

# FTI GRANT GUIDELINES

7230 PARKWAY DRIVE

HANOVER, MD 21076

®

WWW.FINISHINGTRADESINSTITUTE.ORG

## I. Mission Statement

The Finishing Trades Institute (FTI) desires to assist local training programs through the use of grant money, or granted services as requested for the purpose of advancing the affiliated training programs.

## II. Grant Procedure

### A. Formal Application

Application should be submitted in writing to the FTI setting forth the need and purpose of the grant, along with anticipated benefit to the training program, amount requested. (Documentation supporting the amount requested is also required.)

### B. Approval Process

1. Review by the Regional ATR, Regional IUPAT General Vice President, and FCA.
2. Application review, approval, or disapproval will be completed by the FTI Director, followed by a recommendation to the Co-Chairs to approve or disapprove the application.
3. Final approval of applications for grants up to \$100,000.00 will be conducted by the FTI Co-Chairs. For grants over \$100,000.00, approval by co chairs to the BOT for final approval either via conference call, or at BOT meeting.
4. FTI Director will report to the FTI BOT's the status of such grants at each FTI BOT meeting.

## III. Grant Qualifications

- a) Affiliated District Councils must have a single JATF, or demonstrate that they are moving forward with Fund mergers.
- b) Affiliated District Councils must be fully contributing and current to all IUPAT funds (LMCI, FTI, PAT).
- c) The JATF must have a multi-craft training facility, or written goals and objectives for JATC future growth.
- d) The JATF must have an updated Agreement and Declaration of Trust and which is on file with the FTI.
- e) The JATF must have active trustees, along with acceptance and resignation letters.
- f) The JATF must hold regular trustee meetings that are in accordance with the trust document.
- g) The JATF must record accurate trustee meeting minutes.
- h) The JATF apprenticeship standards for all crafts must be updated and registered with appropriate state/federal agencies and be on file with the FTI.



- i) The JATF must have an annual budget for JATC operation, or demonstrate that the Fund is moving forward to putting a budget in place.
- j) The JATF must appoint a single training director who serves as the primary liaison between the local JATC, District Council, FTI, and contributing employers.
- k) Grant applications must be approved by the full Board of Trustees of the local JATF/FTI.
- l) Application must include the last annual local JATF/FTI budget, and or the last two IRS Forms 990 or equivalent governmental forms filed by the local JATF/FTI.
- m) Within 60 days of receipt of the grant, the local JATF/FTI shall provide documentation confirming the implementation of the grant and appropriate expenditure(s) of the grant funds.

**IV. Grant Amount Determination**

Grants may be awarded to an individual local JATF/FTI at the discretion of, and in amounts to be determined by, the FTI International Board of Trustees. Specific grant amounts in any given case shall be based upon the stated purpose of the grant, the documented cost(s), benefit to the participants, the financial need of the applicant, FTI budget constraints, and other pending grant applications.

*All grants shall be made at the sole discretion of the FTI Trustee's*

**Note:**

Each year the Finishing Trades Institute Finance & Planning Subcommittee, along with the FTI Board of Trustees will review the FTI budget, and then determine if the FTI can continue to replenish the grant line item to help assist their affiliates.

**FTI grant applications will be approved twice each year, January 1<sup>st</sup> and July 1<sup>st</sup>.**

**All grants to be considered for the January closing must be received by October 1<sup>st</sup>.**

**All grants to be considered for the July closing must be received by April 1st**

