

Workforce Fund 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 that may include a presentation to the Workforce Funding Committee. 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; please describe how your request fits into one of these two categories. Additionally, it is important to explain all other aspects of your training program.

Examples may include opportunity to train new trades people, offer new training not previously part of a program, number of workforces or trainees which will be impacted, opportunity to assist with the start to a new training program, etc. In addition, if the program was previously awarded an ABC Workforce grant, documents are offered to detail the satisfactory results from that previous award or if there is matching or significant funding for other program services from private sources. Special consideration for any program that uses NCCER (www.nccer.org) which is a nationally certified program would be more favorably considered.

The ABC Workforce Funding Committee 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 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.

Please mail all applications to:

ABC Central Florida, Attn: Mark Wylie, 651 Danville Dr., Ste. 200, Orlando, FL 32825-6393.

Instructions

When applying for a grant, a complete proposal includes a cover letter, proposal narrative, budget and budget narrative, and attachments. You are strongly encouraged to refer to the [Workforce Fund Grant Guidelines](#) for detailed instructions, guidance, schedules, and tips. The Guide compliments the format outline below.

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
 - 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 will eventually seek a registered program status for Workforce trades training (seed programs)
 - Youth or pre-Workforce training programs
 - Curriculum and training program is or will be registered in Florida for Workforce

Note: Programs not eligible

- 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
- Programs located or providing services outside the ABC Central Florida Chapter charter area (for the purposes of this program Brevard County based programs are eligible for funding)

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.
- Provide the location and demographic information for the population benefiting.

D. Purpose of Request

- 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.
- Describe who will be served and how they will benefit, including age, race, ethnicity or other relevant characteristics.
- 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.
- Briefly describe who will get the work done – staff/volunteer descriptions. If specific expertise or credentials are needed, consider attaching staff biographies.
- 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.
- State the reasons your organization chose this approach to address the need. For new programs, describe how the program model was developed with supporting research or evidence of effectiveness of the model, if available. For ongoing activities describe your past success. Use an appendix, if necessary, for extra information such as detailed results of a program you are replicating.

Optional for Capital Campaigns: Capital campaign requests are designated for equipment, construction, renovation, or improvement of a property.

- Provide a case statement for the project that discusses the feasibility and cost of the capital campaign and its implications in relation to the organization’s ongoing operational expenses.
- Fundraising strategy. Specify prospects and the amounts committed or requested.
- List other fundraising opportunities.
- Indicate the board’s financial participation in the campaign (percent participating and amount contributed).
- Describe plans for funding the ongoing maintenance of the new capital project.
- Indicate if timing is a factor or a “window of opportunity” exists that impacts the success of the campaign.
- If applicable, summarize your most recent capital campaign including the campaign goal, amount raised, board contributions, and beginning and ending dates.

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.

F. Stewardship and Sustainability

- Indicate any specific plans for sharing lessons learned from your activities.
- Specify plans for financing the organization or project at the end of the grant period. List other financing sources or strategies that you are developing.
- Beyond financing, suggest what will be the long-lasting outcomes or mechanisms by which the change is sustained.

Budget and Budget Narrative

Your grant proposal must include a budget and budget narrative. The budget narrative explains the numbers in the budget 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.

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.

Budget Format

[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	Amount Requested	Total Expenses
Personnel		
Fringe/Benefits		
Consultants and Professional Fees		
Travel		
Professional Development		
Equipment		
Supplies		
Rent/Facilities		
Utilities		
Postage		
Printing and copying		
Telephone		
Other (specify)		
TOTAL		