



Automobile Dealers' Educational Assistance Foundation

2016 "GROW YOUR OWN" APPRENTICE SERVICE TECHNICIAN GRANT

For the third year and in a continued effort to assist Member Dealers in grooming technicians to become long-term staff members with established careers in their dealership, the Greater Cleveland Automobile Dealers' Educational Assistance Foundation Board is once again pleased to announce the "Grow Your Own" Apprentice Service Technician Grant. The grant is available to dealerships that hire apprentice service technicians from qualifying post-secondary schools. Your Association's Foundation is of the belief that a small investment will go a long way in protecting our service industry for years to come.

This grant is intended to be an incentive to expand your staff by employing a recent graduate of a qualifying school.

Once a year, the dealership can apply for reimbursement of two months' pay* for an employee who meets the following criteria:

1. Must be a graduate (within three months) or currently considered a second year student in a qualified school and has enrolled/graduated from an automotive technician program or curriculum.
2. Pre-approved schools with auto technician curriculum are: Stark State University or Cuyahoga Community College, with other potential schools by request and at the discretion of the Board.
3. Works a minimum of 30 hours per week at your dealership.
4. Grant applies to employees hired after 5/13/2016 & before 7/15/16.
5. Applications will not be accepted after 7/15/16.

*Pay reimbursement will be calculated at up to \$10.00/hour x 8 weeks x 40 hours/week, with a maximum reimbursement of \$3,200.

Dealership responsibilities include:

1. Screen, hire, discipline, and pay the individual as a dealership employee.
2. Provide all requested information on the grant application and return to GCADA.
3. **Following approval**, request reimbursement using the provided form.
4. One grant per GCADA Member, per calendar year, limited to 10 grants annually, awarded on a first come, first served basis.

An Association representative will visit your service department to meet the employee and service manager, and answer any questions. If you are interested in employing an apprentice from one from the qualifying schools, please contact Dennis Rose.



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APPRENTICE SERVICE TECHNICIAN GRANT
APPLICATION*

Date: _____

Employee Name: _____

School Attended: _____

Graduation Date: _____

GPA: _____

Date of Hire: _____

Employee must meet the following criteria:

1. