

**STATE OF NEVADA  
COMMISSION ON CONSTRUCTION EDUCATION  
GRANT APPLICATION**

**Mission and Goals of the Commission on Construction Education:**

The mission of the State of Nevada Commission on Construction Education is to improve the quality and integrity of the construction industry by awarding grants to organizations with innovative, creative and cost-effective educational programs that will help attract and retain a highly qualified workforce.

- **Actively promote programs that introduce primary and secondary school students to the multitude of career options related to the construction industry. Educate both parents and students to the advantages of a career in the construction industry, including salary benefits and work fulfillment.**
- **Actively promote programs that teach business ethics; integrity; credibility and commitment to enhance the image of the construction industry.**
- **Actively promote programs that provide training and education to retain workers in the construction field.**
- **Monitor the results and control the quality of any program funded in part by the Commission.**
- **Ensure that grant awards do not replace other sources of funding.**
- **Improve employment opportunities by increasing participation in construction training and credentialing programs.**

**GENERAL INFORMATION AND REQUIREMENTS**

**APPLICATION SUBMISSION:**

- A Complete legible Application (1 copy) **must be received by April 1 or October 1**, or 30 days prior to any additional scheduled meeting date, preferably electronically, or by paper form.
- The application must include a completed and signed Application Cover Sheet (next page).
- Please limit responses to fit within the area provided in each section.
- Any additional attachments (excluding required financial information) must be limited to no more than one (1) 8 ½" x 11 page.
- If your submitted application is incomplete, the Commission on Construction Education will make an effort to notify the applicant in advance of the meeting.
- Eligible recipients must have a fiscal agent who is responsible for accounting services. The fiscal agent must sign the grant application.
- **A representative of the applicant must be in attendance at the commission meeting to answer any questions concerning the application.**

Submit applications to:

Commission on Construction Education  
C/O State Contractors Board  
5390 Kietzke Lane, Suite 102  
Reno NV 89511  
email: [cce@nscb.state.nv.us](mailto:cce@nscb.state.nv.us)

**COMMISSION ON CONSTRUCTION EDUCATION**

**APPLICATION COVER SHEET**

Name of Applicant: \_\_\_\_\_

Applicant is a:     School District     Charter School     Registered Apprenticeship Program  
 Licensed Private Postsecondary Educational Institution  
 Non-Profit Construction Trade Association     Other (Attach Explanation)

Program Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
*First Name      Last Name      Position      Phone Number*

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Application Submitted by: \_\_\_\_\_  
**(Name and Signature Must be Notarized)**

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

**FISCAL AGENT/ FISCAL MANAGER:** (Designated person responsible for receiving & managing funds)

\_\_\_\_\_  
*First Name      Last Name      Position      Phone Number*

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Approved by Fiscal Agent/  
Fiscal Manager \_\_\_\_\_  
**(Signature Must be Notarized)**

**Please note:** Should any portion of this grant application be awarded, the Commission will not commence procedures for funding the grant award until 30 days after the date of the meeting, provided no reconsideration requests are filed pursuant to Nevada Administrative Code (NAC) 624.840 (6).

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

**I. PROGRAM OVERVIEW AND FUNDING**

A. Provide an overview of the Program of Construction Education that will be supported by this grant request, and explain the Need for Grant Funding.

*If additional space is needed, you may attach an additional page.*

**II. DEMOGRAPHICS Identify** which of the following groups will benefit from this program.

- |  |   |
|--|---|
| <input type="checkbox"/> Elementary School Education     | <input type="checkbox"/> Secondary School Education   |
| <input type="checkbox"/> Post-Secondary School Education | <input type="checkbox"/> Military Veterans            |
| <input type="checkbox"/> Minorities:                     | <input type="checkbox"/> Current Construction Workers |

\*African Americans, Hispanics, Native Americans, Asian-Pacific, Subcontinent Asian Americans, Women

Anticipated **Number of Students** that will participate in the proposed program.....

Anticipated **Age Range of Students** that will participate in the proposed program.....

Anticipated **Cost Per Student** (Based on all funding sources).....

### III. GOALS AND OBJECTIVES

A. Describe the Goals and Objectives of the Program and its Strategies to:

- Support education and training programs that attract and retain workers in the construction industry.
- Promote educational programs that teach youth and their guardians about the opportunities and advantages of a career in the construction industry, including earning potential and work fulfillment.
- Continue the program on its own after initial funding.

**III. (cont.)**

**B. List Specific Activities That Will Be Funded By The Grant to Reach the Program's Goals & Objectives:**

<i>Activity #</i>	<i>Description of Activity</i>	<i>Desired Outcome</i>	<i>How Will Outcomes be Measured?</i>
1			
2			
3			
4			
5			

**III. (cont.)**

**C. Outline the Proposed Class Schedule and/or Events with Dates and Times.**

*If additional space is needed, you may attach an additional page.*

**IV. BUDGET:**

Provide the Budget/Expense Summary on the next page with detail attached for each line item in the budget.

Matching funds are encouraged. Other organizations helping fund your program will enhance your chances for a grant award.

**V. FINANCIAL INFORMATION:**

**Financial Statements:**

You are required to provide a Financial Statement that includes, at a minimum, a Balance Sheet and a Statement of Revenues and Expenditures, for the year ending closest to the application grant and two previous years. Start-up organizations may provide a pro forma balance sheet.

