



**2010 I-CAR[®] EDUCATION FOUNDATION
ULTIMATE COLLISION EDUCATION MAKEOVER
APPLICATION**

**APPLICATION POSTMARK DEADLINE IS
Tuesday, September 7, 2010**

Applications must be postmarked by the above date to qualify for consideration. Any applications received after September 14, 2010 will not be eligible.

Please mail your application to the I-CAR Education Foundation with all attachments included to:

I-CAR EDUCATION FOUNDATION
ATTN: MELISSA MARSCIN
5125 TRILLIUM BLVD
HOFFMAN ESTATES, IL 60192

Any questions, please contact:
888.722.3787, Ext. 282
847.463.5482 (FAX)
Melissa.Marscin@ed-foundation.org

All parts of the application and accompanying attachments must be complete in order to be considered for this grant.



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Dear Grant Applicant,

Congratulations on applying for the "Ultimate Collision Education Makeover" grant from the I-CAR Education Foundation.

The I-CAR Education Foundation is a 501(c)(3) organization whose goal is to fuel the future of the industry by enriching opportunities for students in collision education. The Education Foundation exists solely on donations from the entire collision industry, from large insurance companies to local one-location collision repair shops all over North America. Our donation program, "The Collision Repair Education Campaign," collects these donations and redistributes them in the form of grants and scholarships to collision repair schools, students, and instructors.

There are nearly 1,300 collision repair schools across North America who rely on the grants and scholarships that the Education Foundation provides.

The "Ultimate Collision Education Makeover" grant debuted in 2009 when Steel Center Area Vocational Technical School (Jefferson Hills, PA) was chosen as the recipient of the award.

Our goal with the "Ultimate Collision Education Makeover" grant is to honor a school that has been doing an outstanding job in educating students in collision repair, but needs some financial assistance to improve their program's teaching materials and equipment. With schools budgets usually never large enough, we are honored to have the opportunity to bridge the program's financial gap and to make a difference in the lives of the students studying collision repair.

Although it may seem like this application requires a great deal of information, the attachments are meant to give the I-CAR Education Foundation a full and complete picture of what your current collision program looks like and its future potential. With so many collision schools that are deserving of this award, we want to ensure each school is able to put forth the best application possible.

We are proud to be able to offer this "Ultimate Collision Education Makeover" grant and we look forward to receiving your application.

Thank you for applying for this opportunity.

Scott Kruger
I-CAR Education Foundation
Executive Director

Doug Webb
I-CAR Education Foundation
Chairman

**2010 I-CAR EDUCATION FOUNDATION
ULTIMATE COLLISION EDUCATION MAKEOVER GRANT APPLICATION**
(Please type or print legibly)

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Eligibility Requirements

Any not-for-profit or public school with a collision program is eligible for this grant.

Award

The school chosen for this grant will be able to purchase and/or receive equipment and supplies valued at up to \$50,000. A list of what the school is requesting through this grant will be required as an attachment to this application.

School Name: _____

School Is: Secondary _____ Post-Secondary _____ Both _____

School's Employee Identification Number (EIN): _____

Head Collision Instructor Name: _____

Head Collision Instructor E-mail: _____

School Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Additional Instructor #1 Name: _____

Additional Instructor #1 E-mail: _____

Additional Instructor #2 Name: _____

Additional Instructor #2 E-mail: _____

Total number of student contact hours per year: _____

In which area(s) is your program ASE-certified to the NATEF standards in collision repair?(Circle all that apply)

- Mechanical and Electrical
- Non-Structural Analysis/Damage Repair
- Painting and Refinishing
- Structural Analysis and Damage Repair
- My collision program is not certified at this time

How many students are studying in your collision repair program in the 2010-2011 school year?

_____ Secondary Students _____ Post-Secondary Students

Do you have an Advisory Committee for your collision repair program? YES NO

Is your school a member of the I-CAR Industry Training Alliance? YES NO

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Please check which of the following collision repair curriculum you currently use in your program: (check all that apply)

- I-CAR Live Curriculum (formerly known as Enhanced Delivery)
- I-CAR ADVANCE-TECH Curriculum
- IML Curriculum
- Modern Automotive Technology textbook by James Duffy
- Other (please specify): _____

Please provide a summary listing of how much a student pays to take the auto collision training at your school (per year).

