



ORIGINAL

FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 14th day of March, 2018 between Center for the Visually Impaired of Central Florida ("Organization") and the Florida Endowment Foundation for Vocational Rehabilitation (dba The Able Trust) ("Foundation") to set forth the terms and conditions upon which the Foundation shall award Grant # 18-65 to the Organization.

Foundation states that its mission is to be a key leader in providing Floridians with disabilities with opportunities for successful employment, and one of the primary means of addressing that mission is to fund programs and projects that provide successful employment outcomes to people with disabilities. Foundation has selected Organization for funding because of the projected employment outcomes. This contract and all deliverable reporting may be open for public viewing and distribution in accordance with Florida's public records laws.

I. Deliverables:

- A. Organization acknowledges and agrees that the funds being awarded are intended to be applied to the project described in Attachment One, which may be a copy of the grant application and proposal.
- B. Organization shall use its best efforts to implement and complete the project described in Attachment One within one year of issuance of the first disbursement of funds from Foundation.
- C. Organization agrees to collect data on individuals served and provide that information to Foundation upon request, and at reporting intervals. Data will include accurate information on an individual's contact sources (address, email, texting numbers, etc.), employment status, name and place of employment, job title, wages paid, and other job-related data unless prohibited by law.
- D. Project reports shall be submitted by Organization to Foundation on a quarterly basis. August 10, November 10, February 10 and May 10 of the applicable calendar year.
- E. Organization must sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn. Prior to disbursement of funds, this contract must be signed by both parties, and Organization must provide proof of existence of any additional funding which Organization identified as necessary for the success of the project.
- F. Organization shall begin the project described in Attachment One upon receipt of the first payment.
- G. Organization must recognize or reference Foundation in any marketing materials or public relations activities that are the direct result of this grant. Instructions regarding such recognition or reference are included in Attachment Two.
- H. Organization will work with Foundation to assure individuals served by the grant award are aware of the Foundation's involvement and mission.

II. Reporting requirements

- A. Organization is required to report outcomes at the quarterly intervals during the term of the contract, as specified in I.D. above. Failure to provide progress reports as requested will result in a delay of future payments, and may result in a reduction of the grant award.
- B. Organization shall provide a full listing of individuals served by the grant project, and employed as a result of the project, per I.C. above. The listing shall be due quarterly and final list with follow-up on employment status on all participants is due with the final report 13 months after the first grant payment is made.
- C. Organization shall verify, in the regular reports, that grant funds are being applied in the specific manner and for the specific items and expenses as identified in Attachment One. Failure to use funds as specified in the project may result in a cancellation of this contract. At minimum, failure to timely apply funds to the project will result in a delay of any subsequent payments.
- D. Organization shall formally report the start-up of the project in the form of a letter to the Foundation. Failure to begin the project when the first payment is received shall result in a cancellation of the grant award and a return of any grant funds paid.
- E. Organization shall report the names and provide resume' information on all individuals hired or assigned to implement the project within 15 days of hire. If such individual(s) shall leave the project for any reason, Organization shall inform Foundation within five business days, and use due diligence in replacing the staff member with a qualified replacement in the shortest time possible. Foundation must be notified of replacement staff within thirty days of hire date. Failure to maintain adequate active staff for the project will result in payment delays and possibly cancellation of the grant award.
- F. Foundation shall be notified immediately by phone and in writing of any changes in Organization name, address, phone, fax, website URL, corporate affiliation or name of chief executive.
- G. Organization shall include in its progress reports verification of the distribution of communication materials to individuals served by this grant award. Organization shall use materials as provided by Foundation.

III. Payment and Terms

- A. Foundation agrees to provide **\$60,000.00** to Organization as Grant # **18-65** subject to the terms and conditions as stated. The Foundation shall disburse the funds to the Organization as follows: The funds shall be delivered to the Organization in three disbursement(s). The first disbursement shall be in the amount of **\$29,000.00** and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of **\$29,000.00** and will be paid by Foundation to Organization on utilization of 75% of first payment as provided in the second or third quarterly reports and significant progress in the program's goals. The final disbursement shall be in the amount of **\$2,000.00** and will be paid by Foundation to Organization not more than 30 days after the project completion and when Foundation receives the full report on persons served and employed, as defined in I.C. above. Provided, however, that Foundation shall not be required to make any disbursement of funds under this Contract unless and until Organization has complied with of the requirements or conditions of this Contract and unless all

representations made by Organization herein are continuing, true and correct as of the date of any disbursements called for hereunder.

