



# **GRANT GUIDELINES**

**RMC RESEARCH & EDUCATION FOUNDATION**

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## **BACKGROUND**

Few industries have had as much impact on the building of America as the concrete industry. On every job site in every city in America, every town, hamlet and village, the tradition continues today. Every time a mixer truck pulls up and begins to place concrete, the economy expands and a new structure becomes reality.

The past century has seen the community of concrete producers and suppliers unite as an industry in the creation of new and innovative products and services.

For the past seventy years, the leaders of the concrete community have been joined in this evolution by the National Ready Mixed Concrete Association (NRMCA), and since 1991, by the industry's foundation, the RMC Research & Education Foundation.

This alliance and the opportunity for industry-wide unity it represents, has never been more important than today. The changing economy, from an industrial to a technologically dominated services society, has led to changes and consolidation within the concrete industry on a scale never before seen. At the same time, the new economics have dramatically impacted the available workforce, leading to less-skilled employees in need of a wider variety of training and education. Concurrently, government regulators are looking more closely at the environmental impact of concrete production. Compounding these challenges is a general public that is essentially unaware of the benefits of concrete in terms of safety, the environment and durability.

## **FOCUS AREAS FOR FUNDING**

In response to these emerging needs, the RMC Research & Education Foundation has developed the following areas for grants:

- Research – including health & safety and environmental-related projects
- Education
- Product Knowledge

## **GRANT AWARD SIZE AND DURATION**

Typical grants under this program will range from \$5,000 to \$250,000. The RMC Research & Education Foundation Board of Trustees will determine total funding each year. Funded activities should be completed within 24 months (exceptions may be considered by the Board of Trustees for projects of considerable scope and promise).

## **WHO MAY APPLY**

Associations, association foundations, academic institutions, individuals, and research entities are eligible to receive grants.

## **AREAS NOT ELIGIBLE FOR FUNDING**

The RMC Research & Education Foundation does not fund on-going association or industry operations or programs; website development; traditional corporate leadership training activities, political lobbying, or other activities regularly carried out by industry-related organizations.

## **REVIEW PROCESS**

Grant applications will be reviewed by the Program Committee of the RMC Research & Education Foundation with assistance from the Advisory Council when necessary. The Program Committee will recommend grants for funding to the RMC Research & Education Foundation Board of Trustees.

## **REPORTING REQUIREMENTS**

Reporting/monitoring requirements and milestone attainment will be established through an agreement with Foundation staff for each grant for the duration of the grant contract. Oversight will be the responsibility of the RMC Research & Education Foundation Program Committee.

## **COPYRIGHT OWNERSHIP**

The RMC Research & Education Foundation reserves the right to retain copyright ownership of work products resulting from RMC Research & Education Foundation grants.

**The RMC Research & Education Foundation’s grant-making programs focus on application-oriented projects that:**

- Create new knowledge about the industry, advance the state of the science of the concrete industry, or provide tools or resources that can be replicated or adapted by other concrete companies.
- Will have outcomes that can be implemented broadly within the concrete industry and the citizens of the United States.
- Combine RMC Research & Education Foundation resources with additional sources of support.

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## ***FUNDING AREAS – RESEARCH, EDUCATION, PRODUCT KNOWLEDGE***

### **RESEARCH**

For any industry to remain competitive in today’s environment, it must continually look for new and better ways of doing business. Therefore, a critical component of the RMC Research & Education Foundation’s plan includes investing in research projects that will advance the concrete industry to new levels, will help protect the health and safety of industry professionals and will improve the environment and the environmental operations of the concrete industry. It has assumed the goal of becoming the catalyst for concrete research.

### **EDUCATION**

The Foundation has led the way in creating quality education initiatives for the concrete community. Whether the educational programs are geared toward those new to the industry, industry drivers, technicians or management, the Foundation’s focus for the future includes the strengthening of current programs while introducing new initiatives.

### **PRODUCT KNOWLEDGE**

The Foundation may fund programs targeted at the customers and users of concrete to educate them about the methods of installation, production, benefits to environmental assets of the United States, and cost benefits.

## **DESIRED RESULTS**

Research project outcomes should be related directly to the enhancement of the concrete industry to benefit the broad population of the industry and the citizens of the United States.

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## ***APPLICATION PROCESS***

**Make sure you have included all information requested before you e-mail or mail your letter or application (format and delivery instructions below).** Incomplete information may cause elimination or delay in the consideration of your proposal.

