



**FLORIDA ENDOWMENT FOUNDATION FOR VOCATIONAL REHABILITATION
ORGANIZATION GRANT AWARD CONTRACT**

This agreement is entered into this 30th day of Aug, 2019 between **Best Buddies** ("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 # 20-800 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 the project timely and complete the project described in Attachment One within three years 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. Organization will be reviewed on each anniversary of this contract for compliance and goal setting for the next contract 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sign and return contract within 60 days of presentation of contract by Foundation, or such Grant award shall be deemed withdrawn.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 regular 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 at each of the quarterly reports.
- 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 **\$250,000.00** to Organization as Grant # **20-800** subject to the terms and conditions as stated. The Foundation shall disburse the funds to the Organization as follows: Year One funds shall be delivered to the Organization in three disbursement(s). The first disbursement shall be in the amount of **\$47,500.00** and will be delivered within 30 days after receipt of a fully executed contract. The second disbursement shall be in the amount of **\$47,500.00** and will be paid by Foundation to Organization not less than 180 days after the initial disbursement, provided all reporting requirements are satisfied. The third disbursement shall be in the amount of **\$5,000.00** and will be paid by Foundation to Organization not more than 30 days after Year One Final Report on persons served and employed, as defined in I.C. above is received and accepted. The 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. Subsequent payment schedules for year two and three of the grant shall be attached to this document at the time of annual review.

- B. 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 sole 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.
- C. 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.
- D. 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.
- E. 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.
- F. 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 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: 

Printed Name: Anthony K. Shriver

Title: Chairman

Date: 7/16/19

FOUNDATION

By: 

Printed Name: Guenevere Crown

Title: Interim President & CEO

Date: August 30, 2019



RECEIVED DEC 21 2018

Strategic Employment Placement Grant Application

19-800

Organization Name: Best Buddies
State of Florida Charitable Registration #: CH2971
IRS Employer Identification #: 52-1614576 **Year Org was established:** 1989

Mailing Address	Physical Location where Services Provided*
Street: <u>105 E. Robinson ST, #540</u>	<u>105 E. Robinson ST, #540</u>
City: <u>Orlando</u>	<u>Orlando</u>
State: <u>Florida</u>	<u>Florida</u>
Zip Code: <u>32801</u>	<u>32801</u>

*Lead office for five Jobs Program areas

President or Executive Director's Name: Anthony Shriver Kennedy, President
Phone Number: 305-374-2233 **Cell Phone:** N/A
Email: N/A

Primary Project Contact: Cary Ombres, Director of Jobs
Phone Number: 407-898-0787 ext. 103 **Cell Phone:** 407-443-9915
Email: caryombres@bestbuddies.org

Organization Website: www.bestbuddiesjobs.org
Project Name: Best Buddies Florida Jobs Program Expansion

Disability Population Served in proposed project (list categories): Adults with an intellectual or developmental disability such as Down syndrome, autism, Fragile X, Williams syndrome, cerebral palsy, and traumatic brain injury

County/Counties to Benefit Most from the proposed project: Counties served: Orange, Osceola, Seminole, Lake, Brevard, Palm Beach, Martin, Broward, Miami Dade, Pinellas, Pasco, Hillsborough, and Manatee.

Is Organization currently involved in ANY Litigation:	<u>No</u>
Total # of Persons proposed to be served during the project:	<u>425</u>
Total # of Persons proposed to become employed during the project:	<u>234</u>
Total Amount of Funds Requested of The Able Trust:	<u>\$250,000</u>
Total Amount of Funds Projected to support the proposed project:	<u>\$3,633,093</u>
Total Cost Per Person to become Employed:	<u>\$15,526</u>

Signature & Date President/Executive Director **Signature & Date Board Officer**

Anthony Kennedy Shriver
Printed Name

Robert Strader
Printed Name & Representing Company Name

105 E. Robinson Street, Suite 540 | Orlando, FL 32801
Phone: 407.898.0787 | Fax: 407-367-4354
www.bestbuddiesflorida.org

- b) **Anthony Kennedy Shriver, Founder and CEO, Statement of Commitment:** "I founded Best Buddies in 1989 with the simple goal of creating opportunities for friendship, leadership, and jobs for individuals with unique abilities. As we prepare for our 30th anniversary, we've certainly come a long way -- but we have much more work to do. To date, we have programs in all 50 states and 50 countries, and we have an impact on 1.2 million individuals annually.

Specifically, our Florida Jobs Program has grown tremendously in recent years and has been received well in the corporate world. Our Jobs team focuses on finding non-traditional jobs for this talented population while matching the needs of businesses with the skills of our participants.

We appreciate The Able Trust's recent leadership support of our Orlando Jobs Program and we are excited about this opportunity to seek a longer-term strategic partnership with The Able Trust in order to bring our services to a new level. We are committed to growing our Jobs Program throughout the State of Florida in order to provide more work opportunities for Floridians with unique abilities, and we look forward to launching a Jobs program in the Tampa market.

A multi-year grant on the part of The Able Trust would certainly build our capacity by helping us build a more diverse constituency and broader base of corporate and community support.

In Friendship,

Anthony Kennedy Shriver"

Best Buddies Florida (BBFL) Program Expansion Project Plan and Description

The Best Buddies Florida Jobs Program in Broward, Miami, Orlando, and Palm Beach areas currently serves 191 adults, 18 years and older, who have an intellectual or developmental disability. Of these 191 adults: 28 are Project SEARCH students; 131 are employed participants, and 31 are in-development.

