

## Arborist Safety Training Institute Grant Terms and Conditions

The Arborist Safety Training Institute (ASTI) provides grants to help fund half or full-day workshops that can be presented locally at a reasonable cost to working arborists in the tree care industry.

It is your responsibility to read through, and confirm you can adhere to, the terms and conditions before applying for a grant. Additional details will be provided to those applicants awarded a grant.

### Workshop Information

Grantee agrees to notify TCIA if any workshop details change after an application is approved, including but not limited to: topic, location, instructor, etc.

#### Workshop Details

- Full-day workshops are typically eight hours in length, inclusive of a 30-minute lunch and two 15-minute breaks.
  - Examples of full day workshop topics include: Electrical Hazards Awareness Program (EHAP), Aerial Rescue & Tree Climber Specialist.
  - Grantee can charge up to \$35 per attendee to assist with workshop costs.
- Half day workshops are typically four hours in length, inclusive of one 15-minute break.
  - Examples of half day workshop topics include: Aerial Lift, Chain Saw, Chipper Operator & Stump Grinder Operator.
  - Grantee can charge up to \$25 per attendee to assist with workshop costs.

#### Workshop Location

- Workshops must be held at a neutral location (manufacturer, dealer, etc.). Strong preference is given to donated facilities.
- Workshops that require a demonstration in an outdoor area will require an adequate outside location, such as a parking lot.
- Audio visual (A/V) must be available, either provided by the location or rented. A/V to include a laptop (if the instructor is not bringing one), a DVD player, and a projector and screen.

#### Workshop Marketing

- Workshops must be open to all local tree care company employees and interested parties (not municipal employees), not just the grantee's organization. Workshop marketing should be targeted toward small businesses and their workers who may be untrained or hard to reach with training for various reasons.
- The ASTI Grants Office will provide the grantee with materials to help market workshops. Certain materials need to be reviewed and approved by the ASTI Grants Office at least eight weeks in advance of the workshop date.
- All materials need to acknowledge that the workshop is being funded in part by a grant from the Arborist Safety Training Institute.
- The ASTI Grants Office will provide some marketing support, including event listings online and within TCIA publications, when possible.

#### Workshop Registration

- Workshops should be designed to train approximately 30 individuals.

- Grantee must have an accurate way to take registrations and payments for the workshop.
- Grantee must provide on-site personnel during the workshop to check attendees in/out, obtain attendee signatures on the roster, distribute materials and make sure the workshop runs on time.
- Municipalities are not eligible to receive an ASTI grant or to attend an ASTI workshop. However, if a municipality is donating space to host the ASTI workshop, they may initially register three individuals for the workshop. If space still remains seven days before the scheduled workshop, the municipality may register additional attendees.

### **Workshop Instructor**

- Grantees may opt to host a TCIA Tree Care Academy (TCA) program workshop. Note that TCA workshops require that the instructor is a TCIA Approved Instructor. (A complete list is available at TCIA.org)
- Grantees may opt to host a non-TCA program workshop. Note that these workshops require that the instructor is a TCIA Qualified Instructor or can be deemed “qualified” by a separate application process.

### **Workshop Materials**

Grantee must ensure that workshop materials (such as the roster) are completed fully, in order to ensure grant funds are distributed accurately.

- Grantee must submit estimated number of workshop attendees to the ASTI Grants Office two weeks in advance of the workshop. The ASTI Grants Office will ship workshop materials based on that number.
  - If you are not using TCA manuals, please provide a copy of your materials (and their CEUs) to the ASTI Grants Office at least six weeks prior to your workshop date.
- Workshop materials provided by TCIA will include manuals (if applicable), blank workshop rosters, CEU forms (both ISA and CTSP), and evaluation forms.
- The workshop cost for most TCA materials is \$26.24 apiece, with the exceptions of EHAP (\$63.75) and Stump Grinder Operator (\$41.25).
- Unused manuals, rosters, and evaluation forms need to be returned to the ASTI Grants Office within 24 - 48 hours of the workshop.

### **Other Details**

- Insurance:
  - For TCA program workshops, TCIA’s insurance covers the approved instructor to perform the demonstration only. Attendees will not participate in hands-on learning activities.
  - If attendees will be participating in hands-on learning activities, the grantee is responsible for providing TCIA/TCIAF evidence of insurance in the amount of \$1,000,000 commercial general liability and \$1,000,000 professional liability. Additionally, the grantee agrees to provide a Certificate of Insurance naming the Tree Care Industry Association, Inc. and the Tree Care Industry Association Foundation, Inc. as additional insureds.
- Applications: Grantees are permitted to submit two grant applications per deadline for consideration.