
Guidelines and Application

Affiliate Assistance Fund



Western States Roofing Contractors Association

GENERAL INFORMATION

HISTORY

On September 17, 1994, the Board of Directors of the Western States Roofing Contractors Association approved funding for Affiliate Organizations for the purpose of assisting these groups in the educational efforts to their membership and the roofing industry as a whole.

APPLICATION PROCESS

A short introductory letter is to be included with the proposal application, giving a brief history of the association, including size and categories of membership, number of Board of Directors, area association covers and purpose of association formation (negotiations, legislative, educational, etc.).

The Proposal Application is included with these guidelines. Please complete all questions. Completed applications and introductory letters are to be sent to:

Western States Roofing Contractors Association
1098 Foster City Blvd., Suite 204, Foster City, CA 94404
650-570-5441/800-725-0333 Fax: 650-570-5460

AWARD SIZE, DURATION AND EVALUATION CRITERIA

Typical grants under this program will range from \$500. to \$1500. with review and approval by the Executive Committee. Any grant requests over \$1500. will require review and approval of the entire Board of Directors. Due to the limited amount of funds, priorities will be determined by the Executive Committee and Board of Directors.

Funding will occur the beginning of each fiscal year (July 1) with any remaining amounts to be placed back into the general budget. Funding activities should be completed within the fiscal year of request.

The Evaluation Criteria will include, but not limited to, the following:

- Is the problem or issue being addressed relevant and important to the roofing contractor?
- Will the proposed project address the problem or issue effectively?
- Does the approach being proposed appear to be cost-effective?
- Are the qualifications of the applicant organization and project personnel sufficient to assure that the goals of the project can be achieved?
- Will the dissemination plan result in a sharing of finds, strategies and new techniques?

ELIGIBILITY REQUIREMENTS

1. All WSRCA Affiliate Organizations are eligible.
2. Written proposals that address the educational opportunities of the roofing contractor
3. Written proposals that address major issues facing the roofing industry, either local or regionally
4. The affiliate organization shall have within its contractor membership, 10% or more active contractor members of WSRCA
5. Each affiliate organization may only apply once per fiscal year.

REPORTING REQUIREMENTS

Reporting requirements will be established for each award. These requirements will include recognition by the awarded association of WSRCA's grant and the purpose of the grant, through newsletter announcement and/or invitation to association's membership meeting for presentation of award. A report of the award is requested when completed.

PROPOSAL APPLICATION

Date Submitted: _____

Project Title: _____

Applicant Organization: _____

Contact Name: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Web: _____

Amount of funding requested: _____

Brief description of project: _____

Anticipated outcome: _____

Approved/Disapproved by: _____ Date: _____

Comments: _____

(Send original with Introductory letter, make copy for your own files)

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