



ORIGINAL

FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT

This agreement is entered into this 28th day of Feb, 2018 between Easter Seals Florida, Inc. ("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 # 18-69 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sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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

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- 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 # 18-69 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's 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 waving 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

By: *Susan Ventura*
Printed Name: Susan Ventura
Title: President and CEO
Date: 2/8/18

FOUNDATION

By: *Suzanne T. Homant*
Printed Name: SF HOMANT
Title: PRESIAENT / CEO
Date: 3/1/18

General Support of Employment Programs Grant Application

Organization Name: Easterseals Florida, Inc.

State of Florida Charitable Registration #: CH420

IRS Employer Identification #: 59-0637848

18-069

Mailing Address

Street: 213 S Congress Ave
City: West Palm Beach
State: Florida
Zip Code: 33409

Physical Location where Services Provided

213 S Congress Ave
West Palm Beach
Florida
33409

Executive Director's Name: Sue Ventura

Phone Number: 407.306.9766 ext

Fax: 407.306.9767

Email: sventura@fl.easterseals.com

Primary Project Contact: Stephanie Wallace

Phone Number: 561.471.1688 ext

Fax: 561.471.1966

Email: swallace@fl.easterseals.com

Organization Website: www.easterseals.com/florida

Project Name: Hospitality Training Program of the Palm Beaches

Disability Population to be Served in proposed project: Adults with a documented disability who have a desire and aptitude to become employed in the Hospitality industry. The type of disability will not be limited so that a wide range of people with special needs can be served; those who have a physical, mental, developmental, and/or learning disability can apply.

County/COUNTIES to Benefit Most from the proposed project:

Palm Beach County

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: 30

Total # of Persons proposed to become employed

Approximately 20 hours per week: 15

Approximately 30+ hours per week: 7

Total Amount of Funds Requested of The Able Trust: \$61,813

Total Amount of Funds Projected to support the proposed project: \$155,631

Sue Ventura 6.29.17

Signature & Date Executive Director

Print Name: SUSAN VENTURA

Miriam Metz 6.29.17

Signature & Date Board Officer

Print Name: MIRIAM METZ

Representing Company: Publix SuperMARKets, Inc.

Project Name – Hospitality Training Program of the Palm Beaches.

Population Served – The Program will consist of adults ages 18 and older with a documented disability who have a desire and aptitude to become employed in the Hospitality industry. The type of disability will not be limited so that a wide range of people with special needs can be served; those who have a physical, mental, developmental, and/or learning disability can apply.

Statement of Need –

According to the 2015 Disability Status Report by Cornell University, the employment rate in the U.S. for adults between the ages of 21-64 who had a disability was 31% while 76.4% of the same age group without a disability were employed. It is no surprise that the poverty rate of these same two groups are significantly different; those with a disability-27%, those without a disability - 11.6%. (1) Locally the Unicorn Children's Foundation funded extensive research for the Palm Beach Special Needs Advisory Coalition (SNAC) to identify needs in the disabled community. According to their findings, there are almost 168,000 (12%) residents in Palm Beach County who have one or more disabilities. Of those, 31% are unemployed and 47% work less than 10 hours a week. The study identified Employment needs as one of the top unmet needs in our county. Issues such as limited work options and job skills training are seen as significant barriers for these residents to reach their goal of self-sufficiency. Although Palm Beach County has many wonderful organizations there are simply not enough of them working to change the unemployment rate of people with disabilities to fulfill the need.

The hospitality industry is growing—the U.S. Bureau of Labor Statistics expects the hospitality industry to add 17% in wage and salary employment, compared to the 14% for all other industries combined.(2) The nature of the hospitality industry makes it very labor intensive. Additionally, the hospitality industry has extremely high employee turnover rates. While the annual turnover rate for all industry sectors was 39.6% the leisure and hospitality sectors averaged 74.6%. (3) In a 2012 Cornell HR Review article, individuals who have one or more disabilities were addressed as an untapped pool of potential workers to fill the positions in this flourishing industry. Despite the stereotype that people with disabilities are not qualified or cannot work as hard as employees without disabilities, employers consistently rate them average or above average in performance, quality and quantity of work, flexibility, and attendance. (4) Kerry Lee, the general manager of The Murray Hill Inn and Suites (a 76-room property), is a strong proponent of hiring individuals with disabilities. Mr. Lee stated that employees with physical or cognitive disabilities at his hotel perform at the same (or higher) level as the rest of the employees following adequate training. (5)