- B. Organization recognizes and acknowledges that funding is subject to continuing support of Foundation by the Florida legislature.
- C. Funds not verified as used at the conclusion of the grant period shall be returned to Foundation, unless an extension has been granted by Foundation. Any extension shall be at the sole discretion of Foundation, and may, at Foundation's discretion require an amendment to this Contract. No amendment or revision of the terms of this Contract will be valid unless in writing and signed by authorized representatives of both parties or such other written means agreed to by the parties under the circumstances (such as exchange of letters or e-mails documenting mutual acceptance). No temporary, occasional, or partial relief from strict compliance with this Contract agreed to by Foundation shall be construed or relied upon the Organization as grounds for any subsequent or further relief from strict compliance with the terms of this contract.
- D. If the project as described in Attachment One should cease to be operational, Organization shall inform Foundation immediately by telephone and letter from Organization leadership. Unused funds must be returned to Foundation, along with any tangible property with a value exceeding \$500. Property shall be returned at Organization's expense within 60 days of project cessation.
- E. Organization shall not use any funds for expenses incurred before the date of the initial disbursement of funds nor shall it encumber any liability related directly to the project being funded prior to the initial disbursement of funds.
- F. Foundation may conduct an audit of the project described in Attachment One at any time during or up to five (5) years after the completion of the project, which may include all records related to the project. The audit may also include Foundation directly contacting individuals and employers served by the project.
- G. Foundation may perform on-site inspections of the project during regular business hours, and will generally provide reasonable notice prior to such inspections, unless circumstances shall dictate otherwise.

IV. Insurance and Indemnification: During the Agreement, including any renewals and extensions, Organization shall maintain at its expense, insurance coverage under the State of Florida Risk Management Trust Fund, established pursuant to Chapter 284, Florida Statutes, and administered by the State of Florida, Department of Insurance and Worker' Compensation Insurance as required by law. Evidence of such insurance that names the Foundation to be a named insured on the liability policies shall be provided to Foundation in writing from the covering insurance company, within 30 days of the effective date of the Agreement. The following types of insurance are required.

- A. Commercial General Liability Insurance
- B. Workers' Compensation
- C. Employer's Liability (100,000/100,000/500,000 as minimum limits)

Organization acknowledges and agrees that the project for which Granted Funds will be used has been developed and will be implemented solely by the Organization and solely for the Organization's benefit. Organization further acknowledges that there is no agreement between Organization and Foundation, its Board members or employees to share in any of the profits, proceeds or benefits of the proposed project. Organization also acknowledges that Organization is not an agent or employee of Foundation. Organization agrees to indemnify and hold harmless the Foundation, its Board members and employees from any and all cost, loss, damage or

expense (including reasonable attorney's fees) which may occur by virtue of Organization's implementation of the proposed project to the extent authorized by law and without waiving any rights under the State of Florida Sovereign Immunity Statute, Chapter 768 F.S.

V. Non-transferable clause: This Agreement is non-transferable by Organization unless agreed in writing by Foundation.

VI. Termination

A. In the event of a breach of any promise, representation, warranty or agreement made by Organization under this Contract or in Organization's Grant Application, or in the event that Foundation believes that Organization has not attempted to or cannot or will not complete the project described in its Grant Application, Foundation shall be released from any and all obligation to provide the Funds or any undelivered portion thereof to Organization. Upon any such occurrence, Foundation shall be entitled to the immediate delivery of any unused Funds by Organization, as well as to the delivery of any personal property purchased with the Funds by Organization, and shall be entitled to pursue any other legal remedy available to it, including enforcing section III.C resulting from Organization's breach of this Contract.

Organization and Foundation accept the terms of this contract by signing below. Organization states it is authorized to enter into this contract by the signature below. Any and all required approvals, consents, and corporate actions have been taken or obtained by Organization to allow it to enter into and perform this contract.

Organization is not otherwise affiliated with any person, partnership or other entity or organization which has received a grant from Foundation and which has not been disclosed in writing to Foundation by Organization.

ORGANIZATION 

FOUNDATION

By: _____

By: 

Printed Name: Ronce Silverman

Printed Name: Susanne F. Homant

Title: President / CEO

Title: President & CEO

Date: 2/23/18

Date: 3/28/18

General Support of Employment Programs Grant Application

Organization Name: Center for the Visually Impaired of Central Florida

18-065

State of Florida Charitable Registration #: CH1193

IRS Employer Identification #: 53-2938258

59

Mailing Address

Street: 1187 Dunn Avenue

City: Daytona Beach

State: Florida

Zip Code: 32114

Physical Location where Services Provided

1187 Dunn Avenue

Daytona Beach

Florida

32114

Executive Director's Name: Ms. Ronee Silverman

Phone Number: (386) 253-8879

Fax: (386) 253-9178

Email: rsilverman@cvicentralflorida.org

Primary Project Contact: Ms. Ronee Silverman

Phone Number: (386) 253-8879

Fax: (386) 253-9178

Email: rsilverman@cvicentralflorida.org

Organization Website: www.cvicentralflorida.org

Project Name: Hospitality Employ

Disability Population to be Served in proposed project:

LIST Blind or Visually Impaired

County/Counties to Benefit Most from the proposed project:

Volusia, Brevard, Putnam and Flagler

Is Organization currently involved in ANY Litigation: YES (attach explanation) or NO

Time Frame for Grant Results: One Year

Total # of Persons proposed to be served during the project: 20

Total # of Persons proposed to become employed

Approximately 20 hours per week: 10

Approximately 30+ hours per week: 4

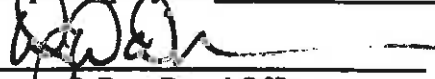
Total Amount of Funds Requested of The Able Trust: \$63,750

Total Amount of Funds Projected to support the proposed project: \$127,500



Signature & Date Executive Director

Print Name: Ronee Silverman



Signature & Date Board Officer

Print Name: Bill Watson

Representing Company: Tomoka Eye Associates

Proposal Narrative for *Hospitality Employ*

Population Served – All clients at Center for the Visually Impaired (CVI) of Central Florida are either legally blind or struggle with low vision. The majority of our clients are people who have lost a portion of their vision due to age, illness, or accident, and have difficulty performing activities they have always done such as working, reading, driving a car, cooking, or enjoying hobbies. Thankfully, many people with vision loss find that some of the simple techniques shared at CVI make a tremendous impact in their ability to function independently and continue to enjoy their lives despite their change in vision.

Statement of Need – While CVI receives some funding grants from the State Division of Blind Services (DBS), DBS does not provide adequate funding for every program that CVI currently administrates. CVI routinely seeks funds to cover the gaps in the dollars readily available to us versus the expenses of the comprehensive programs we provide. Since the *Hospitality Employ* program is a new program, CVI is seeking funding for the full start-up and first year costs for the program, which is estimated to cost approximately \$6,500 per client. The extensive training provided will total a minimum of 148 hours of service per person.

In relation to our program, research by The US Department of Labor predicts a continuing demand in the hospitality labor sector, which has grown as much as 17% annually in recent years. Historically, the hospitality industry has drawn heavily from the youth labor pool to meet their workforce needs, but in recent years the industry has been left with an insufficient pipeline of new workers to satisfy demand. Faced with a shrinking market of workers, the hospitality industry is increasing its recruitment efforts towards developing targeted strategies for previously untapped labor pools. The diverse range of activities offered by this industry provides excellent job opportunities for people with varied skills and educational backgrounds.¹ (https://www.doleta.gov/brq/indprof/hospitality_profile.cfm).

The U.S. Census Bureau fact finder reports that the multi-county area which Center for the Visually Impaired (CVI) serves has over 38,000 individuals who are either blind or visually impaired.² (<https://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t#acsST>).

Currently, CVI serves over 400 individuals who suffer from low vision or blindness. As recently as two decades ago, competitive job opportunities for the blind and visually impaired were very limited. Advances in modern assistive technology have opened a world of possibilities never before imagined. CVI has a proven track record of successfully training our clients to use assistive technologies. Since the majority of our clients are low income, CVI has always offered our services free of charge. While we are prepared to expand our services in this arena, CVI will require additional funding from sources such as The Able Trust in order to specifically prepare our clients for employment in the hospitality industry and the opportunity to become more self-sufficient by acquiring employment in this arena.

Project Plan and Description – CVI's *Hospitality Employ* program is fully supported by CVI's President/CEO, Ms. Ronee Silverman. Ms. Silverman has a Master's Degree in Rehabilitation of the Blind/Orientation & Mobility and is a Registered Intern in Mental Health Counseling. She has served as President of CVI for 17 years in addition to teaching at CVI for 8 years prior to becoming President. Additionally, CVI employs two Certified Vision Rehabilitation Therapists. Four additional staff are in the process of becoming Certified Vision Rehabilitation Therapists - one of whom is a Low Vision Therapist. There are four Certified Orientation & Mobility Specialists, six State of Florida Endorsed Assistive Technology Instructors, and one Social Worker.

Hospitality Employ will be modeled after CVI's current Vocational Rehabilitation Services. Vocational Rehabilitation Services at CVI gives visually impaired and blind adults who are seeking employment the tools and strategies to achieve their own professional goals. To graduate from this program, students must meet minimum requirements in the areas of Independent Living, Assistive Technology, Orientation and Mobility, and be prepared to accept the opportunity of One on One "Adjustment to Blindness" Rehabilitation

Counseling. Each of these components is provided through CVI. The Vocational Rehabilitation Program also covers: Disability Benefits, Laws and Legislation, Overcoming Psychosocial/Psychological Barriers to Employment, Resume Development, Job Searches, Best Interview Practices, Identifying Work Experience Opportunities, and Job Placement.

CVI training methods for vocational rehabilitation are tailored to each individual client's personal needs and staff positively encourage our clients to focus on what they can do, rather than focusing on what their blindness prevents. All training is paired with positive emotional support to help our clients understand that blindness does not mean an end to life as they knew it. Clients are encouraged to embrace their situation while mastering new skills so they may continue to lead fulfilling lives and contribute to the greater good of their community. A comprehensive rehabilitation plan is developed to incorporate each client's expressed goals and identified needs for successful employability as assessed by CVI's professional staff members. 100% of CVI instructors have post-secondary training in the rehabilitation of blind and visually impaired people in the form of specific certifications, as well as two and four-year college degrees. Client interests and abilities are matched to viable employment training and opportunities based on the client's current existing qualifications and the training available to them to increase their employment opportunities through this program.

Current clients at CVI will be offered the opportunity to sign up for our *Hospitality Employ* program. CVI will also advertise this program through the State Division of Blind Services, VisionServe Alliance, Career Source as well as through social media outlets. Potential applicants will be screened and appropriate assessments conducted to determine readiness for the program. Staff will assess whether or not the individuals meet the incoming qualifications of the program, and if not will work with the client to prepare them for entry at a later date. Incoming qualifications include: high school diploma or GED; some customer service background; telephone experience; computer skills using assistive technology; skills in basic Microsoft applications; internet knowledge; data entry skills; basic math skills; keyboarding skills. While not all skill sets are required to participate, interested clients are encouraged to meet many of these incoming qualifications before enrolling in *Hospitality Employ*. Clients who do not meet minimum qualifications in technology/computer training and or math skills will be referred for appropriate training in such areas before joining this program. Clients who have the minimum technological skills and demonstrate an interest in working in the customer service, food service, hospitality or housekeeping industry will be enrolled.

The program outline consists of two tracks. **Track 1 – Job Ready-** is designed for students who have the basic functional requirements necessary (particularly with regard to computer skills) to ensure success in our 12-week training program. **Track 2 – Transitional-** is designed for students with less skill in using technology. Below is a brief description of the program.

Track 1: Our complete 12-week *Hospitality Employ* program consists of 148 total hours of training per client (48 hours of classroom training) and is separated into three phases: The **first phase** of the class will focus on customer service skills, hotel operations, and front desk/concierge/reservation responsibilities. The **second phase** of training will focus on introduction and training technologies used in specific hotel/motel environments. This segment will involve working with our local Lodging and Hospitality Association of Volusia County. Through this organization, we are collaborating with the human resource departments of many hotels/motels in our area. In order to ensure that specific assistive technology is accessible, we employ specialists at CVI who have the expertise in technology specifically designed for the visually impaired user. In addition, we collaborate with the State Division of Blind Services who purchases software and hardware for employed blind and visually impaired individuals. The **third phase** of training will focus on food service and banquet services, as well as housekeeping and maintenance opportunities. At the end of the six-week course, program clients will participate in a six-week paid internship of 100 hours.

