



2012 Education-to-Employment

GRANT PROGRAM

Presented by the Dubuque Area Labor-Management Council

There is a future for people who want to work in the tri-state area

The Dubuque Area Labor-Management Council was founded in 1988. Our vision is: "Through aggressive labor and management leadership and cooperation, we will improve the economic environment of the tri-state area."

The Council has adopted two education goals:

- to retain a higher percentage of school graduates in the tri-state area workforce (including Dubuque County in Iowa, JoDaviess County in Illinois and Grant County in Wisconsin);
- to develop and maintain the highest-skilled incumbent workforce.

To promote these goals – and to assist area employers in recruiting quality workers to skilled occupations where demand is high for productive, well-compensated employees with solid work ethics – the Dubuque Area Labor-Management Council has established the Education-to-Employment Grant Program.

The program is designed to help people who will be entering the workforce, as well as underemployed/unemployed individuals who want to prepare for highly-skilled work. If you are dependable, know how to get a job done and want to work in the tri-state area, read on!



Do you belong here?



PROGRAM GUIDELINES

1. The purposes of the program are:
 - A) To offer positive reinforcement and incentives to students who understand and show a commitment to developing the attitude and ability to be productive members of the tri-state area workforce;
 - B) To build awareness in the community regarding high-wage, high-skill occupations where there is a demand for qualified workers in the tri-state area; and
 - C) To offer grants to individuals seeking the education they need to prepare for skilled occupations where there is a demonstrated demand by employers in the tri-state area.
2. Eligible applicants are:
 - A) The immediate family members (children, foster children, underemployed/unemployed spouses) of individuals who are members of unions or who work for employers belonging to the Dubuque Area Labor-Management Council;
 - B) Current members or employees of member organizations/ corporate sponsors seeking to upgrade their skills
 - C) The immediate family members or individuals employed at corporate sponsors of Summerfest Dubuque;
 - D) Youth and adults eligible for assistance under the Workforce Investment Act.
 - E) National Guard and Reserve personnel who have served, and their immediate family members.
3. Not eligible are:
 - A) Individuals pursuing post-graduate programs or whose desired occupation requires a post-graduate degree.
 - B) Individuals who have received this grant in the past.
4. Applicants must intend to become employed in either Dubuque, JoDaviess or Grant counties following the completion of their educational program, in the occupation identified in his/her application.
5. Assistance is available to applicants for program expenses incurred after July 1, 2012.
6. Applications are available at www.dalmc.com, from member organizations of the Labor-Management Council, sponsors of Summerfest (see back page), Iowa Workforce Development, and Dubuque-area Guard and Reserve Family Support Group representatives.
7. Guidelines for letters:
 - A) One letter is required to document conduct and attendance history (absences and tardiness). Do not send copies of school records. Obtain a letter from a high school counselor, principal or other official who will summarize your record. Persons already enrolled in post-secondary education who cannot provide this documentation may secure such a letter from a current/recent employer.
 - B) Two letters of recommendation are required from persons familiar with the applicant's potential to qualify for employment and succeed in his/her chosen occupation (individuals with first-hand experience of the applicant's classroom or job performance). Letters may not be from family members. The letters must be written on the letterhead of the institution of the person writing the letter, if applicable, and should indicate the person's title. Do not send more than two letters of recommendation and one letter of documentation.
8. No proof of individual or family financial need is required.
9. Applicants must show they are serious students. However, no proof of academic superiority, such as grade point average, is required. Do not include this information. ("B" and "C" students are encouraged to apply.)
10. Assistance available: The Council will award up to 9 grants of \$1,000.
11. Important dates:

	<u>Round 1</u>	<u>Round 2</u>
Applications available	November 1, 2011	April 1, 2012
Application deadline	January 31, 2012	May 15, 2012
Recipients announced	April 20, 2012	August 19, 2012
Summerfest 2012	August 10, 2012	August 10, 2012
Recognition dinner	November 20, 2012	November 20, 2012
12. The cover of the application must be the official form printed in this brochure. All paperwork must be submitted together. Do not have letters FAXed or mailed separately. Incomplete applications or those which do not adhere to these guidelines will be returned without consideration.
13. Applicants offered assistance must sign a letter of understanding acknowledging the terms and conditions under which funds will be disbursed. This will include a recognition that the applicant must enroll in the program for which assistance is being provided.

WHERE YOU CAN GO FOR INFORMATION

Question B is very important. It counts for more than one-fourth of your score. For help in answering it, contact someone who directs the educational program at the school you attend or want to attend. Contact at least two Dubuque-area employers who hire people in this occupation. Look at websites such as the Labor Market Information section of www.iowaworkforce.org. Contact the workforce development specialist at your area chamber of commerce.



DUBUQUE AREA LABOR-MANAGEMENT COUNCIL

“Working together for a better community”

350 W. 6th St., Suite 236, PO Box 14, Dubuque, IA 52004
Phone: 563-582-8804 FAX: 563-582-1224 E-mail: info@dalmc.net
Internet: <http://www.dalmc.com>

2012 Education-to-Employment Grant Program

APPLICATION FORM: Before completing this application, read the guidelines on the opposite page

Name _____ Phone: _____
Address _____ E-mail: _____
City/State/Zip _____ Age: _____

I am or I have a parent, guardian or spouse who is 1) an employee or member an organization that sponsors Summerfest Dubuque or that is a member of the Labor-Management Council; or 2) is a member of the National Guard or Reserve.