Best Buddies works with 110 businesses who are committed to employing people with IDD to not only fill employment gaps but to enrich the overall workplace experience. BBFL Jobs Program staff receive referrals from the Florida Division of Vocational Rehabilitation and Agency for Persons with Disabilities. Referrals include, but are not limited to, people with mild to moderate mental retardation, seizure disorder, Down syndrome, autism, cerebral palsy, and Asperger syndrome. The majority of individuals served fall into the low to moderate income range. The BBFL Jobs Program Expansion Project is a proposed three-year strategic effort with the main goals of increasing the number of job participants and employer hosts in four of seven areas currently served (Broward, Miami, Orlando, and Palm Beach areas), as well as the creation of a Best Buddies Jobs Program in the Tampa region. In addition, the Project aims to increase employer participation across areas with organizational events, including volunteer opportunities, and annual local fundraising events.

Outlined below is the breakout of individuals served and employers active in each region currently, with projected increased participation through the proposed BBFL Jobs Program expansion noted.

Proposed Best Buddies Florida Jobs Program Expansion Projections

Area Served	No. of Individuals Currently Served	Increase in No. of Participants in Years 1/2/3	Total Anticipated Increase in No. of Participants	Employers Currently Involved in the Program	Increase in No. of Employers in Years 1/2/3	Total Anticipated Increase in No. of Employers
Broward	38	16/16/16	48	21	8/10/12	30
Miami	112	32/32/32	96	63	15/20/22	57
Orlando	32	16/16/16	48	22	5/10/10	25
Palm Beach	9	8/8/8	24	4	5/5/10	20
Tampa	0	0/8/10	18	0	0/8/10	18
Total	191	72/80/82	234	110	35/58/60	150

BBFL Jobs Program Model and Structure

Program Title	Description of Activities	Schedule	Target Population
Pre-employment training	Creating a resume, mock interviewing, dressing for success	20 hours of instruction in a classroom setting	Participants without prior transition training
Employment services	Job development, interviewing, on-boarding, orientation, training and ongoing support	As needed	Individuals with mild IDD
Supported employment	Employment services, and additional support up to 150 days and beyond	As needed	Individuals with IDD requiring extra support

BBFL focuses on incorporating people with IDD into integrated jobs that are in non-traditional employment settings for this population, such as data entry, filing, operating office equipment, answering phones, and customer service. Many of our individuals work in law firms, financial institutions, and other office settings, rather than being relegated to sheltered workshops, which often pay below minimum wage and do not promote social integration.

How Needs of Individuals to Gain Employment Are Assessed and Addressed

Prior to accepting individuals into the Best Buddies Jobs program, staff conduct an initial meeting and a vocational assessment for each individual. The assessment reviews all skill areas to understand each individual's goals, abilities, and where each will need support from our team throughout the employment process. Once enrolled in the Jobs Program, BBFL staff determine the individual's skill levels, interests, and abilities, and begin formulating an Individualized Writing Program Plan (IWPP) with each participant.

One of the barriers our staff face is educating families that are hesitant to allow participants to earn more hours and how that can impact their benefits. Our staff take time to get to know family members to understand their expectations and to educate them on the process and the benefits of employment, which can provide more money than public assistance. Many of the individuals we work with receive benefits that can be impacted by earning money. Our Jobs program is focused on meeting each individual's employment goals. This could mean, individuals work the minimum 16 hours a week that our program starts with or they work full time. When each participant makes the decision to select Best Buddies Jobs as their vendor, they sign our participant handbook that outlines we will work for them to seek employment starting at 16+ hours a week with a potential goal of more if the participant is interested. If the family is hesitant about the required hours, we give them time to decide if we are the right vendor for them.

Next, staff begin the process with pre-employment skills training: how to create a résumé, how to complete job applications, how to use available resources, and how to find appropriate jobs that align with their interests and abilities. The participant practices interviewing, and the employment consultant arranges job interviews with potential employers and supports the job seeker throughout the entire application/interview process.

There is a focus on white-collar work opportunities where participants can earn a competitive wage ranging from \$8.10 to \$17.00+ per hour. There is also assistance for post interview activities such as writing thank you letters and instructing participants on how to follow up with employers on a position they truly want.

Employment Support

Once a participant secures employment, and during the initial stages of the new job, the employment consultant provides on-the-job support and works alongside the participant. The employment consultant teaches the participant with IDD how to get from home to the job site using public or private transportation. Employment consultants are on the job site as much as needed but they work to fade support as quickly as possible. This best practice of fading support is critical for the individual in building natural supports within the workplace and to not build a dependency on the employment consultant.

This individualized support continues until the participant is comfortable enough to work independently and the supervisor agrees the participant is successfully completing tasks. During the entire lifecycle of employment, Best Buddies Jobs staff continue to periodically monitor his or her performance based on the individual's needs and career goals, and to provide additional support when requested.

Our commitment to each employer is critical to the success of the overall program. Our commitment to their business is just as important as the commitment to our participant as they are trusting their business, other employees, and overall company success with our program, and we do not take that lightly. Jobs Program leadership and the employment consultant foster a close relationship with employers. The employment consultant maintains contact with the employer and direct supervisor of the participant through face-to-face meetings and phone consults to ensure a participant's long term success. As participants are building their independence, our staff work to create new long and short term goals with the individual and

their supervisor. Our staff continue to monitor the employment and attempt to address any employer concerns about management of the position, for example position oversight, time issues, or any other issues that might arise.