Track 2: The purpose of this track is to provide intense computer training to participants who have not met the Track 1 functional assessment requirements. This is an 8-week program where attendees will receive 96

hours of instruction. Participants will meet semi-weekly with the Assistive Technology Instructor and will learn to use Assistive Technology software and Microsoft programs for employment in the hospitality industry. Participants will improve their typing speed, accuracy, and efficiency with select assistive technology software, knowledge of Microsoft Office Professional software, knowledge of Windows operating systems, knowledge of computer maintenance and ability to troubleshoot computer problems. Participants will complete two comprehensive functional assessments of their computer skills at the onset and conclusion of training. Participants in this track will be referred for Track 1 when the individual has met the functional assessment requirements for Track 1.

CVI is collaborating with The Lodging and Hospitality Association of Volusia County in order to maximize our impact with area hotels and restaurants. Additionally, The Lodging and Hospitality Association President, Mr. Bob Davis, is working closely with CVI to ensure the training we provide through *Hospitality Employ* meets the training demands of the industry. CVI is working with other hotel contacts to establish a minimum level of training and qualifications a client should be equipped with before moving in to the internship portion of the program. Additionally, CVI is accredited by the National Accreditation Council (NAC) for agencies serving people with blindness or who are visually impaired. Since the opening of the Center in 1988, CVI has maintained a close working relationship with State of Florida Department of Education as well as the Department of Blind Services with contracts to provide services.

Expected Project Outcome – During this grant period, CVI expects a total of 20 individuals with limited sight or blindness to participate in our *Hospitality Employ* program. Our expectation is that at the end of the grant period, each participating client in need of Track 2 services will complete Track 2, all 20 individuals will complete Track 1, and all 20 individuals will complete a paid internship at a local hotel. Additionally, CVI expects at least 14 individuals will retain part-time employment in the hospitality industry, 10 of whom we expect to be employed 20 hours or more and 4 individuals employed 30 hours or more by the end of the first grant year.

Program participants will meet on a quarterly basis with the *Hospitality Employ* Program Coordinator. Participants will receive periodic evaluations during employment at intervals which include post-internship, 90 days, six months, and one year. Evaluative measures used in the program will include: 1) self-assessment by client which will cover topics such as challenges they are facing in their current employment as well as goals and accomplishments; 2) employer evaluations which will include areas of strengths and weaknesses of clients; and 3) CVI staff evaluations of employment situations based on third party observation and through service as liaison between our clients and their employers. Specific measurement tools will include: job satisfaction; ability to perform work in a timely manner; ability to meet employer expectations; opportunity or likelihood of promotion or acquisition of additional job responsibilities. Our goal is to ensure the successful employment placement of Floridians with disabilities in the integrated labor market at minimum wage or above for at least one year. Along with evaluations, comprehensive data on each program participant will be acquired and retained by the Program Coordinator and will include: name of participant, disability type served, name of employer, position of employment, start date and start wage, benefits received, satisfaction with position, and promotions or raises received. The Program Coordinator will be responsible for ensuring complete and accurate data files on each participant benefitting from The Able Trust award for our *Hospitality Employ* program. The Program Coordinator will use a survey that will be available through the computer and will be accessible for both the employer, program liaisons, and program participants. Collective data, including success stories and photographs, will be maintained for each participant and provided to The Able Trust upon request for a minimum of three years beyond the grant period. Because CVI is a recipient of state and federal awards as well as United Way distributions, our staff are proficient with grant reporting and are prepared to provide information in a timely manner.

Amount Requested/Total Project Cost – CVI is requesting \$63,750 in support from The Able Trust for our *Hospitality Employ* program. The total cost of the project is expected to be \$127,500. Currently, CVI has

\$20,000 set aside for the initial start-up costs for this program. CVI will be submitting additional requests for support to the following foundations until program funds are fully covered:

- The JM Milbank Foundation - \$35,000 – Letter of Inquiry Submitted in June 2017.
- Albert E. and Birdie Einstein Fund - \$30,000 – Proposal will be submitted July 2017.
- Wells Fargo Foundation - \$10,000 – on radar for this program or other CVI needs.
- Boeing Employees Community Fund - \$5,000 – also on radar for CVI general program funds.
- The Alfred I. DuPont Foundation - \$20,000 – if needed, will request for Hospitality Employ. Otherwise will pursue for other CVI program needs.

