

**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 (hereinafter referred to as “CCE” or “Commission”) 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.

Pursuant to NRS 624.570, the Commission shall review programs of education which relate to building construction. Additionally, NAC 624.840, states that only a governmental entity, a nonprofit organization that is recognized as exempt under section 501(c)(3) of the Internal Revenue Code, 26 U.S.C. § 501(c)(3), or a nonprofit educational institution are eligible to receive grant funds.

Programs must be performed in Nevada and be used exclusively for uses outlined within the application. Grant funding will not be provided for work performed prior to grant approval. To be considered for funding, programs must demonstrate measurable impact in accordance with one or more of the following areas:

- 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 and increase programs related to the construction field focusing on training and education in the following areas:
 - Technical training;
 - High demand trades;
 - Business and entrepreneurial skills;
 - Project management;
 - Customer service;
 - Business ethics;
 - Integrity;
 - Retention;
 - Credibility; and,
 - Commitment to enhance the image of the construction industry.
- Monitor the quality of any program funded in part by the Commission, including monitoring results.
- Ensure that grant awards do not replace other sources of funding.
- Improve employment opportunities by increasing participation in construction training and credentialing programs.

>>>See next page for general information and requirements

GENERAL INFORMATION AND REQUIREMENTS

APPLICATION SUBMISSION INSTRUCTIONS:

1. A complete legible application and attachments **must be received by April 1 or October 1**, or 30 days prior to any additional scheduled meeting date, preferably electronically.
2. The application must be signed by individuals described in the application.
3. Eligible recipients must have a Fiscal Agent who is responsible for accounting services. The Fiscal Agent must sign the grant application.
4. Additional attachments (excluding required financial information) must be limited to no more than one (1) 8 ½" x 11 page.
5. If the application is incomplete, the CCE will make an effort to notify the applicant in advance of the meeting.
6. 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

>>>Application begins on page 3.

COMMISSION ON CONSTRUCTION EDUCATION
GRANT APPLICATION

Applicants Name: _____
Name of Organization

Contact Person: _____
First Name Last Name Position Phone Number

Address: _____
Street Address City State Zip

Email Address: _____

PROGRAM INFORMATION

Program Name ("Program"): _____

TOTAL FUNDS REQUESTED

Amount Requested: \$ _____

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).

DESCRIPTION OF TYPE OF EDUCATION PROGRAM:

*NAC 624.840(1) provides that a Governmental Entity, a Nonprofit Organization that is recognized as exempt under section 501(c)(3) of the Internal Revenue Code, 26 U.S.C. § 501(c)(3) or a Nonprofit Educational Institution may file a grant application.

Provide a description of the program below for review by the Commission:

- School District Charter School Licensed Private Postsecondary Educational Institution
 Registered Apprenticeship Program (501(c)(3)) Non-Profit Construction Trade Association
 Other _____

**Applications failing to comply with regulatory requirements may be denied.*

FISCAL AGENT INFORMATION: (Designated person responsible for receiving & managing funds)

Name of Fiscal Agent: _____
First Name Last Name Position Phone Number

Address: _____
Street Address City State Zip

Email Address: _____

PROGRAM APPLICATION

I. PRIOR FUNDS

For this applicant, and/or entities related to and/or affiliated with the applicant, provide the name of all programs previously funded through CCE as well as the total dollar amount received.

Attach additional pages, if necessary.

Program name	Dollar Amount Received
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Program name	Dollar Amount Received
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Program name	Dollar Amount Received
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II. EXISTING FUNDS

Specific to this program, provide information regarding any and all potential future funds and/or funds received from other sources (include name of funding source and dollar amount).

Attach additional pages, if necessary.

Funding Source	Dollar Amount Received
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Funding Source	Dollar Amount Received
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III. PROGRAM OVERVIEW AND FUNDING

- a. Provide an overview of the Program that will be supported by this grant request.

- e. List specific activities that will be funded by the grant to reach the program’s goals and objectives⁵.
Attach additional pages, if necessary.

Activity	Description of Activity	Desired Outcome	How Will Outcomes be Measured?
1			
2			
3			
4			
5			

- f. Outline the Proposed Class Schedule and/or Events with Dates and Times:

Dates of Classes: _____

Class begin time: _____

Class end time: _____

Daily Events: _____

A separate document may be attached in lieu of completing item “f” above.