BBFL board members play a major role in developing our network of employers, from encouraging their own businesses to participate in the jobs program or events programming to reaching out to other potential employers. Each local advisory board has a Jobs Chair who supports with recruitment of new employers based on the participants in development and what sectors our program is strategically looking to grow. Board members often accompany staff on new visits to potential employers to encourage participation and show their support of the program.

At the outset of a new employer relationship, BBFL offer a “Diversity and Inclusion Training” for the company’s employees in order to educate them about best practices in supported employment. If the employer has too many employees for a single training, staff offer training to specific departments or individual supervisors that will have a role with the participant. Periodically, over the years, trainings are offered again. Our staff stress the importance of this training as it can prepare the supervisor/department on how to best support their incoming staff member. Our goal is to make the training a time for the participant’s future supervisors and co-workers to feel confident and comfortable with their new team member.

Follow-up Methods Used to Find Out if Individuals are Satisfied with Their Employment, Need Additional Placement, or if the Employer has Additional Questions

Our employment consultants create Individualized Written Program Plans (IWPP) while the participant looks for a job, once the job begins, three months into the job, and then at the annual review each year.

These plans focus on: the participant’s satisfaction at the job; if he or she is gaining independence in the job role; what tasks he or she would like to learn in the future and what is needed to learn those tasks; obstacles that could prevent the participant from achieving long- and short-term goals; what additional assistance is needed from the supervisor or employment consultant; and any other specific personal or professional goals he or she would like to work toward. Best Buddies staff use the SMART (Specific, Measurable, Achievable, Relevant, and Time-based Goals) goal setting strategy with the participant during the IWPP meetings. New goals and target dates for completion are set and entered into the Individual Written Program Plan (IWPP) and the SET-Works database.

Satisfaction surveys are conducted with participants, supervisors, employers, and funding agencies to measure satisfaction with the employment outcomes and Best Buddies’ services. Results are analyzed to determine areas of strength as well as areas for improvement. Informational interviews with participants, families, employers, and funding agencies are also conducted periodically to collect qualitative data that identifies the impact of employment.

Employer, Provider, and Community Connections

Each region has its own network of participating employers and partners. Begun at distinct times, each area's networks have expanded and strengthened at their own rates to the point of becoming, now, a web of interconnected partnerships and supports across the State.

Area Served	No. of Employers Currently Involved in the Program	Date Program Began	Total No. of Participants Served to Date
Broward	21	2015	38
Miami	63	1994	112
Orlando	22	2017	32
Palm Beach	4	2018	9
Tampa	0	2020	NA
Total	110		191

Outlined on the following pages is a detailed outline of Best Buddies Florida Job Program key partners and current activities.

Best Buddies Jobs Program Partners

Area Served	Names of Key Partners	Main Activities
Broward	<ul style="list-style-type: none"> - Aventura Mall - Value Store It 	<ul style="list-style-type: none"> - The mall created a program to hire individuals through BBJ to serve as the concierge and first point of contact for all guests that enter. They have hired 6 individuals that work at the mall greeting customers. - Value Store It is a chain of storage facilities that have found the value of BBJ to be so effective for what was once a high turnover position – they have now hired 4 individuals at 4 different locations throughout the county.
Miami	<ul style="list-style-type: none"> - City of Hialeah - City of Miami - IPC - Holland & Knight Law Firm 	<ul style="list-style-type: none"> - As one of the PS sites, they are encouraged but not required to hire graduates from the program. However, they are firm believers in the students and want to keep good talent when they can. They currently have 5 individuals working at the city that were initially part of the PS program. Additionally, the city is a large supporter of our annual Friendship Walk and raised more than \$15k to support BB programs. - Similarly, the City of Miami has taken advantage of the efficiency of the BBJ program and hired 4 individuals from the BBJ program. - This organization has employed a participant for more than 5 years. The individual has had such a large impact on the culture of the organization, they participate in the annual Friendship Walk. Last year alone, their company raised more than \$50,000 to support the Jobs program through the walk. - This firm was the first business to hire a participant through the jobs program in 1994 and in fact, the firm in Miami was the first to hire. The first hire is still working at the

		firm and recently celebrated her 24 th anniversary with the firm.
Orlando	<ul style="list-style-type: none"> - Levy Restaurants - Tavistock Development Company 	<ul style="list-style-type: none"> - This is a national partner with Best Buddies Jobs and has taken advantage of the talent provided throughout our program. They have hired 4 individuals at locations throughout Orlando including: The Amway, Disney Springs, and Camping World Stadium. - Tavistock hired a participant just over a year ago to support their front desk concierge services. Because of the success of the participant and their continued growth, they offered the individual the opportunity to work full time, with benefits. They also have a senior staff member service on the local advisory board and participate in both local fundraising events. They recently had a Tavistock employee participate in the Champion event and raise \$50k to support BBJ programs.
Palm Beach	<ul style="list-style-type: none"> - TJX (TJ Maxx, Marshall's, and Homegoods) 	<ul style="list-style-type: none"> - TJX is a national partner with Best Buddies Jobs and made the incredible commitment to hire 500 BBJ participants over the next 5 years and contribute \$1,500 for each of those new hires to the local market. They have since hired two of our participants in the Palm Beach market and several others throughout the state.
Tampa (Preliminary employers that have expressed an interest in partnering)	<ul style="list-style-type: none"> - The Florida Aquarium - Holland & Knight Law Firm - PDQ 	<ul style="list-style-type: none"> - We have had conversations with their leadership about the interest and intent of bringing BBJ participants to work for several positions. - The firm has reached out to our offices about exploring opportunities to bring a BBJ participant on board once the program is launched. - They have been a supporter of BB in Tampa for several years and have committed to hiring individuals through the Jobs program once operational.