CVI is prepared to utilize matching funds from our "General Fund" if other funding sources listed above choose not to support the *Hospitality Employ* program. However, CVI is limited to providing no more than \$63,750 from our General Fund. Our hope is that The Able Trust will grant an award of \$63,750 and that each of our other potential program proposals will be awarded. If there is a funding gap, CVI may be forced to serve less individuals or provide a less robust program for our participants.

Describe the Future Funding Situation – CVI has been in successful operation since 1988 and has grown annually with continued expansion of each of our programs. The staff and board members of CVI take great care to ensure that the funding efforts on behalf of CVI include a steady, diverse funding stream comprised of: grant requests, direct mail solicitations, United Way funding, city/state/federal funding, fundraising events, individual and small business donations, and more. Funds for this particular project will be a combination of grant awards and funds provided through our general fund from other sources. As the project moves forward beyond the grant timeframe, CVI will continue to nurture our relationships with community partners and potential foundation donors to ensure the life of the program.

Statement of Relationships – Although CVI has previously received a grant award from The Able Trust, the staff and volunteers at CVI have no intimate or ongoing relationships with any of the staff or Directors of The Able Trust and/or their immediate family members or places of business.

Brief History – Center for the Visually Impaired is a private non-profit corporation with a 501 (c) (3) designation by the IRS. It was established in 1985 for the purpose of serving visually impaired individuals in the Florida counties of Volusia, Flagler, Putnam, and Brevard. The central administrative office is located in Daytona Beach with satellite offices located in Deltona and Cocoa. Service to Putnam and Flagler County visually impaired individuals is provided in individual homes. The core services provided by the agency are independent living classes, adjustment to blindness counseling, orientation/ mobility, low vision services, computer instruction and post-high school transition services. CVI is governed by a 21 member, volunteer board of directors (25% or more are visually impaired). There are 18 full-time staff and 2 part-time staff as well as 15 volunteers that provide the heart and soul of the organization. CVI is not a primary corporate entity or a subsidiary of any other organization, corporation, or service provider.

Organization Mission - The mission of CVI of Central Florida is to ensure that blind and visually impaired individuals lead successful lives in their workplace, at home, and in their communities. Our multi-faceted approach to service helps to provide confidence to individuals experiencing low vision or blindness to stabilize their ability to live their lives as independently as possible as they work to adjust to changes in personal vision or absence of sight. We feel our mission directly aligns with The Able Trust mission to be a key leader in providing Floridians with disabilities opportunities for successful employment.

CVI would like to thank The Able Trust for your kind consideration of our funding request. We hope you will choose to partner with CVI as we work toward providing long-term employment solutions for individuals who are blind or visually impaired.

CVI Hospitality Employ Budget 2018

Line Items for Program	The Able Trust	CVI	Total Program
Salaries	\$46,708.93	\$23,518.11	
Salaries Fringe	\$6,490.43	\$4,210.18	
Rent		\$4,341.98	
Utilities		\$750.00	
Telephone		\$2,000.00	
Repairs and Maintenance		\$1,000.00	
Professional Fees		\$7,000.00	
Insurance		\$1,500.00	
Staff Travel		\$3,500.00	
Program Supplies		\$3,744.20	
Other Supplies		\$1,500.00	
Misc. (Dues, Outreach, Printing, Fees, Postage, etc.)		\$4,125.00	
Subtotal		\$57,189.47	
Admin Cost (limited to 15%)	\$6,800.64	\$10,310.53	
Total Amount provided by CVI and/or other Foundations	\$60,000	\$67,500.00	
Total Amount Requested of The Able Trust	\$63,750		
Total Amount of the Project	\$60,000.00	\$67,500.00	\$127,500



The Able Trust™ Name, Logos and Taglines Requirements

All Materials with The Able Trust logo must be pre-approved by The Able Trust before printing, launching or otherwise distributing.

Name, Logo and Tagline Usage Guidelines

- The Able Trust name and logo is a registered trademark with the United States Patent and Trademark Office
- The name, logo and tagline may not be used without express written permission from The Able Trust
- The name, logo and tagline may not be used in a manner that would disparage The Able Trust
- The logo and tagline may not be distorted in perspective or appearance
- The logo and tagline must be used as provided by The Able Trust with no changes in color, design or removal or addition of any words or artwork

The Able Trust Written Words Specifications & Requirements

The Able Trust should always be written in the following format:

- "The Able Trust"
- Capitalize the "T" in The and the letters in lowercase following the A in Able.

The following is incorrect:

- the Able Trust
- the ABLE Trust

The Able Trust Logo Specifications & Requirements

Pantone Color Specs

For Press Printing

PMS280 = Pantone 661

CMYK Color Specs

For Desktop Printer or Digital Press

C = 100

M = 100

Y = 27

K = 14

RGB Color Specs

For Computer Screen Presentation

R = 38

G = 38

B = 113

(hex #: 262671)

-MORE-

The Able Trust Logo Requirements

Page 2

*Grayscale - The entire logo wording should be black with a white background, as shown below.

SIZE

The logo may be increased or decreased in size. However, its proportions should never be altered. Here are some recommended sizing options.



50% Aspect Ratio
Size: .68 X .99



75% Aspect Ratio
Size: 1.02 X 1.49



100% Aspect Ratio
Size: 1.36 X 2

Tagline Specifications & Requirements

If including The Able Trust tagline, "Because people want to work"

- It should always be located directly underneath the logo
- The font size should be proportionate to the logo's size.
- The font used should be Book Antiqua.

The tagline letters and words can be written one of two ways:

- Because people want to work.
- Because People Want to Work

COLOR

The font color of the tagline should follow the logo color specifications. If the logo is printed in grayscale, the font color should be black.



Because People Want to Work



Because People Want to Work



Because People Want to Work

The Able Trust Grant Award Logo Specifications & Requirements

- The Able Trust Grant Award contract states that “The Agency must recognize the Foundation in any materials that are the direct result of funding through this Contract.”
- All materials that include the promotional logo or written recognition statement must be approved by The Able Trust.
- The Able Trust logo should be used for promotions related to projects funded by The Able Trust grant awards, which may include for example:
 - Project brochures
 - Project informational flyers
 - Event invitations/flyers/program books related to projects funded by The Able Trust grant award
- The Agency Grant Award contact should request an electronic format of The Able Trust logo to include in promotional materials.
- *Logos should not be scanned from this document or copied/saved from The Able Trust website.

Grant Logo

The Grant Award logo is shown as follows. It may be increased or decreased in size. However, its proportions should never be altered.



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Updated: March 2012



FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION

GRANT AWARD ADJUSTMENT FORM for #18-65

After careful consideration of your original Grant Application by the Foundation's Grant Committee, your original request has been modified as follows:

The Organization has been awarded \$60,000, slightly less than the requested amount. An updated budget reflecting the amount awarded is due with the signed grant award contract.

Ronee Silverman

Signature of Chief Executive

2/23/18
Date

Ronee Silverman
Printed Name



FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION

Choice of Receiving Method for Progress Reports

Please indicate your choice for receiving Progress reports. No matter which method selected reports must be returned to The Able Trust by their indicated due date via postal mail to accommodate the volume of receipts and invoices that are required to be attached to support Budget line item expenses.

Organization would like to receive Progress reports by Postal Mail. Indicate any changes to the organization mailing address that are different than the proposal to route the envelope to the correct responsible person: _____

Organization would like to receive Progress Reports by Email. Indicate one or more addresses the report should be sent to:
Print Name of Person: Ranee Silverman
Print carefully Email: rsilverman@civicentralfloida.org
Print Name of Person: Chris Dixon
Print carefully Email: cdixon@civicentralfloida.org

Phone Number & Address to contact if the email is returned undeliverable:
386-253-8879 1187 Dum Avenue Daytona Beach, FL
32114

Choose ONE answer: Do you need a PLAIN TEXT FILE?
YES _____ Not Necessary ✓

By signing below, Recipient agrees to the choice made above. Changes can be made at any time during the grant year by requesting the change on Organizational letterhead the change(s) needed and why with the signature of the authorizing personnel.

Ranee Silverman
Signature of Executive Director

2-23-18
Date