



NECA-IBEW NATIONAL LABOR MANAGEMENT COOPERATION COMMITTEE
1201 Pennsylvania Avenue, N.W., Suite 1200, Washington, DC 20004
301-215-4510
www.Powering-America.org

NLMCC Grant Assistance Request Form – Job Fair

Please read all the instructions carefully before completing this form. Your request may be delayed or denied if improperly completed.

Instructions

Local Parties should jointly complete the form. It is essential that both parties agree on the request details before submission.

This request form is designed for **JOB FAIRS ONLY**. If you are requesting funds for another purpose, please use the appropriate form. If you need assistance with this form, please contact your designated IBEW or NECA Field Representative.

Please submit a cost estimate for all job fair related expenses. Funds will be disbursed after the event takes place. Receipts for the event must be submitted within ninety (90) days after the event to be reimbursed for the pre-approved amount. (*See Chart Below*)

Please submit this form at least four (4) weeks prior to the scheduled job fair event to ensure proper review and approval. Ensure all fields are completed accurately to avoid delays.

IBEW Local Union No. _____ **NECA Chapter** _____

Workforce Needs

To ensure the trustees have all necessary data to determine the eligibility of your request, please provide the following:

Workforce Demand Data:

Number of Unfilled Calls (as of submittal): _____

Projected Unfilled Calls in the Next 6 Months: _____

Additional Form Information on Next Page

Job Fair Details

Date of Job Fair: _____

Start Time: _____

Location of Job Fair:

- Venue Name: _____
- Venue Address:
 - City: _____
 - State: _____
 - Zip Code: _____

Contractors Attending:

Please list all contractors attending the job fair.

How much is being requested for the Job Fair? \$ _____

Are the parties requesting Workforce Recruitment Task Force (WRTF) assistance? Yes No

Will Contractors be able to direct hire at this event? Yes No

If answered “No” above, please explain why:

How much is your Local Labor Management Cooperation Committee contributing to the Job Fair Program? \$ _____

Additional Form Information on Next Page

Post-Event Reporting

The “Post-Event” report must be submitted to the Trustees within ninety (90) days of the event. This form can be found online at poweringamerica.org, ibew.org, or necanet.org.

Funds Usage Agreement

By submitting this form to the Trustees of the NLMCC, the signers are agreeing to the following terms and conditions:

1. All approved funds must be used exclusively for the purpose detailed above. Any proposed adjustments or modifications to the intended program must be submitted to the NLMCC Trustees in writing and receive explicit written approval before implementation.
2. Applicants agree to maintain complete, detailed, and accurate records of all payments incurred. A full record, including clear and accurate receipts, invoices, or similar documentation must be submitted to the NLMCC Trustees ninety (90) days after the date of the event.
3. All documentation, including this form, any receipts, invoices, or similar documentation should be submitted to poweringamerica@necanet.org and poweringamerica@ibew.org.

Please note that the Trustees retain the right to approve or deny any requests. Additionally, they may require further information to facilitate the decision-making process.

Signatures

For the IBEW:

Name

Title

Signature

Email

Cellphone Number

Date

For NECA:

Name

Title

Signature

Email

Cellphone Number

Date

Cost Estimate Chart for Job Fair Related
Expenses

| <i>Item</i> | <i>Description</i> | <i>Estimate (\$)</i> |
|----------------------------------|--------------------|----------------------|
| <i>Venue Rental</i> | | |
| <i>Advertising (Digital)</i> | | |
| <i>Advertising (Print)</i> | | |
| <i>Other</i> | | |
| <i>Total</i> | | |