Project Name: Best Buddies Florida Jobs Program Expansion

Population Served

Adults with an intellectual or developmental disability such as Down syndrome, autism, Fragile X, Williams syndrome, cerebral palsy, and traumatic brain injury.

Executive Summary

The three main goals of the Best Buddies Jobs Program Expansion Project are as follows:

- 1) Strategically increase job placements and employer relationships: To increase job placements by 234 and the number of employers participating by 150 over three years;
- 2) To launch a new Best Buddies Florida Jobs Program in the Tampa area, including generating employer leads, developing relationships with the Vocational Rehabilitation office and counselors, and creating a pathway for success for high school students to enter the real world after graduation;
- 3) To strategically increase employer participation with organizational events, including: volunteer opportunities and annual local fundraising events.

Leadership of Organization

- a) Names and Title of Current Best Buddies Florida Executives and Their Tenures

State Executives

1. State Director – Andi Allen: 1+ yr.
2. Director, Jobs – Raquel Linares: 2+ yrs.

Miami/Broward:

1. Deputy Director, Jobs – Victoria Saladrigas 1 mo.
2. Job Developer (Broward) – Ray Bell 22+ yrs.
3. Job Developer (Miami) – Vacant
4. Employment Consultant (Miami) – Ashley Swift 3 mos.
5. Employment Consultant (Miami) – Carmen Peralta 2+ yrs.
6. Employment Consultant (Broward) – Ana De Nobrega 1+ yr.
7. Employment Consultant (Miami) – Daniella de la Riva 1+ yr.
8. Employment Consultant (Broward) – Peggy Bueres 3+ yrs.
9. Employment Consultant (Miami) – Libby Bueres 7 mos.

Orlando Office:

1. Program Supervisor – Alana Kandt 1 yr.
2. Employment Consultant – Whitney Michielssen 2 mo.
3. Employment Consultant – Chrissy Reynoso

Palm Beach Office:

1. Employment Consultant – Elena Durand 1 mo.

Tampa Office:

1. Employment Consultant – to be hired in 2nd year of grant cycle

Best Buddies also has great relationships with service providers in the communities where we have a presence. In each school-based chapter, we establish relationships and coordinate services with middle and high school special education programs and the school district personnel that administer them. Best Buddies is an official partner of the Broward County School Board and partners as a sub-contractor for Exceptional Student Education inclusion services for middle schools in the Miami-Dade Public School System, the City of Miami, and the Palm Beach School for Autism.

Best Buddies collaborates with FIU Embrace, Project SEARCH sites at the City of Miami, City of Hialeah, as well as Zoo Miami and Inclusive Education Services Program at UCF. If funded, BBFL could expand the assistance we already provide USF gratis in providing pre-employment to their students to the Tampa area.

The Jobs program also partners with the Agency for Persons with Disabilities and the Florida Department of Education Division of Vocational Rehabilitation. In addition, the Jobs Program partners with 110 employers, including: MasTec, Park West Gallery, Seminole Hard Rock Casino, Aventura Mall Holland and Knight Law Firms, Wawa, Celebrity Cruise Lines, TJX, VCA Animal Clinic, Universal Value Store It, Trader Joe's, Publix, and Tap 42.

How Jobs Will Be Developed and Employer Connections Will Be Established

Introduction

The Best Buddies Jobs Program is led by a team of expert professionals who will be directly responsible for the strategic expansion efforts and engagement of employer partners. As outlined above, many employers have had Best Buddies participants working for them for a number of years but have not yet become engaged with the organization in other areas. In order for Best Buddies to grow and become more sustainable, our strategy will move towards identifying ways to invite employers to partner with us.

Andi Allen, the State Director, is responsible for the overall success of the programs throughout the state as well as the fundraising efforts needed to support the programs.

The Director of Jobs, Raquel Linares, oversees the Jobs Program, including job placements, best practices, guidelines oversight, fundraising, and expansion efforts that are specifically related to the Jobs program.

The Director of Jobs also manages the Orlando Program Supervisor, the Palm Beach employment consultants, as well as the South Florida deputy director of Jobs. Every BBJ staff member throughout the state will play a role in the rollout of this strategy. The Employment Consultants, Job Developers, Deputy Directors and Director all manage relationships with our business partners.

The Funding provided by The Able Trust will give us the opportunity to strategically focus on building employer relationships with existing and new businesses. The Director will be working within each market to identify ways for the field staff to engage our business partners with opportunities to volunteer, have walk teams, serve on advisory boards, become Champion candidates for our fall fundraiser and more. This model moves our program towards a sustainability plan that will allow for long-term success for Best Buddies Jobs.

Strategic Expansion Summary: Three Main Goals Explained

As stated, with this proposal, we plan to expand services in three ways: 1) increasing efforts across areas to increase the number of participants and employers in the Jobs Program; 2) adding an additional Jobs Program to the Tampa service area, and; 3) increasing employer and employee participation with organizational events including: volunteer opportunities and annual local fundraising events. Following are descriptions of each expansion goal:

1) Strategically Increase Job Placements and Employer Relationships

An important goal of this proposal is to increase the number of job participants in our program. Key to this effort is expanding our employer network, as the number of potential job participants far outnumbers current participating employers. We will be meeting with both the points of contact for potential new job candidates as well as area business leaders where they work, and where they assemble in business networking venues. We will accomplish this through strategically targeting new business prospects, and developing relationships through mutual friends and connections – inviting key business leaders to tour our program locations. We will also plan to give more presentations in the business community at networking events. We hope to also increase our contact with various county and state officials who are devoted to jobs development in the State of Florida in order to explore potential new businesses. Through these efforts, we will place 234 Floridians in meaningful employment and increase our employer base by 150 organizations over the next three years.