## **SUBMITTING A GRANT PROPOSAL**

The grant proposal should not exceed 25 pages of narrative, excluding appended materials, which should be kept to a relevant minimum. Your proposal should follow the format below exactly.

### **1. *Cover page***

- (see page 7 for cover letter format)

### **2. *Statement of purpose***

- Identification of the problem(s) or issues(s) to be addressed and their relevance and importance to the concrete industry
- Brief summary of past efforts to address the problem or issue (including efforts of others)
- Proposed goals and objectives (outcomes)
- Anticipated outcomes and benefits for the concrete industry

### **3. *Methodology***

- Conceptual framework or design for the proposal (where appropriate)
- Proposed methodology
- Timeline or schedule of activities
- Proposed allocation of staff, consultants, collaborating organizations, and other human resources

### **4. *Deliverable Product and Dissemination Plan***

- Define the specifically targeted audience which will benefit from the information

- Describe how outcomes will or should be communicated (through vehicles such as meetings, seminars, publications, print or electronic media, etc.) to the concrete community at large
5. ***Replicability or Application in Association Community***
- How project outcomes can be replicated or translated by other concrete industry members
6. ***Evaluation***
- Method(s) for assessing achievement of objectives and desired outcomes
  - Use of independent evaluators (where applicable)
7. ***Qualifications***
- Relevant skills and knowledge of the applicant and of project staff and other human resources
  - Relevant background
  - Brief description of applicant organization
8. ***Budget***
- (See page 9 for budget format)
9. ***Appended materials***
- Brief, relevant brochures or other information

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## ***FORMATTING AND DELIVERY INSTRUCTIONS***

### **FORMATTING INSTRUCTIONS**

All applications or letters must be submitted in either a WORD or \*.PDF format. When using the Acrobat (\*.PDF) format, please be sure to set the security setting to “no security”.

### **DELIVERY INSTRUCTIONS**

Proposals should be submitted via e-mail to the Foundation’s Executive Director, Julie Garbini, at [jgarbini@rmc-foundation.org](mailto:jgarbini@rmc-foundation.org) and should include all pertinent materials.

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## ***EVALUATION CRITERIA***

The RMC Research & Education Foundation wishes to invest its grants in projects that will **create new knowledge and information and have a significant, lasting, value for the concrete industry.**

Grant proposals will be judged according to the following criteria:

1. Is the problem or issue being addressed widely relevant and important to concrete executives?
2. Will the proposed design and methodology address the problem or issue effectively?
3. Does the proposal enhance the RMC Research & Education Foundation's grant investment by providing other resources from foundations, corporations or agencies?
4. Does the approach being proposed appear to be cost-effective?
5. Are the proposed outcomes measurable? How will they be measured and what steps will be taken to ensure achievement of the outcome?
6. Are the qualifications of the applicant organization and project personnel sufficient to ensure that the project goals can be achieved?
7. Is the proposed evaluation plan sound and appropriate?
8. Will the dissemination plan result in a broad sharing of findings, strategies, and new techniques?
9. In cases where it would be helpful to the project's outcomes, has the applicant established coalitions or other linkages?
10. Will the project outcomes have broad replicability or applicability within the concrete industry?

**COVER PAGE**

**FULL PROPOSAL**

Date Submitted: \_\_\_\_\_

Project Title: \_\_\_\_\_

Funding Area:  Research  Education  Product Knowledge

Applicant Organization:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Amount of Funding Requested: \$ \_\_\_\_\_

Duration of Project (weeks, months, etc.): \_\_\_\_\_

Brief Description of Project (100 words):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Outcomes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## ***BUDGET INFORMATION***

Following each budget category, please provide a brief narrative explanation to help reviewers in evaluating the cost-effectiveness of the project. You may use a spreadsheet format if you prefer.

### **EXPENSES**

1. Personnel (including consultants or sub-contractors)
2. Travel
  - Staff
  - Other project participants
3. Communications
  - Telephone (including conference calls)
  - Fax
  - Postage and handling
4. Printing/copying
5. Production of materials
6. Other Direct Expenses (please specify)
7. Other

### **APPLICANT MATCHING SUPPORT (PLEASE DESCRIBE)**

1. Applicant direct financial support
2. Applicant in-kind support
3. Matching resources from other organizations, foundations or sources