Project Plan and Description

The Hospitality Training Program of the Palm Beaches is a joint effort and partnership of Easterseals Florida and CareerSource of Palm Beach County. Training will take place at the Easterseals Igoe-Amar Center in West Palm Beach in a classroom setting that will also include an onsite "Hotel Simulation Room". An in-kind donation from The Breakers has been secured so that a working hotel room with all the typical hotel room furnishings can be recreated. With help from Able Trust, plans are to conduct at least two training classes consisting of 15 students each within a year's time. Each class will meet for approximately 30 hours per week for 12 weeks and will be led by an experienced Disability Coordinator from CareerSource as well as a full time staff member from Easterseals. Both facilitators will have experience and proven success working with adults with disabilities and their employment service needs. Potential students will be identified through CareerSource, through referrals from Vocational Rehabilitation and local schools where both organizations have strong established relationships.

Because of the limited number of seats available for each class and the importance of utilizing a person-centered approach, each potential student will undergo an initial assessment and prescreen. The screening process will help us determine if the individual is a good match for employment in hospitality, is dedicated to completing the program, and serious about seeking steady employment. After the prescreening is complete and the student is eligible to continue, we will then complete an in-depth follow-up assessment to discuss their application and results of their initial assessment. Our desire is to gather initial information on each individual's strengths, resources, priorities, concerns, abilities, capabilities, and interests. These components will be updated and documented throughout the program as our staff are able to observe and work with each student. We find that many individuals discover strengths and interests they didn't have or didn't know they had before learning new skills. Once accepted into the program, additional information, such as necessary accommodations, will be determined based upon self-disclosure by the individuals participating in the program. In the event that there are more qualified applicants for the class than seats, priority will go first to those individuals with veteran status and then by date of complete submitted application.

The Program's curriculum has been developed and is based on standards from the American Hotel & Lodging Educational Institute on Guest Service Gold and START: Guestroom Attendant training manuals. Classroom instruction will include but not be limited to interactive software, videos, worksheets, hands-on practice, field trips to onsite hotels/resorts, guest speakers, and class discussions. The area that we are hoping Able Trust will be able to assist us with is startup costs; such as the ability to purchase computers, licenses for hotel simulation software, and assistive technology. Our goal is to create a learning environment that will address the needs of each of our students and the unique ways that they learn. These aforementioned items will greatly assist us in reaching that goal and increasing each student's opportunity for success. In addition to technology, the students will be experiencing a comprehensive training program. Classroom lecture and discussion, hands-on practice in the simulated hotel room, guest speakers, field experiences, and videos all enhance the curriculum and serve to engage each and every student. Throughout the program there will be assessments to check for learning. These checkpoints will allow our instructors to assist our students who may be struggling for mastery of skills along the way. They will also assist in preparing our students for Guest Service Certification and Guestroom Attendant Certification exams at the end of the program.

In addition to job skills in hospitality, each student will receive soft skill, pre and post-employment training/support. Knowing that the hospitality industry is customer focused, soft skills like communication, conflict resolution, and problem solving are critical and thus addressed within our curriculum. Pre-employment training such as resume/cover letter writing and interview skills will be thoroughly covered to increase each student's success in securing employment. Once the student has been successfully placed, post-employment support such as guidance and counseling will be available to assist in job retention.

Overall, participants in our Hospitality Training Program will have the opportunity to prepare for the transition from the classroom to the workforce and a path to self-sufficiency. Successful students will be ready to launch their career path in either Guest Services or Guest Room Attendant. Each track teaches the basics of lodging operations and guest services to enable students to succeed while promoting professionalism, self-confidence, positive work ethics, and crucial soft skills in the work place.

Describe how job developing, employer connections will be accomplished, maintained and cultivated for creating employment opportunities for individuals with disabilities and for providing employers with a positive experience in hiring and maintaining the individual as an employee.

A huge advantage of our Hospitality Training Program with regard to employment opportunities, will be the partnership and support between Easterseals and CareerSource of Palm Beach County. The Easterseals organization has provided services for individuals with disabilities for

almost 100 years and here in Florida for close to 70 years. We have established relationships with a diverse group of businesses located here in Palm Beach County; Easterseals Florida has been the primary corporate entity serving Palm Beach County since 1948. CareerSource Palm Beach County is a direct service provider and addresses the needs of thousands of employers and job seeker at two Career Centers and an employer-focused Center for Business Excellence. The organization's 160+ staff members implement collaborative, research-based strategies in order to provide an exemplary level of service to job seekers and the community. In addition, CareerSource Palm Beach County has a dedicated team of Disability Coordinators who are trained to work exclusively to provide employment services to individuals who have disabilities

Together, Easterseals and CareerSource of Palm Beach County have identified the need for both increased employment opportunities for our community members with disabilities and the County's thriving Hospitality industry that consistently and continually requires new employees. CareerSource has the resources across the county to successfully bring these two groups together. In addition, Easterseals will be hiring a full time staff member who will be responsible for developing and cultivating those employer and industry connections as well as bridging the gap between employer needs and our students' skills.

