



## **Texas Builders Foundation Construction Trades School Grant Application Guidelines**

### **AVAILABILITY OF FUNDS**

Not all construction trades program proposals received by the Texas Builders Foundation can be funded. The Foundation has limited funds, and only a few grants can be awarded. A decision not to fund a proposal does not necessarily reflect on the merits of the applicant or the value of the proposal. If a school is not awarded a grant, it may reapply the following year.

### **FOUNDATION PREFERENCES**

The Foundation's primary focus in awarding grants is to help establish new and further existing construction trades programs in Texas high schools and community colleges.

Schools may submit grant proposals that address an identifiable current need or demand for or by a construction trades training program in the community. This need or demand must be well-defined by the applicant.

The mission of the Texas Builders Foundation is to support and develop the future of Texas' construction workforce and facilitate the charitable activities of the residential construction industry. The Foundation's origin and history lead the Trustees to make construction trades training and related programs its highest priority.

### **GENERAL EXCLUSIONS**

The Foundation does not support:

- Grants to cover past operating deficits or debt retirement.
- Grants to individuals.
- A supplemental request for the same construction trades program for which the Foundation previously approved a grant.
- The Foundation will not award grants for fundraising events, for example the building of tiny homes to be auctioned to support existing construction trades programs.

### **APPLICATION PROCESS**

Applicants are asked to submit proposals at least three months prior to the time funds are needed, to provide staff the opportunity to adequately research the applicant and the proposal. Foundation staff will provide all grant requests to the Foundation's Scholarship Committee for review. The committee will then make recommendations to the Board of Trustees. The Scholarship Committee and the Board of Trustees will not entertain oral presentations from applicants.

Applicants that contact individual Trustees regarding a grant proposal will not be considered for a grant award.

After the grant review process, applicants will be informed in writing of the decision of the Trustees, usually within one month from the date the application is received at the Foundation's office.

Applicants whose proposals have been approved will receive a letter of agreement outlining the terms and conditions of the grant, including a schedule of grant payments. An authorized school official will sign and return the letter to the Foundation's office, thereby indicating acceptance of the terms and conditions set forth by the Foundation. The Foundation's Secretary/Treasurer will then sign the document, and a copy of the fully executed agreement will be provided to the grantee.

Neither Foundation staff or Trustees may discuss with applicants the reasons for declining a request, nor will they provide critiques of proposals.

## **EVALUATION CRITERIA**

The Foundation will look for the following in a proposal:

- The need for the proposed construction trades program.
- The quality of the construction trades program plan.
- The construction trades program's efficient use of funds.
- The existence of a collaborative network that would leverage and multiply the impact of the grant.
- The potential for success as defined by the objectives of the construction trades program.
- The probability of the construction trades program's continuance at the end of the grant period.
- The degree to which the Foundation's support would be vital to the proposed construction trades program's success.
- The impact on both the overall community and the construction trades program's target population.

## **GRANT APPLICATION**

The grant application should be divided into three parts:

1. Information about the School
2. Proposed Construction trades program Information
3. Supporting Information

In your proposal, please include the information requested below, in the order in which it is requested. Submit the information on 8" x 11" paper, 12 pt. font, one-sided, no staples. All materials submitted become the property of the Texas Builders Foundation and will not be returned to the applicant.

## **1. Information about the School**

- A. Mission and goal statement(s).
- B. History of school's existing construction trades program or detail of efforts to begin a new program.
- C. Organizational chart, that includes the authorized school official who will sign the letter of agreement should a grant be awarded to your school.
- D. Roster and contact information (phone numbers and email addresses) of program administrator(s) and instructor(s).

## **2. Proposed Construction Trades Program Information**

- A. Description of the construction trades program. For example, which trades will be trained and a course description(s).
- B. Number of students currently enrolled in the construction trades program or expected number of students in the first class of a new program.
- C. A statement validating the need for the construction trades program (if statistics or opinions are included, the source or reference should be cited).
- D. Description of target population and how they will be positively impacted.
- E. Geographic area of construction trades program.
- F. Timeline of action steps to accomplish goals and objectives of the program.
- G. Description of your evaluation process:
  - Expected results from the grant award.
  - Implementation schedule (see timeline above).
  - How your program will define and measure its success.
  - Other organizations contributing to the construction trades program and their roles (include contact names, email addresses and phone numbers).
  - Other local schools/organizations doing similar or related work, and your connection/interaction with them.
  - Main contact person for the construction trades program (name, title, mailing address, email address, phone number).
  - List of names, qualifications (resumes and job descriptions) of key staff and volunteers responsible for the construction trades program.
  - Long-term strategies for funding this construction trades program.

## **3. Supporting Information**

- A. Cover letter indicating school administration's full support of the construction trades program, signed by the highest ranking individual in administration with oversight over the program.
- B. Finances:
  - Income and expense budget of your construction trades program (the Foundation will fund only direct program costs).
  - Amounts and sources of income and/or in-kind donations for the program for each of the past three years. If the program is new, provide income and donations made to date.

- List amounts requested of other foundations, government entities, corporations and other funding sources to which this proposal has been submitted and their response to date.
- C. Letters of support (optional).
- D. Other relevant documentation.

## **FOUNDATION CONTACT**

For more information about the Texas Builders Foundation or completing a grant application, contact:

Chloe Almendarez  
Texas Builders Foundation  
313 East 12<sup>th</sup> Street, Suite 210  
Austin, Texas 78701  
(512) 476-6346  
chloe@texasbuilders.org  
TexasBuildersFoundation.org