2) Proposed Program Expansion in the Tampa Area

A main goal of this proposal is to establish a new Best Buddies Jobs Program in the Tampa area. The crucial first year will include important ground building efforts, such as hiring a manager, generating employer leads, offering parent nights at area school chapters, and starting crucial relationships with Vocational Rehabilitation office and counselors. We will be meeting with teachers, participants, and families to educate them on available options after high school, including BBFL Job services. At the local VR offices, we will provide presentations about our services that will be starting in 2020. We will also set up meetings with interested businesses, some of which have already reached out to us (Florida Aquarium, Holland & Knight, Marshall's, TJ Maxx, WaWa, and Raymond James). In Year Two, we will hire a full-time employee (FTE) as an employment consultant who will start the process of accepting referrals from VR and working with participants to match their skills with employer needs. In Year Three, we anticipate rapid and full implementation of the program.

3) Increasing Employer Participation

Our plan to increase employer participation across areas will be modeled after our success in Miami and Broward counties in engaging employer teams with our Friendship Walk. Our efforts led to nearly \$175k additional dollars coming in to support the organization. By using this model in Orlando and Palm Beach, we will be headed towards a self-funded track and not continuing to need additional dollars from The Able Trust and other foundations. Additionally, all Best Buddies Florida areas are utilizing employer partnerships with the Champion of the Year model. Orlando's winner was from one of the employers that was matched with a program participant at their work (Tavistock Development Company) and together they raised over \$50k in their campaign to support BB programs throughout Central Florida.

Specific Area Key Personnel Leading Planned Strategies and Activities:

- 1) **Miami:** Miami is the longest-running program, established in 1994. Started with only one employment consultant, the program now has 4 consultants and 1 job developer. In the past two years, we recognized the need for more structure to support operations. Raquel Linares, Deputy Director, now oversees staff and programmatic initiatives including interactions with Project SEARCH, FIU, and joint efforts with our Broward area offices which are in close proximity.

With this planned strategic initiative, the Deputy Director and Job Developer will specifically market the Walk and Champion Programs. Over the last 5 years of the Friendship Walk, employer teams have continued to grow and become more engaged with this fundraising effort. Last year, employer teams throughout SFL raised a combined \$150k which supported the Jobs program throughout the SFL area. This strategy has proved to be the way for our program to become more self-sufficient. Our leadership team will work with our employment consultants to meet with employers to identify their interest and possible desire to commit their time, resources, and funding as sponsors for events, as well as whether their employees would like to form a Walk team themselves.

In Miami, currently 15 of the 63 employers have teams. But the staggering number is that \$150k was raised by only 15 employer teams. The opportunity to engage the remaining 48 teams to support our efforts is exciting.

Another strategic initiative will be to work with our partners to encourage them to engage their students and families, and their community and work connections in order to participate in these events and generate leads for new employers.

The staff lead for this strategic push in Miami will be Rachel Linares, the Deputy Jobs Director who has more than 15 years working with BBFL in managing job placements and participant/employer relations.

- 2) **Broward Area:** Established four years ago, Broward has enjoyed great success in job placements. Ray Bell, Job Developer, has worked for 23 years with Best Buddies, with extensive experience in the Miami area as well.

Our employment consultant Peggy has done a great job building relationships with existing employers and will continue to engage them with the support of Ray and Raquel. We recently added a new EC position to the Broward office that will allow us to place and support even more individuals throughout Broward County.

- 3) **Orlando Area:** Launched in 2017, this program enjoys great employer relations. Four employers have hired more than one and up to three participants. Engagement with our strategic goals will be strong due to the quality of our placements. The Program Supervisor, Alana Kandt has years of experience successfully managing job development efforts.
- 4) **Palm Beach:** Launched in June 2017, the program faltered the first year as VR referrals were not steady and employers were slow to commit. Only two employees were placed, with one leaving. That said, the second year enjoyed great success due to a short-term strategic plan to renew relationships with VR offices and to build our base of employers. We are happy to report the rebound resulted in five employees placed and a current waiting list of five employers.

Expected Project Outcomes: Three Main Goals for Each Grant Year

Year 1: 2019

- a. Increase job placements by 72 participants and employer participation by 35 in four of seven current areas of operation, including Broward, Miami, Orlando, and Palm Beach areas.
- b. Educate the Tampa market of the upcoming Jobs Program expansion by educating our current BB High School to Work program participants through flyers, parent nights, meeting with Exceptional Student Education teachers, presenting to all local Tampa VR offices and counselors, scheduling meetings with potential employers, and building enthusiasm around this grand opening in 2020.
- c. Increase employer engagement by 15% in each area. This participation can be through volunteering, walk teams, financial support and other opportunities.

Year 2: 2020

- a. Increase job placements by 80 participants and employer participation by 58 in five of seven current areas of operation including Broward, Miami, Orlando, Tampa and Palm Beach areas.
- b. Successfully launch the Jobs Program in Tampa, including hiring an FTE employment consultant.
- c. Increase employer engagement by 15% in each area. This participation can be through volunteering, walk teams, financial support and other opportunities.

