

# 2019 CURT Workforce Development Award

## Purpose

The purpose of the CURT Workforce Development Awards is to provide significant national and international recognition for extraordinary, exemplary, and innovative training and education programs which either encourages individuals to pursue a career in the construction industry and/or enhance an individual's construction skills.

## Application Process

Applicants must complete the following steps to apply:

1. Originate
2. Review
3. Approve
4. Submit

Applications must be submitted in electronic format as e-mail attachments to CURT. The entry shall not exceed a total of ten (10) printed pages, with a type font no smaller than 10 point. Charts, graphs, or other illustrations may be embedded only in Parts 2 and 3 and must be included in the page count. Questions may be answered by emailing [construction-users@curt.org](mailto:construction-users@curt.org).

## Originate

The application originator should download the electronic Workforce Development Award application form and fill in all requested information. **NOTE: Word and Page counts must be adhered to avoid penalties being assessed during the judging process.** The application includes four parts:

- Part 1 outlines program and contact information
- Part 2 is a summary of the program which includes
  - Mission Statement - A brief description of the organization's fundamental purpose. The mission statement should answer the question, "Why do we exist and what do we expect to achieve?" The mission statement articulates the organization's purpose for those in the organization and for the public. (100 words max.)
  - Target Objectives - A concise description of the program scope, innovation, creativity and best practices implemented to achieve the measurable objectives. Include a description of how the program might be transferred to other comparable situations. (200 words max.)
  - Means of Implementation - A description of how target objectives were achieved. (150 words max.)
  - Measurable Results - A description of measures used to demonstrate success. Results should show that specific program objectives were achieved. (100 words max.)
- Part 3 is a list of specific questions addressing elements of the program. (5 pages max.)
- Part 4 provides opportunity to provide feedback to improve the award application process.

## Review

The originator should distribute the application draft for any required internal review, incorporate feedback and comments, and finalize the application.

## Approve

The originator should forward the final draft to any approving authority for final review and approval before submitting to the CURT office.

## Submit

When approval is received, the originator should submit the application directly to the CURT office:

- Electronically via e-mail to [construction-users@curt.org](mailto:construction-users@curt.org). It is preferred that the application be submitted electronically. If submitting the application electronically, the following guidelines apply:
  1. The application may be submitted as an MS Word® (DOC) document or as an Adobe Acrobat® (PDF) file.
  2. **The file name of the document should be formatted in the following manner:**  
**2019WFDApp-program name**
  3. The application shall be contained in a single electronic file.

- Or by hardcopy to:  
Workforce Awards Program Construction Users Roundtable  
4100 Executive Park Drive, Suite 210  
Cincinnati, OH 45241-4023

**NOTE: The Workforce Development Committee has improved the application process, criteria and award. The award signifies the value of skilled craft workers' contribution to the industry as well as the value of the program being recognized. To assist in underwriting the cost of the award, program and juror process, the committee has implemented an application fee in the amount of \$100.00, which is payable when the application is submitted. Check payments should be payable to "Construction Users Roundtable – WFDA". To pay by credit card, call the CURT office at 513.563.4131.**

## Application Information

Provide both primary and secondary contact information. It is essential that the contact people be both knowledgeable about the program and available to answer questions in a timely manner.

Provide a general program description. Include any information that you feel will be helpful to the award review panel. In addition, you will be asked to answer a set of questions regarding your workforce development program. Minimum qualifying responses are expected to be at most a paragraph long. **Clear, concise answers are all that are needed.** In short, lengthy sales pitches will hurt rather than help this process.

These answers will be used by the review panel to determine if your submission warrants further, detailed, investigation.

## Application Deadline

**Completed applications (with \$100 payment) must be received in the CURT office by August 02, 2019.**

## Awards Program Schedule

The schedule for this year's awards process is as follows:

- **2019 May 15** - Applications available on the CURT website.
- **2019 Aug 02** - Applications (with \$100 payment) must be received by the CURT office.
- **2019 Nov 05** - Awards presentation ceremony at the Construction Users Roundtable Awards of Excellence

## Selection Process and Awards Presentation

An expert panel of educators and industry professionals will review and evaluate each application, judging the scope, innovation, creativity and best practices comprising the individual program. The review panel will determine which applications merit additional clarification based on a consensus decision.

Recipients of the Workforce Development Awards will be recognized at an awards ceremony to take place at the Construction Users Roundtable Awards of Excellence, November 5, 2019. A representative of the winning organization must be registered and in attendance at the CURT Awards of Excellence to receive the award. Status of the evaluations will be communicated to applicants in September.

## Eligibility

Past recipients of the CURT Workforce Development Award must sit out one year after they receive the award before applying to receive the award again and must submit a different program to be considered. **(Example: Award winners of the November 2018 Awards Program may not be eligible to apply again until 2020. However, award winners from 2017 and prior are once again eligible if submitting a different program.)**

**Submittals from industry organizations such as Local Construction Users Councils (LUC), Building Trades Unions, Public Private Partnerships and other Non-Profit Organizations will be judged in a separate category than submittals from Owners, Contractors or a combination thereof. Two (2) distinct categories of Workforce Development programs will be recognized and awarded.**