Name(s) of parents/guardians/spouse: _____

Name(s) of employer and/or union or Guard/Reserve unit: _____

Skilled occupation you are preparing for: _____

Name of school/program you are/will be attending: _____

When do you expect to complete or graduate from this program: _____

Please respond to the following questions. Type or use a computer printer. Use 8 1/2 x 11-inch sheets of white paper. Limit your application to no more than two pages, single-spaced. Do not use the back side of any sheet. Put the letter for each question before your response. Do not refer to or include any attachments.

- A) Why are you interested in this occupation? What are your hopes and aspirations?
B) What information have you gathered to show that there is a need for qualified workers in this occupation or field in the Dubuque area? Show how many openings there are or how many are expected. What level of starting (entry level) compensation is being offered to persons entering this field? Include both salary/wages and fringe benefits.
Contact at least two different area employers who hire people in this occupation. Specify who you contacted by name, title and place of employment.
C) What are you already doing to prepare for success in this occupation (for example, jobs, activities, classes)?
D) What is your record of participation in volunteer school and/or community service and/or activities, if any?

In addition to answering these questions, please gather and attach the following supporting materials:

- E) A letter from an official at the school you most recently attended or your most recent employer, documenting your conduct and attendance records. Do not attach a school transcript. (See Guideline 7-A.)
F) Two letters of recommendation from persons familiar with your potential for success in your chosen occupation (individuals with first-hand experience of your classroom or job performance). In addition to any other supporting information, these letters must address your reliability and work habits. Do not send more than two letters of recommendation. Do not submit letters from individuals who are relatives.

Send one copy of the application to: Dubuque Area Labor-Management Council, P.O. Box 14, Dubuque, IA 52004-0014. All materials must be packaged together. Do not have letters mailed separately. Do not FAX any information. Applications must be postmarked on or before January 31, 2012 (first round) or May 15, 2012(second round), or delivered to the address above before 5 p.m. on those dates.

Are you eligible?

Check out the requirements inside!



Funds for the Education to Employment Grant Program come from corporate sponsors and the proceeds of Summerfest Dubuque, a community music and entertainment extravaganza that will next take place on Friday, August 10, 2012. Eligible to apply are the family members of people who work for an employer or who belong to a union that sponsors Summerfest Dubuque at the Bronze Level or higher. Also eligible are family members of people who work for an employer or who belong to a union that is a member of the Dubuque Area Labor-Management Council.



GOLD SPONSORS

- DuTrac Community Credit Union
- John Deere Dubuque Works
- Mystique Casino
- Prudential Financial
- Quad/Graphics
- Rousselot

SILVER SPONSORS

- Alliant Energy
- American Trust
- Black Hills Energy
- Cumulus Broadcasting
- DALMC Board of Directors
- Dubuque Bank and Trust
- Dupaco Community Credit Union
- East Dubuque Savings Bank
- Greater Dubuque Development
- McKesson
- Medical Associates
- Northeast Iowa Community College
- Radio Dubuque
- Rentech Energy Midwest
- UAW, Local 1391

BRONZE SPONSORS

- A.Y. McDonald Manufacturing
- AFSCME Local 2843
- Alliance for Construction Excellence
- Carpenters, Local 678
- Cedar Valley Steel
- Clarke University
- Conlon Construction
- Dubuque Education Association
- Flexsteel Industries
- Georgia-Pacific Company
- Giese Companies
- Hillcrest Family Services
- IBEW Local 204
- IBEW Local 704
- Klauer Manufacturing
- Larson Construction
- Matthew Distributing
- Mercy Medical Center
- Namasco
- National Electrical Contractors Assn.
- Portzen Construction
- Premier Linen & Drycleaning Inc.
- Sedona Staffing
- Sheet Metal Workers, Local 91
- SW Wisconsin Technical College
- Theisens
- University of Dubuque

Additional DALMC members

- A-I Crane and Machinery Rental
- A&G Electric Company
- Apex Concrete Company
- Bodine Electric Company
- City of Dubuque

- City of East Dubuque
- County of Dubuque
- Dubuque Community School District
- Dubuque County Deputy Sheriffs' Assn.
- Dubuque Stamping and Manufacturing
- East Central Intergovernmental Assn.
- Flynn Ready-Mix Concrete Company
- Geisler Brothers Company
- Glaziers Local 581
- GMP Local 2638
- Hawkeye Truck and Trailer
- Hillcrest Family Services
- Insulators/Asbestos Workers, Local 81
- Ironworkers, Local 89
- Laborers, Local 43
- Machinists Local 1238
- McDermott Excavating
- Millwrights, Local 2158
- Modern Piping Company
- Morse Electric Company
- Myers-Cox Company
- NICC Higher Education Association
- Operating Engineers Local 234
- Paulson Electric Company
- Plasterers & Cement Masons, Local 11
- Plumbers & Pipefitters, Local 125
- Plumbers & Pipefitters, Local 23
- Prairie Farms
- Teamsters Local 120
- The Weitz Company
- Tri-State Crane and Rigging
- United Auto Workers, Local 13
- United Auto Workers, Local 94
- United Steelworkers, Local 1861-U
- United Way Services
- Westphal and Company

Additional Associate Members

- Friedman Financial Services
- Loras College
- Ludovissy and Associates
- Mechanical Contractors Assn. of Iowa
- NW Illinois Building Trades & Construction
- Petrzelka & Breitbach
- Tri-State independent Physicians Assn.
- U.S. Bank
- Wellmark Blue Cross/Blue Shield