Year 3: 2021

- a. Increase job placements by 82 participants and employer participation by 60 in five of seven current areas of operation including, Broward Miami, Orlando, Tampa, and Palm Beach areas.
- b. Continue expansion efforts in the Tampa area with regular parent nights, VR visits, and employer recruitment efforts.
- c. Increase employer engagement by 15% in each area. This participation can be through volunteering, walk teams, financial support and other opportunities.

Plan for Data Collection

Best Buddies Florida will provide comprehensive employment data at the one, two, and three-year time frame for individuals placed each year and follow up on their employment for up to three years. Comprehensive data will include but is not limited to name of individual, disability type served, name of employer, job position, start date, wage, benefits, results from an annual survey, and promotions received.

Our outputs will include the following protocols. Staff will:

1. Enter all participant records in the Jobs program online database (SET-Works) in order to obtain reports on demographics, wages, hours, and time spent with each participant.
2. Conduct regular meetings with key staff with other participating agencies.
3. Collect annual qualitative data from participants and their employers by utilizing a Participant Satisfaction Survey and a Supervisor's Evaluation form, to evaluate the effectiveness of the BBJ services.
4. Keep 80% of participants placed in employment at any given time. This puts Best Buddies Florida well above the national retention average of 65-70%.
5. Meet with participants and review materials that will demonstrate 80% of participants will report that BBJ has helped them achieve their career goals "very well;" and 80% will report that they were trained "well" for their job.

Anticipated Process for Collecting and Maintaining Accurate Records on the Data for Three Years after the Grant Has Closed.

Best Buddies is required to maintain all paperwork on individuals we serve and employers in our SET-works data base. Information includes intake paperwork, activity records on each participant, employer communication, any major events with the participants personally or professionally, and updating their goals and paperwork on an annual basis. We will measure success after three years by the number of successful job placements, retention rates, as well as the progress we make in the number and strength of our employer network.

Proposed New Levels of Engagement for Best Buddies FL Leaders and Program Managers

Funding on the part of The Able Trust will enable us to reach our main BBFL Jobs Program goal of increasing employer partnerships and financial support through increased staff engagement. Importantly, this strategy will allow us to become less dependent on foundation and government support, as has been demonstrated where we have introduced Friendship Walks and Champion of the Year events.

Amount Requested/Total Project Cost

Best Buddies Florida respectfully seeks funding in the amount of \$250,000 over three years. The total cost of the Best Buddies Jobs Program is anticipated to be \$3,366,093. Outlined in the following annual program budgets is the breakout of total costs by item, our request to The Able Trust, as well as amounts to be contributed by anticipated external funders.

Statement of Relationships

There is no known relationship, donation of funds and/or volunteer hours with (a) a Director of The Able Trust and the staff/co-worker of that Director at their place of business and (b) staff of The Able Trust and/or their immediate family.

Brief History

Best Buddies International (BBI) is a 501(C)(3) non-profit organization founded by Anthony Kennedy Shriver in 1989. Anthony's mother, Eunice Shriver, founded the Special Olympics. Anthony grew up seeing the positive impact that friendship and social interaction had for those with intellectual and developmental disabilities (IDD). Best Buddies Florida has 7 offices throughout the state and is one of 26 affiliates. Best Buddies Jobs (BBJ), founded in 1994, is a supported employment program that secures competitive paying jobs for people with IDD, and also maintains these jobs by providing ongoing support and training, enabling people with IDD to earn an income.

Organization Mission

Our mission is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment and leadership development for people with intellectual and developmental disabilities.

Best Buddies envisions a world where people with IDD are so successfully integrated into schools, workplaces, and communities that its current efforts and services will be unnecessary. Our programs begin in the elementary school level, continue through college and into adulthood. Our Jobs program completes our vision by helping our participant's transition into the workforce while educating corporations and employers about the abilities of people with IDD.

Statement of Need: Statewide, the need for employment resources far exceeds current efforts to meet it. Approximately 60% of individuals with IDD are not in the labor force ("Workforce Innovation and Opportunity Act," 2016 Florida State Plan). In 2015, the state employment rate for individuals with a cognitive disability vs. those without was 21.6 percent vs. 76.4 percent (www.disabilitystatistics.org).

According to the FY14-15 Comprehensive Statewide Needs Assessment Survey (CSNA), prepared by the Florida Division of Vocational Rehabilitation, in partnership with the Florida Rehabilitation Council, various factors affect the ability of job seekers with disabilities to get and keep jobs, including that individuals with an intellectual disability were rated among those with least access to services (43.42%). The greatest barriers to employment for jobseekers with disabilities, included that employers underestimate the talent and skills of people with disabilities (70.67%), and that employers need training on working with people with these individuals (66.9%).

Best Buddies Jobs Florida

2019

Summary of Projected Revenues	The Able Trust Request	Confirmed Funds	Pending Funds	Total
The Able Trust	\$100,000	\$ -	\$ -	\$100,000
Florida Vocational Rehabilitation (confirmed - fee for service)	\$ -	\$557,804	\$ -	\$557,804
TJX	\$ -	\$15,000	\$ -	\$15,000
FIU Partnership	\$ -		\$60,000	\$60,000
Batchelor Foundation	\$ -	\$ -	\$50,000	\$50,000
Weiler Foundation	\$ -	\$ -	\$10,000	\$10,000
The Taft Foundation	\$ -	\$ -	\$100,000	\$100,000
OMB	\$ -	\$40,000	\$ -	\$40,000
Private revenue: BB Fundraising Events	\$ -	\$ -	\$200,000	\$200,000
	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$100,000	\$612,804	\$420,000	\$1,132,804