- Tuition: _____
- School Fees: _____
- Collision-Related Fees: _____
- Books: _____
- Tools: _____
- Supplies: _____
- Other (please specify): _____

What is your school's per student expenditure for collision repair? _____

What is the approximate amount of your collision repair program budget for the 2010-2011 school year in each of the following categories:

- Tools and Equipment: _____
- Supplies: _____
- Fixed Assets: _____

Please check which of the following students can achieve studying collision repair at your school: (check all that apply)

- High School Diploma
- Associate's Degree
- Bachelor's Degree
- Certificate
- NATEF End of Program Testing
- NOCTI Collision Repair/Refinishing Technology Test
- Other (please specify): _____

In general, how long do students study collision repair in your program?

- 1 school year (9 months) [2 semesters]
- 1 school year (12 months)
- 1.5 school years [3 semesters]
- 2 school years [4 semesters]
- 3 school years [6 semesters]
- 4 school years [8 semesters]

Does your school have a current career development advisor who meets regularly with students to supply career advice?

YES NO

If yes, is he/she located at the school where your collision program is? YES NO

If yes, on a **separate sheet of paper**, describe contact hours, direct activities, instruction and/or guidance time with students?

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REQUIRED SIGNATURES

The following signatures must be obtained in order to qualify for the grant (please attach business cards whenever possible):

1) Collision Repair Advisory Committee Chairperson

Name (print): _____

Signature: _____

Company: _____

Title: _____

Address: _____

City, State, Zip Code: _____

Daytime Phone Number: _____

E-Mail Address: _____

2) School Administrator/Dean/Principal

Name (print): _____

Signature: _____

Title: _____

Address: _____

City, State, Zip Code: _____

Daytime Phone Number: _____

E-Mail Address: _____

3) School Development Officer (if applicable)

Name (print): _____

Signature: _____

Title: _____

Address: _____

City, State, Zip Code: _____

Daytime Phone Number: _____

E-Mail Address: _____

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REQUIRED ATTACHMENTS

In order to qualify for the grant, the following attachments (essay format) must be included:

ATTACHMENT 1 - Instructor(s) Statement

Each collision instructor at the applying school is required to submit a typed statement detailing the following:

- 1) Why do you teach collision repair and/or refinishing?
- 2) Describe your personal background. (i.e. education, employment, hobbies etc).
- 3) Describe your relationship with the local collision industry.
- 4) Provide a narrative of your collision education budget.
- 5) Describe future plans/directions for this collision education program.
- 6) Discuss any success stories about students who have completed your collision program.

ATTACHMENT 2 - Administrator/Dean/Principal Statement

The Administrator/Dean/Principal is required to submit a typed statement detailing the following:

- 1) How does collision education fit into the current structure at your school?
- 2) Describe future plans/directions for this collision education program.
- 3) How would this grant affect future plans/directions for this program?
- 4) Provide a narrative as well as exact figures of your collision education budget.

ATTACHMENT 3 - Collision Repair Advisory Committee Chairperson Statement

The Advisory Committee Chairperson is required to submit a typed statement supporting the school's application for the grant. The statement must detail the following:

- 1) How is this school's collision program helping the local collision industry?
- 2) Why is this school a good choice for this grant?
- 3) What is your involvement with the school?
- 4) What supplies or equipment does the school need to produce better entry-level workers?

ATTACHMENT 4 - Vendor/Sales Representative Statement

A vendor or sales representative that works with the collision program is required to submit a typed statement supporting the school's application for the grant. The statement must detail the following:

- 1) How is this school's collision program helping the local collision industry?
- 2) Why is this school a good choice for this grant?
- 3) What is your involvement with the school?
- 4) What supplies or equipment does the school need to produce better entry-level workers?