Describe the follow-up methods used to find out if individuals are satisfied with their employment, need additional placement, or if the employer has additional questions.

A vital part to any successful employment placement is retaining productive, happy employees and ensuring that employers are pleased with their new hire. Employee and employer satisfaction is one of the key outcome goals for the Hospitality Training Program. In order to effectively address both sides of the equation, each student will be assigned a CareerSource Career Consultant that will assist in refining the concepts provided during the 12 week class and offer guidance for any potential internal growth opportunities. These consultants will also act as a liaison between the student and the employer to provide support for a wide range of possible obstacles that may arise. For example, if transportation challenges impede an employee's ability to arrive to work on time, the consultant's role would be to work with the employee and the employer on possible solutions. Solutions could include making some scheduling adjustments or addressing additional transportation options not considered previously. The consultants are trained to problem solve these very typical issues. Both CareerSource staff and Easterseals' Project Coordinator will be committed to providing the employer with all the information and support that they need as well. Establishing positive, collaborative relationships with employers is a priority for the success of the Program and is a commitment from both organizations.

Comprehensive data, including but not limited to, name of individual, disability type served, name of employer, job position, start date, wage, benefits, satisfaction with the position, and promotions received will be recorded in Employ Florida, the statewide databank for employment and labor market information per local, state, and federal requirements. Easterseals will be maintaining the same in our local database in addition to enrollment and contact information, assessments, and all information/reporting needed to document benchmarks and milestones for Vocational Rehabilitation payments. Please note that we fully understand the expectation of an Able Grant recipient to provide follow-up on all aspects of employment at 3, 6, and 12 months as well as subsequent years after. We have the staff, the databases, management structure, and experience in place to meet these requirements. Both Easterseals and CareerSource understand that one of the challenges in tracking participants can be contact information that changes. In order to proactively address that challenge, each participant will need to provide multiple sources of contact at enrollment. In addition, scheduled check-in with each of our employers will be a priority component of our post-employment structure and process.

Expected Project Outcome –

In the first year of funding, this project hopes to accomplish establishing suitable and viable employment options for individuals with disabilities who successfully complete the program. With the help of Able Trust, we will be able to fund our startup needs enabling us to quickly establish

and launch our first class. Our goal is to maintain a 70% or higher placement rate in the Hospitality field based upon the students' abilities, skills, and interests. With the combined efforts and resources of Easterseals Florida and CareerSource of Palm Beach County our objective is to serve 30 students through skill specific training and place 22 in competitive and integrated employment. By providing support and guidance to both employee and employer, our aim is to have at least 60% (13) working 30 or more hours/week by the end of their first year of employment. We will continue to track our students over the next two years with an objective of keeping at least 70% (15) employed, even if they need to change employers or jobs.

Amount Requested/Total Project Cost –

Total program costs are \$155,631. Easterseals Florida is requesting support from the Able Trust in the amount of \$61,813 to cover the initial startup costs which will allow the Hospitality Program to be established and launch quickly, as well as provide the tools and resources needed to support the students and increase their chances of success. As a positive first step, we have secured an in-kind donation from The Breakers which will enable us to create the simulated hotel room in our center. Both Easterseals and CareerSource of Palm Beach County will be investing funds in order to introduce the Hospitality Training Program to our community. We foresee referrals from The Department of Education Vocational Rehabilitation funding through job placement and benchmark achievements to support yearly program costs.

Describe the Future Funding situation –

It is expected that the referral base will be sufficient by the end of the grant year and that the program should be budgeted to breakeven by the end of Year 2 without assistance from The Able Trust. If the program doesn't quite meet expectation by the end of Year 2, additional grant or foundation dollars will be sought. Projections indicate that Year 3 and subsequent years thereafter will be self-supporting entirely through Vocational Rehabilitation funding. Additionally, we will explore potential scholarship offerings from satisfied employers once the program has demonstrated consistent success as well as private pay options.

Statement of Relationships –

There are no known relationships between members of the staff or Board of Directors of Easterseals Florida, or CareerSource of Palm Beach County and the Director of The Able Trust, the staff/co-workers of that Director at their place of business, the staff of The Able Trust and/or their immediate family.

