

Education Grant Application

**\$1,000
Grants
Available**

**High
GPA
NOT
Required**

**Are you eligible?
Check out the requirements inside!**



EDUCATION GRANT GUIDELINES

1. The purposes of the program are:
 - A) To offer positive reinforcement and incentives to students who understand and show a commitment to developing the attitude and ability to be productive members of the tri-state area workforce;
 - B) To build awareness in the community regarding high-wage, high-skill occupations where there is a demand for qualified workers in the tri-state area; and
 - C) To offer grants to individuals seeking the education they need to prepare for skilled occupations where there is a demonstrated demand by employers in the tri-state area.
2. Eligible applicants are:
 - A) The immediate family members (children, foster children, underemployed/unemployed spouses) of individuals who are members of unions or who work for employers belonging to the Dubuque Area Labor-Management Council;
 - B) Current members or employees of member organizations/ corporate sponsors seeking to upgrade their skills
 - C) The immediate family members or individuals employed at corporate sponsors of Summerfest Dubuque;
 - D) Youth and adults eligible for assistance under the Workforce Investment Act.
 - E) Individuals in the military that have been honorably discharged and their immediate family members.
 - F) Members of the Tech WORKS programs that will complete all of the steps of the program by the end of their senior year.
 - G) Individuals that have completed an Opportunity Dubuque program and wish to further their education.
 - H) Students that have completed at least three Project Lead the Way courses.
3. Not eligible are:
 - A) **Individuals pursuing post-graduate programs or whose desired occupation requires a post-graduate degree.**
 - B) Individuals who have received this grant in the past.
4. Applicants must intend to become employed in either Dubuque, JoDaviess or Grant counties following the completion of their educational program, in the occupation identified in his/her application.
5. Assistance is available to applicants for program expenses incurred after July 1, 2017.
6. Applications are available at www.dalmc.com
7. Guidelines for letters:
 - A) One letter is required to document conduct and attendance history (absences and tardiness). Do not send copies of school records. Obtain a letter from a high school counselor, principal or other official who will summarize your record. Persons already enrolled in post-secondary education who cannot provide this documentation may secure such a letter from a current/recent employer.
 - B) Two letters of recommendation are required from persons familiar with the applicant's potential to qualify for employment and succeed in his/her chosen occupation (individuals with first-hand experience of the applicant's classroom or job performance). Letters may not be from family members. The letters must be written on the letterhead of the institution of the person writing the letter, if applicable, and should indicate the person's title. Do not send more than two letters of recommendation and one letter of documentation.
8. No proof of individual or family financial need is required.
9. Applicants must show they are serious students. However, no proof of academic superiority, such as grade point average, is required. Do not include this information. ("B" and "C" students are encouraged to apply.)
10. Assistance available: The Council will award up to 12 grants in total from the two grant applications in the amount of \$1,000 each.
11. Important dates:

Applications available	January 2, 2017
Application deadline	April 1, 2017
Recipients announced	May 15, 2017
Recognition dinner	November 21, 2017
12. The cover of the application must be the official form printed in this brochure. All paperwork must be submitted together. Do not have letters mailed separately. Incomplete applications or those which do not adhere to these guidelines will be returned without consideration.
13. Applicants offered assistance must sign a letter of understanding acknowledging the terms and conditions under which funds will be disbursed. This will include a recognition that the applicant must enroll in the program for which assistance is being provided.

WHERE YOU CAN GO FOR INFORMATION

Question B is very important. It counts for more than one-fourth of your score. For help in answering it, contact someone who directs the educational program at the school you attend or want to attend. Contact at least two Dubuque-area employers who hire people in this occupation. Look at websites such as the Labor Market Information section of www.iowaworkforce.org for information, but two local employers must be contacted.

2017 Education Grant

Name _____ Phone _____
Address _____ E-mail _____
City/State/Zip _____ Age _____

Name(s) of parents/guardians/spouse (if eligible through their organization) _____

Name(s) of parents/guardians/spouse's employer and/or union or Guard/Reserve unit _____

Career you are preparing for _____

Name of school/program you are/will be attending _____

When do you expect to complete or graduate from this program _____

Please respond to the following questions. Use 8 1/2 x 11" sheets of white paper. Limit your application to no more than two pages, single-spaced. Do not use the back side of any sheet. Put the letter for each question before your response. Do not refer to or include any attachments.

- A) Why are you interested in this occupation? What are your hopes and aspirations?
- B) What information have you gathered to show that there is a need for qualified workers in this occupation or field in the Dubuque area? Show how many openings there are or how many are expected. What level of starting (entry level) compensation is being offered to persons entering this field? Include both salary/wages and fringe benefits.

Contact at least two different area employers who hire people in this occupation.

Specify who you contacted by name, title and place of employment.

- C) What are you already doing to prepare for success in this occupation (for example, jobs, activities, classes)?
- D) What is your record of participation in volunteer school and/or community service and/or activities, if any?

In addition to answering these questions, please gather and attach the following supporting materials:

- E) A letter from an official at the school you most recently attended or your most recent employer, documenting your conduct and attendance records. Do not attach a school transcript. (See Guideline 7-A.)
- F) Two letters of recommendation from persons familiar with your potential for success in your chosen occupation (individuals with first-hand experience of your classroom or job performance). In addition to any other supporting information, these letters must address your reliability and work habits. Do not send more than two letters of recommendation. Do not submit letters from individuals who are relatives.

Send one copy of the application to:

Dubuque Area Labor-Management Council
P.O. Box 14
Dubuque, IA 52004-0014

All materials must be packaged together. Do not have letters mailed separately. Applications must be postmarked on or before April 1, 2016, or delivered to the address above before 5 p.m. on April 1, 2017

2017 Education Grant

Funds for the Education Grant comes from corporate sponsors and the proceeds of Summerfest Dubuque, a community music and entertainment extravaganza.



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Additional DALMC members

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County of Dubuque
Crawford Companies
Dubuque Community School District
Dubuque County Deputy Sheriffs' Assn.



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Georgia-Pacific Company
Hillcrest Family Services
Ironworkers, Local 89
Klauer Manufacturing Laborers, Local 43
McDermott Excavating Millwrights, Local 2158
Modern Piping Company
Morrison Brothers
Morse Electric Company
Myers-Cox Company
NICC Higher Education Association
Operating Engineers Local 234
Operation New View
Paulson Electric Company
Plumbers & Pipefitters, Local 125
Plumbers & Pipefitters, Local 25
Plumbers & Pipefitters, Local 23
Rousselot
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United Auto Workers, Local 94
University of Dubuque
United Steelworkers, Local 1861-U
United Way of Dubuque Area Tri-States
Westphal and Company

Additional Associate Members

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