Summary of Expenses	Match Request	Confirmed		Total
Staff Time				
State Director (statewide) (25% time on project)	\$2,500	\$13,250	\$9,250	\$25,000
Director of Jobs (statewide)	\$6,650	\$35,245	\$24,605	\$66,500
Deputy Director of Jobs (SFL)	\$4,800	\$33,000	\$22,200	\$60,000
Job Developer (Broward)	\$3,858	\$26,522	\$17,842	\$48,222
Job Developer (Miami)	\$3,360	\$23,100	\$15,540	\$42,000
Employment Consultant (Miami)	\$4,202	\$22,273	\$15,549	\$42,024
Employment Consultant (Miami)	\$4,202	\$22,273	\$15,549	\$42,024
Employment Consultant (Miami)	\$3,900	\$20,670	\$14,430	\$39,000
Employment Consultant (Miami)	\$4,000	\$21,200	\$14,800	\$40,000
Employment Consultant (Broward)	\$4,000	\$21,200	\$14,800	\$40,000
Employment Consultant (Broward)	\$3,895	\$20,644	\$14,412	\$38,950
Program Supervisor (Orlando)	\$3,624	\$24,915	\$16,761	\$45,300
Employment Consultant (Orlando)	\$4,000	\$21,200	\$14,800	\$40,000
Employment Consultant (Orlando)	\$4,000	\$21,200	\$14,800	\$40,000
Employment Consultant (Palm Beach)	\$4,000	\$21,200	\$14,800	\$40,000
Employment Consultant (Tampa)	\$ -	\$ -	\$ -	\$ -
Fringe Benefits	\$9,148.73	\$79,663	\$53,972.50	\$142,784.40
Subtotal	\$70,140	\$427,554	\$294,110	\$791,804
Programs Operations				
Equipment	\$376	\$2,343	\$1,597	\$4,316
Fixed Assets	\$0	\$3,150	\$1,850	\$5,000

Memberships	\$141	\$939	\$635	\$1,715
Office Space	\$3,994	\$7,628	\$6,826	\$18,448
Postage/Supplies/Printing	\$497	\$3,094	\$2,109	\$5,700
Program Events	\$1,629	\$10,152	\$6,919	\$18,700
Public Awareness	\$0	\$630	\$370	\$1,000
Staff Training	\$679	\$4,234	\$2,886	\$7,799
Telecommunications	\$966	\$5,038	\$3,526	\$9,530
Travel	\$6,325	\$13,016	\$11,359	\$30,700
Volunteer Management	\$253	\$1,574	\$1,073	\$2,900
Subtotal	\$14,860	\$51,799	\$39,149	\$105,808
Shared Services	\$15,000	\$121,179	\$85,642	\$226,561
Total Expenses	\$100,000	\$600,532	\$418,901	\$1,124,173

**Best Buddies Jobs Florida
2020**

Summary of Projected Revenues	The Able Trust Request	Confirmed Funds	Pending Funds	Total
The Able Trust	\$100,000	\$ -	\$ -	\$100,000
Florida Vocational Rehabilitation (confirmed - fee for service)	\$ -	\$624,740	\$ -	\$624,740
TJX	\$ -	\$17,250	\$ -	\$17,250
FIU Partnership	\$ -		\$60,000	\$60,000
Batchelor Foundation	\$ -	\$ -	\$50,000	\$50,000
Weiler Foundation	\$ -	\$ -	\$10,000	\$10,000
The Taft Foundation	\$ -	\$ -	\$75,000	\$75,000
OMB	\$ -	\$40,000	\$ -	\$40,000
Private revenue: BB Fundraising Events	\$ -	\$ -	\$258,000	\$258,000
	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$100,000	\$681,990	\$453,000	\$1,234,990

Summary of Expenses	Match Request	Confirmed		Total
Staff Time				
State Director (statewide) (25% time on project)	\$1,288	\$14,678	\$9,785	\$25,750
Director of Jobs (statewide)	\$3,425	\$39,042	\$26,028	\$68,495
Deputy Director of Jobs (SFL)	\$3,090	\$35,226	\$23,484	\$61,800
Job Developer (Broward)	\$2,483	\$28,311	\$18,874	\$49,669
Job Developer (Miami)	\$2,163	\$24,658	\$16,439	\$43,260
Employment Consultant (Miami)	\$2,164	\$24,672	\$16,448	\$43,285
Employment Consultant (Miami)	\$2,164	\$24,672	\$16,448	\$43,285
Employment Consultant (Miami)	\$2,009	\$22,897	\$15,265	\$40,170
Employment Consultant (Miami)	\$2,060	\$23,484	\$15,656	\$41,200
Employment Consultant (Broward)	\$2,060	\$23,484	\$15,656	\$41,200
Employment Consultant (Broward)	\$2,006	\$22,868	\$15,245	\$40,119
Program Supervisor (Orlando)	\$2,333	\$26,596	\$17,730	\$46,659
Employment Consultant (Orlando)	\$2,060	\$23,484	\$15,656	\$41,200
Employment Consultant (Orlando)	\$2,060	\$23,484	\$15,656	\$41,200
Employment Consultant (Palm Beach)	\$2,060	\$23,484	\$15,656	\$41,200
Employment Consultant (Tampa)	\$40,000			\$40,000
Fringe Benefits	\$7,793	\$92,189	\$55,886	\$155,868
Subtotal	\$81,218	\$473,228	\$309,912	\$864,359
Programs Operations				
Equipment	\$233	\$2,589	\$1,844	\$4,666