Brief History –

Easterseals has been helping individuals with disabilities and special needs since 1919. Easterseals offers help, hope and answers to more than a million children and adults living with autism spectrum disorder (ASD) and other disabilities or special needs and their families each year. Education, services and support are provided through a network of more than 550 sites in the U.S. and through Ability First Australia. Each center provides exceptional services that are individualized, innovative, family focused and tailored to meet specific needs of the particular community served. Easterseals is the seventh largest nonprofit organization in the US. Since 1948, Easterseals Florida (ESF) has been the primary corporate entity serving Palm Beach County. All funds raised locally stay locally. We have no religious affiliation. Easterseals Florida's purpose is to change the way the world defines and views disabilities by making profound, positive differences in people's lives every day.

Organization Mission

Easterseals' mission is to provide exceptional services, education, outreach, and advocacy so that people living with autism and other disabilities can live, learn, work and play in our communities. By supporting individuals with disabilities in securing and maintaining competitive and integrated employment, the Hospitality Training Program of the Palm Beaches aligns perfectly with our mission.

(1) Erickson, W., Lee, C., & von Schrader, S. (2016). 2015 Disability Status Report: Texas. Ithaca, NY: Cornell University Yang Tan Institute on Employment and Disability (YTI).

- (2) Department of Labor. (2010, March 4). High Growth Industry Profile. Retrieved from United States Department of Labor: http://www.doleta.gov/brg/indprot/hospitality_profile.cfm
- (3) Job Openings and Labor Turnover Survey . (2012). Retrieved from Bureau of Labor Statistics, U.S. Department of Labor: <http://data.bls.gov/cgi-bin/surveymost?it>
- (4) Job Accommodation Network. (2011). Retrieved from Office of Disability and Employment Policy, U.S. Department of Labor: <http://www.askjan.org>
- (5) Cornell HR Review, March 31, 2012. Lee, K. (2012, February). (K. Donnelly, Interviewer)

Items	The Able Trust	Vocational Rehabilitation	Easterseals Florida	CareerSource	The Breakers In-kind Donation
Personnel					
Instructor/Facilitator from CareerSource salary and benefits % of Full time effort		\$9,880			
Project Coordinator/Facilitator from Easterseals - 100% salary and benefits		\$45,000			
Management/Leadership cost:(% of salary due to time dedication during start up year)	\$26,000				
Instructor for Art component of curriculum (consultant)		\$1,200			
Facility and Space Cost - based on 3% usage					
Occupancy			\$1,561		
Utilities			\$1,200		
Phone/internet			\$252		
Insurance			\$991		
First Year Start-Up Costs					
Classroom setup to include desks, chairs, etc.	\$7,024				
Computers/Audiovisual equipment	\$12,400				
Software licenses to include assistive technology	\$4,000				
Initial Marketing	\$500				
Staff background and drug screens	\$250				
Academic materials - non consumable	\$2,000				
Simulation Hotel Room furnishings					\$5,000
Other Yearly Project Costs					
Student certification costs: Guest Services and Guest Room Attendant		\$3,000			
Academic materials - consumable		\$3,000			
IT fees - hardware tech support		\$3,075			
Shared server cost		\$1,500			
Transportation (van for field experiences-insurance, maintenance, gas)		\$3,200			
Travel - staff @\$.445/mile)		\$200			

Curricula updates			\$1,000			
Misc. cost including student backgrounds					\$2,500	
Total		\$52,174	\$71,055	\$4,004	\$2,500	\$5,000
Admin Cost (limited to 15%)		\$7,826	\$ 10,658	\$ 601		
Total Amount Requested of The Able Trust						
		\$60,000	Grand Total	Amount of the	\$153,818	
			Project			



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	CMYK Color Specs	RGB Color Specs
<i>For Press Printing</i>	<i>For Desktop Printer or Digital Press</i>	<i>For Computer Screen Presentation</i>
PMS280 = Pantone 661	C = 100	R = 38
	M = 100	G = 38
	Y = 27	B = 113
	K = 14	(hex #: 262671)

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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 #18-69

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

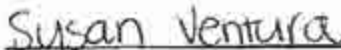
The Organization has been awarded \$60,000, slightly less than the requested amount. An updated budget reflecting the amount awarded is due with the signed grant award contract.



Signature of Chief Executive



Date



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: Stephanie Wallace

Print carefully Email: swallace@fl.easterseals.com

Print Name of Person: SUE Ventura

Print carefully Email: sventura@fl.easterseals.com

Phone Number & Address to contact if the email is returned undeliverable:

520 N. Semoran Blvd Ste 280 407.306.9766

Orlando, FL 32807

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.

Susan Ventura
Signature of Executive Director
Susan Ventura, President & CEO

2/8/18
Date