**Budget:**

You are required to provide a budget for the year on which the grant is to be used indicating the source of all revenues and how this grant application fits in that budget.

**Fiscal Agent:**

Eligible recipients must have a fiscal agent who is responsible for accounting services. The fiscal agent must sign the grant application.

**NEVADA COMMISSION ON CONSTRUCTION EDUCATION  
Budget/Expenditure Summary**

Applicant \_\_\_\_\_

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

CATEGORY	SPECIFY	TOTAL INSTRUCTION COST	TOTAL SUPPORT SERVICES	GRANT REQUEST TOTAL	FOR INFORMATIONAL PURPOSES ONLY AMOUNT OF FUNDS COMMITTED FROM OTHER SOURCES
<b>Direct Costs</b>					
Salaries					
Benefits					
Purchased Professional Services ( <i>Specify</i> )					
Purchased Property Services					
Staff Travel					
Other ( <i>Specify</i> )					
Other Purchased Services					
General Supplies					
Books & Periodicals					
Audio Visual Materials					
Instructional Kits					
Software					
Dues & Fees					
Equipment					
<b>Subtotal - Direct Costs:</b>					
<b>Indirect Costs</b>					
Indirect Costs ( <i>Specify</i> )					
<b>All Costs:</b>					

**TOTAL GRANT REQUEST**

**PLEASE ATTACH DETAILED COST JUSTIFICATION FOR EACH CATEGORY**

Fiscal Manager Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **VI. ASSURANCES**

The fiscal agent will assure that all funds made available through the construction education commission will be used in accordance with the regulations of the Commission.

Funds will be used as stipulated by the commission and supporting documents for expenditures will be maintained for audit. Funds will not be co-mingled with other state and local funds and will be accounted for in a manner that will prevent loss of their identity as funds supporting specific construction education goals.

The fiscal and statistical records will be made available upon request for audit by the State of Nevada to determine whether the recipient has properly accounted for funds expended for construction education.

All eligible recipients will provide sufficient information to the commission to enable the commission to comply with the requirements of allocating funds to educational agencies.

## **VII. REVIEW AND APPROVAL PROCEDURES**

### **A. APPLICATION REVIEW PROCEDURES**

The Application for Funding will be reviewed by the Commission on Construction Education to assure that all information has been adequately addressed by the applicant.

### **B. CRITERIA FOR APPLICATION REVIEW AND APPROVAL**

The review process will ensure that a common criterion is used that is based on the guidelines set forth in this Application for Funding and will be reviewed and rated based on the following criteria:

- Program Overview & Funding
- Measureable Goals & Objectives
- Innovation & Creativity
- Demographics
- Budget

You can review the commissions rating form at: [http://www.nscb.nv.gov/Edu\\_Comm\\_main.html](http://www.nscb.nv.gov/Edu_Comm_main.html)

### **C. COMPLAINT AND APPEAL PROCEDURES**

In the event an Applicant is dissatisfied with any decision, a review may be submitted within 30 days of the date of the decision. The Commission on Construction Education will review the decision and either reaffirm its original decision or modify its decision based on the material presented.

### **D. AVAILABILITY OF FUNDS**

An award is not a guarantee of funding. The Commission will not commence procedures for processing grant funding for a minimum of 30 days from the date of the meeting. In the event a grant reconsideration request is received pursuant to the provisions of NAC 624.840(6), the Commission will not process grant funding until the reconsideration request has been decided.

Funding of any grant award is subject to the continued availability of funds and any reallocations that may occur as the result of a granted reconsideration request. If a grant is awarded, the Commission suggests the grantee not obligate any funds until such time as the monies are received from the Office of the State Treasurer.



## VIII. QUARTERLY REPORTS AND FINAL REPORTS

Grantees will be required to provide quarterly reports and a final report signed by the Fiscal Agent to the Nevada Commission on Construction Education. The report must be provided on the form provided by the Commission and include the following:

1. A detailed response to the specific measurement outcomes identified in your grant application.
2. Each line item of the Budget approved by CCE must be accounted for separately.
3. Expenses must be detailed with the following information for each expense other than employees.
  - (a) Category of Budget to which the expense applies.
  - (b) An invoice listing all items purchased with individual item costs – the invoice must be dated and the date the invoice was paid must be reported.
  - (c) An invoice for service must include a detailed description of the services provided, the date or dates the services were provided and the date the invoice was paid must be reported.
  - (d) If equipment is purchased that includes a serial number, that serial number must be included in the invoice.
4. Expenses relating to employees or contract employment:
  - (a) The names of the persons providing the labor, the dates and the hours each week that apply to the grant. The hourly rate for those persons including all benefits and the weekly total cost.
  - (b) A detailed description of how the above-referenced time was spent and how that effort applied to the grant as requested.
  - (c) A class schedule showing dates and times of classes or events and names of students in attendance.
5. A member of the Commission on Construction Education (CCE) or an auditor hired by CCE must be allowed access to all materials, equipment, records and employees relating to this grant.
6. Any funds not properly accounted for or not used within the time frame of the grant will be refunded to the CCE.

### ***Quarterly and Final Reports are due by:***

- January 10<sup>th</sup>
- April 10<sup>th</sup>
- July 10<sup>th</sup>
- October 10<sup>th</sup>