and expenses. The budget should be for the same time period as the activity for which you seek grant support.

See budget format requested on next page.

Attachments

Suggested for Workforce Grant:

- A copy of the organization’s current IRS determination letter (or the fiscal agent’s) indicating 501(c)(3) tax-exempt status, if applicable.
- List the board members, roles and affiliations, and the board’s total annual giving to the organization (percent contributing, and amount contributed).
- If this request includes partner organizations, provide a copy of a Memorandum of Understanding or a description of the roles and responsibilities for each organization that is signed by all parties.

Please mail or email all applications to: ABC Central Florida, 651 Danville Dr., Ste. 200, Orlando, FL 32825-6393
workforcegrants@abccentralflorida.org

Budget Format (Excel file available upon request)

[Title featuring name of the organization or specific activity]

Grant / Budget Period: _____

Requested Amount: _____

Sources of Support

Revenue Categories	Committed Funds	Pending Funds
Grants/Contract/Contributions		
Federal Government		
State Government		
Local Government		
Foundations (itemize on separate lines)		
Corporations (itemize on separate lines)		
Individuals		
Other (specify)		
Earned Income		
Tuition/Fees		
Events		
Publications/Products		
Other (specify)		
Membership Income		
In-Kind Support		
Other (specify)		
TOTAL		

Costs

Expense Categories	Description	Total
Personnel		
Fringe/Benefits		
Consultants and Professional Fees		
Contractual		
Travel		
Professional Development		
Equipment		
Supplies		
Rent/Facilities		
Utilities		
Postage		
Printing and copying		
Telephone		
Other (specify)		
TOTAL		

Budget Detail Example

Expense Categories	Description	Total
Personnel	<ul style="list-style-type: none"> ● Project Manager @35,000 annual salary x 10% of time on project = \$3,000 per year ● Outreach worker @ \$25,000 annual salary x 20% of time on project = \$5,000 	\$8,000
Fringe/Benefits	<ul style="list-style-type: none"> ● Project Manager 15% of salary (includes medical, dental, life insurance) = \$450 per year ● Outreach worker 10% of salary (includes medical, dental, life insurance) = \$500 	\$950
Consultants and Professional Fees		
Contractual	<ul style="list-style-type: none"> ● Bookkeeper \$10/hr. @ 3 hrs./week @ 52 weeks = \$1,560 ● Instructor \$25/hr. @ 6hrs./week @ 36 wks. = \$5,400 	\$6,960
Travel	<ul style="list-style-type: none"> ● Local mileage for PM for meetings: 25 miles @\$.50/mi. x 12 meetings = \$37.50 ● Local mileage for Outreach worker for community outreach efforts: 10 miles @ \$.50/mi. x 30 times x 12 months = \$1,800 	\$1837.50
Professional Development		
Equipment		
Supplies	<ul style="list-style-type: none"> ● 20 reams of copy paper @ 4 for outreach materials = \$80 ● Laptop computer for Outreach worker to work off-site on community \$1,500 ● Misc. supplies for staff \$1,500 	\$3,080
Rent/Facilities		
Utilities		
Postage	● Outreach materials Postage = \$1,250	\$1,250
Printing and copying	● Outreach materials printing = \$250	\$250
Telephone		
Other (specify)		
TOTAL		\$22,327.50

Grant Program Results Report

Prior grant recipients are required to submit a Results Report for the prior year grant as part of their current application. Applications will not be considered if a report has not been submitted for the previous grant. This grant report seeks information on what was accomplished, what was learned, and what should be done in the future. The information presented should refer to the original proposal or, if applicable, a letter of agreement.

A. Summary Heading

Organization Name:
Amount Requested:
Activity Start/End Dates:
Purpose of the Grant:

B. Results

- Summarize the results of meeting all stated goals, objectives and activities implemented. Include a thorough description of both program and evaluation objectives and activities.
- Provide a concise description of the program implemented, setting, data collection results, discussion of any evaluation findings, key accomplishments, and successes, and plans for sustainability.
- Highlight specific activities that contributed to success.
- Identify any unanticipated implementation challenges and how they were addressed.
- Include collaborations or partnerships with other organizations.
- Describe how the grant affected organizational capacity and sustainability, if applicable.

C. Lessons Learned

- Describe any lessons learned related to implementation, scope of activities, collaborative relationships, measuring impact, or other factors.
- Give specific advice to other nonprofits seeking to do similar work.

D. Future Plans

- Address programmatic, evaluative, or organizational changes that will be made based upon the lessons learned.
- Propose plans, if any, for continuing the work started by this grant.

E. Budget Report

- Provide a short narrative explaining significant variances or unclear budget line items.
- Identify additional funding received to support grant activities.
- Provide a budget report in the format submitted with the original proposal, including original revenue and expense projections and actual revenue and expenses with documentation/receipts showing actual purchases.

Optional

You may include press releases, recent newspaper/magazine articles, photographs, brochures, or other materials highlighting the grant-funded activities and accomplishments.

Please mail or email report to:
ABC Central Florida, 651 Danville Dr., Ste. 200, Orlando, FL 32825-6393
workforce@abccf.org