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ATTACHMENT 5 - Current Collision Repair Student Testimonial

A current collision repair student is required to submit a typed testimonial supporting the school's application for the grant. The testimonial must detail the following:

- 1) Why did you choose this school and why did you choose the collision program?
- 2) What are your future plans and goals?
- 3) What do you recommend the program receive from this grant?
- 4) Please provide general information about yourself, your background, and your post-secondary or employment plans after graduation.

ATTACHMENT 6 - Collision Repair Business Owner Statement

A collision repair business owner that has **hired a student from the applying school within the past 12 months** is required to submit a typed statement supporting the school's application for the grant. The statement must detail the following:

- 1) What are the positive and negative attributes of the student(s) that you hired from the school?
- 2) How can the school improve their collision program?
- 3) How is the school's collision program helping the local collision industry?
- 4) Why is this school a good choice for this grant?
- 5) What is your involvement with the school?
- 6) What supplies or equipment does the school need to produce better entry-level workers?

ATTACHMENT 7 - Former Collision Repair Student Testimonial

A student that graduated from the collision program and is currently placed in the collision industry is required to submit a typed testimonial supporting the school's application for the grant. The testimonial must detail the following:

- 1) Why did you choose this school and why did you choose the collision program?
- 2) What are your future plans and goals?
- 3) What do you recommend the program receive from this grant?
- 4) Please provide general information about yourself, your background and your work experiences since graduation.

(OPTIONAL) ATTACHMENT 8 - I-CAR Committee Chairperson Statement

The local I-CAR Committee Chairperson may submit a typed statement supporting the school's application for the grant. The statement must detail the following:

- 1) How is this school's collision program helping the local collision industry?
- 2) Why is this school a good choice for this grant?
- 3) What is your involvement with the school?
- 4) What supplies or equipment does the school need to produce better entry-level workers?

ATTACHMENT 9 - Video Tour of the Current Collision Program

Provide the I-CAR Education Foundation with a CD or DVD presentation which highlights your collision repair program. If your school is chosen as the grant winner, this video tour may be played at several industry events throughout the year and may be featured on our website.

Please limit your presentation to 10 minutes and mail a physical CD or DVD with the application (do not e-mail your presentation).

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ATTACHMENT 10 - Proposed Budget for Using \$50,000 Grant

Provide the I-CAR Education Foundation with your proposed budget and timeline for spending the \$50,000 grant.

The rules and regulations you need to follow for your proposed budget are:

- 1) All items on your list must directly benefit the collision repair students in your program.
- 2) All funds in your proposed budget timeline must be used by May 30, 2012.
- 3) Be as specific as possible on your budget, using the following template for your items:

Item Name & Identification Number	Preferred Brand (if applicable)	Where item can be purchased	Quantity	Price (per item)
Example	Example	Example	Example	Example

ATTACHMENT 11 - News and Press about the Collision Program

Provide any press releases or news articles about your school's collision program. Features can also be about the program's students or instructors.

ATTACHMENT 12 - Placement Numbers

Secondary: Placement rates include entering a post-secondary programs, registered apprenticeships and/or military.

Post-secondary: Provide information about your placement rates for the past five years. If known, please indicate where your students have found employment after graduating from your collision program.

ATTACHMENT 13 - Scale Drawing of Collision Facilities

Provide a scale drawing with the layout of the current facilities for your collision program. Please limit your drawing to an 8.5" X 11" sheet of paper.

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If my school is chosen as the winner of the "Ultimate Collision Education Makeover" grant, my school agrees to the following:

- 1) All of the equipment and/or supplies will be used for the direct benefit of the collision repair program at the school.
- 2) None of the equipment and/or supplies acquired by the Grant winner will be sold, donated, or loaned to other schools, businesses, or individuals outside of the winning school.
- 3) Equipment/supplies received through this grant must benefit all students in the program and therefore, funding for individual student tool kits to be given as gifts for individual students will not be allowed.
- 4) All funds in your proposed budget timeline must be used by May 30, 2012.
- 5) The I-CAR Education Foundation will be responsible for directly purchasing/acquiring the items listed in "Attachment 10" of the grant application.
- 6) If the collision program at the winning school is closed within five (5) years of receiving this grant, all equipment/supplies must be returned to the I-CAR Education Foundation.