⁵ Required under NAC 624.840 (2)(C)(6)

VI. FINANCIAL INFORMATION:

Financial Statements Requirement:

Provide a financial statement including, at minimum, a Balance Sheet AND a Statement of Revenues and Expenditures, *for the year ending closest to the application grant and two previous years.*

VII. BUDGET:

Budget Requirement:

Provide a budget for the applicant and include the following:

- Represent the year in which the grant is to be used;
- Indicate the source of all revenues; and,
- Describe how this grant application fits into that budget.

Budget/Expenditure Summary Form:

Complete the Budget/Expenditure Summary Form on Page 11 in detail for each line item.

Matching funds are encouraged. Use column B of the Budget/Expenditure Summary Form to provide details regarding funds committed from other sources.

Other organizations helping fund the program will enhance chances for a grant award.

NEVADA COMMISSION ON CONSTRUCTION EDUCATION

Budget/Expenditure Summary Form

(This is NOT a financial statement)

Applicant _____ Fiscal Year _____

CATEGORY	SPECIFY	TOTAL PROGRAM COSTS (COLUMN A)	FUNDING FROM OTHER SOURCES (COLUMN B)	TOTAL REQUEST (COLUMN A -- COLUMN B)
Direct Costs				
Audio Visual Materials				
Benefits				
Books & Periodicals				
Dues & Fees				
Equipment				
General Supplies				
Instructional Kits				
Other Purchased Services <i>(Specify)</i>				
Purchased Professional Services <i>(Specify)</i>				
Purchased Property Services				
Salaries				
Software				
Staff Travel				
Other <i>(Specify)</i>				
Other <i>(Specify)</i>				
Subtotal - Direct Costs:		\$	\$	\$
Indirect Costs				
Indirect Costs <i>(Specify)</i>				
All Costs:		\$	\$	\$

>>ATTACH DETAILED COST JUSTIFICATION FOR EACH CATEGORY

VIII. STUDENT COUNT AND COST PER STUDENT

Number of Students: _____ Age Range of Students: _____

Cost Per Student Calculation:

Total Program Costs: \$ _____ ÷ Number of Students: _____ = \$ _____
(column (A) above) (cost per student)

IX. SIGNATURES AND ASSURANCES

JURAT: You must swear or affirm, in the presence of a Notary Public, that the statements in this document are true.

Signature of Contact Person: _____
(Signature Must be Notarized)

State of _____)

County of _____)

Subscribed and sworn to before me this _____

day of _____, 20_____.

Notary Public

Fiscal Agent:

The **Fiscal Agent** will assure that all approved funds have been spent in accordance with the grant approval as well as with the regulations of the Commission.

Recipients must **not** use any distributed funds for political contributions or political advocacy.

Funds will be used as stipulated by the Commission and supporting documents for expenditures shall be maintained for audit purposes. Funds will not be co-mingled with other state and local funds and must 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.

JURAT: You must swear or affirm, in the presence of a Notary Public, that the statements in this document are true.

Signature of Fiscal Agent: _____
(Signature Must be Notarized)

State of _____)

County of _____)

Subscribed and sworn to before me this _____

day of _____, 20_____.

Notary Public

X. REVIEW AND APPROVAL PROCEDURES

a. APPLICATION REVIEW PROCEDURES

The application for funding will be reviewed by the CCE to assure that all required information has been adequately addressed and provided 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 and will be reviewed and rated based on the following criteria:

- Program Overview, Objectives & Funding
- Organizational and Program Sustainability
- Demographics
- Measurable Goals & Objectives
- Budget
- Innovation & Creativity

The Commission rating form can be review at: 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 CCE will review the decision and either reaffirm its original decision or modify its decision based on 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 Nevada Department of Administration, Administrative Services Division.

XI. QUARTERLY REPORTS AND FINAL REPORTS

Grantees are required to provide quarterly reports and a final report signed by the **Fiscal Agent** to the Nevada CCE. 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 the 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 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 10th
- April 10th
- July 10th
- October 10th