Fixed Assets	\$0	\$907	\$593	\$1,500
Memberships	\$0	\$1,339	\$876	\$2,215
Office Space	\$1,046	\$10,715	\$7,687	\$19,448
Postage/Printing/Supplies	\$335	\$5,970	\$395	\$6,700
Program Events	\$984	\$10,929	\$7,787	\$19,700
Public Awareness	\$0	\$756	\$494	\$1,250
Staff Training	\$449	\$4,993	\$3,557	\$8,999
Telecommunications	\$516	\$5,731	\$4,083	\$10,330
Travel	\$2,329	\$17,445	\$12,926	\$32,700
Volunteer Management	\$204	\$1,852	\$1,344	\$3,400
Subtotal	\$6,096	\$63,226	\$41,586	\$110,908
Shared Services	\$12,686	\$137,032	\$97,633	\$246,998
Total Expenses	\$100,000	\$673,486	\$449,131	\$1,222,265

**Best Buddies Jobs Florida
2021**

Summary of Projected Revenues	The Able Trust Request	Confirmed Funds	Pending Funds	Total
The Able Trust	\$50,000	\$ -	\$ -	\$50,000
Florida Vocational Rehabilitation (confirmed - fee for service)	\$ -	\$674,719	\$ -	\$674,719
TJX	\$ -	\$19,838	\$ -	\$19,838
FIU Partnership	\$ -		\$60,000	\$60,000
Batchelor Foundation	\$ -	\$ -	\$50,000	\$50,000
Weiler Foundation	\$ -	\$ -	\$10,000	\$10,000
The Taft Foundation	\$ -	\$ -	\$75,000	\$75,000
OMB	\$ -	\$40,000	\$ -	\$40,000
Private revenue: BB Fundraising Events	\$ -	\$ -	\$295,625	\$295,625
	\$ -	\$ -	\$ -	\$ -
Total Revenue	\$50,000	\$734,557	\$490,625	\$1,275,182

Summary of Expenses	Match Request	Confirmed		Total
Staff Time				
State Director (statewide) (25% time on project)	\$1,326.13	\$14,019	\$8,912	\$26,523
Director of Jobs (statewide)	\$3,527.49	\$40,501	\$25,747	\$70,550
Deputy Director of Jobs (SFL)	\$2,546.16	\$37,313	\$23,720	\$63,654
Job Developer (Broward)	\$2,046.35	\$30,047	\$19,101	\$51,159
Job Developer (Miami)	\$1,782.31	\$26,170	\$16,636	\$44,558
Employment Consultant (Miami)	\$1,783.33	\$26,185	\$16,646	\$44,583
Employment Consultant (Miami)	\$1,783.33	\$26,185	\$16,646	\$44,583
Employment Consultant (Miami)	\$1,655.00	\$23,677	\$15,052	\$41,375
Employment Consultant (Miami)	\$1,697.44	\$23,677	\$15,052	\$42,436
Employment Consultant (Broward)	\$1,697.44	\$24,924	\$15,844	\$42,436
Employment Consultant (Broward)	\$1,652.88	\$24,924	\$15,844	\$41,322
Program Supervisor (Orlando)	\$1,922.35	\$28,039	\$17,825	\$48,059
Employment Consultant (Orlando)	\$1,697.44	\$26,170	\$16,636	\$42,436
Employment Consultant (Orlando)	\$1,697.44	\$24,613	\$16,126	\$42,436
Employment Consultant (Palm Beach)	\$1,697.44	\$24,924	\$15,844	\$42,436
Employment Consultant (Tampa)	\$2,060.00	\$24,198	\$15,383	\$41,200
Fringe Benefits	\$4,585.88	\$94,819	\$60,278	\$161,444
Subtotal	\$35,158	\$520,385	\$331,292	\$891,189
Programs Operations				
Equipment	\$193	\$2,877	\$1,829	\$4,899
Fixed Assets	\$0	\$925	\$588	\$1,575

Memberships	\$0	\$1,366	\$868	\$2,326
Office Space	\$3,426	\$9,493	\$7,624	\$20,420
Postage/Printing/Supplies	\$276	\$617	\$392	\$7,035
Program Events	\$813	\$12,149	\$7,723	\$20,685
Public Awareness	\$0	\$771	\$490	\$1,313
Staff Training	\$371	\$5,550	\$3,528	\$9,449
Telecommunications	\$517	\$6,370	\$4,050	\$10,847
Travel	\$1,606	\$20,166	\$12,819	\$34,335
Volunteer Management	\$140	\$2,097	\$1,333	\$3,570
Subtotal	\$7,342	\$62,381	\$41,244	\$116,454
Shared Services	\$7,500	\$152,288	\$95,222	\$255,036
Total Expenses	\$50,000	\$746,499	\$472,968	\$1,266,769.83



The Able Trust™ Name, Logos and Taglines Requirements

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
- To request an electronic version of The Able Trust logo or have draft materials approved by The Able Trust, contact Guenevere Crum, at 888.838.2253 or guenevere@abletrust.org

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

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

Logo 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

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.
- Materials can be emailed, faxed or mailed to:
 - Guenevere Crum
 - The Able Trust
 - 3320 Thomasville Rd, Suite 200
 - Tallahassee, FL 32308
 - 850.224.4496 Fax
 - guenevere@abletrust.org
- 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 or use the logo slick provided with The Able Trust Grant award contract.
- *Logos should not be scanned from this document or copied/saved from The Able Trust website.
- For press releases, please use the following written recognition statement in lieu of the logo:
 - This Project Funded by The Able Trust

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.



#