I agree to the above terms if my school is chosen as a winner of the Ultimate Collision Education Makeover.

Instructor #1 Name (print): _____

Signature: _____ Date: _____

Instructor #2 Name (print): _____

Signature: _____ Date: _____

Instructor #3 Name (print): _____

Signature: _____ Date: _____

NOTE: If your school has more than 3 collision instructors, please have them submit their signature information on a separate sheet of paper.

School Administrator/Dean/Principal Name (print): _____

Signature: _____ Date: _____

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CHECKLIST

Please verify that you have completed the application and have submitted all paperwork to be considered for the grant:

- Pages 1-8 of application completed with all information and appropriate signatures
- Attachment 1 - Instructor(s) Statement
- Attachment 2 - Administrator/Dean/Principal Statement
- Attachment 3 - Collision Repair Advisory Committee Chairperson Statement
- Attachment 4 - Vendor/Sales Representative Statement
- Attachment 5 - Current Collision Repair Student Testimonial
- Attachment 6 - Collision Repair Business Owner Statement
- Attachment 7 - Former Collision Repair Student Testimonial
- (Optional) Attachment 8 - I-CAR Committee Chairperson Statement
- Attachment 9 - Video Tour of the Current Collision Program
- Attachment 10 - Proposed Budget for Using \$50,000 Grant
- Attachment 11 - News and Press about the Collision Program
- Attachment 12 - Placement Numbers
- Attachment 13 - Scale Drawing of Collision Facilities

Your required signature below certifies that all of the information contained in this application is accurate.

Instructor #1 Name (print): _____

Signature: _____ Date: _____

Instructor #2 Name (print): _____

Signature: _____ Date: _____

Instructor #3 Name (print): _____

Signature: _____ Date: _____

NOTE: If your school has more than 3 collision instructors, please have them submit their signature information on a separate sheet of paper.

POSTMARK DEADLINE: September 7, 2010

APPENDIX

Tips for a Successful Application

Below are tips which will help ensure you turn in an application that is complete and as successful as possible.

General Application Tips:

- Print the application directly from the website; handwriting on the application is allowed as long as it is legible. However, please make sure all attachments are submitted typed.
- Mail in all parts of the application at one time and in one envelope instead of e-mailing or faxing; that limits the chance of something getting lost or separated.
- Be sure all parts of the application are completely filled out and all attachments are included.
- Be certain the application is mailed by the postmark date and that it is mailed in an appropriate manner to ensure it arrives by September 14th.

Tips on Statement/Testimonial Attachments:

- Begin approaching the appropriate people for their statement/testimonials immediately to give them the most time to complete their attachment. Follow-up with them on occasion to see if they have any questions.
- Be sure that all questions are completely answered for each statement/testimonial.
- Although the I-CAR Committee Chairperson Statement is optional, we highly encourage you to include that statement. If you do not have a local I-CAR Committee, or you are not familiar with who your local I-CAR Committee Chairperson is, please include a brief statement notifying us of that.

Tips on Budget Attachment:

- Be as specific as possible when choosing your items.
- If you are budgeting for some equipment that needs special installation, please contact the company that will do the installation to get a price quote for the installation.
- If you are budgeting for travel to a conference or seminar, please be as specific as possible with reference to what the funds will support (i.e. hotel, meals, airfare, etc).

Tips on Video Tour Attachment:

- Be sure it doesn't exceed the 10 minute requirement.
- At some point in the video, ensure that there is some footage of the collision facility where your students work during class.
- Send a CD or DVD disc physically with your application; something that plays in Windows Media Player or QuickTime is preferred; do not place your video on YouTube or another similar website.

Any questions, please contact Melissa Marscin at:
888.722.3787, Ext. 282
847.463.5482 (FAX)
Melissa.Marscin@ed-foundation.org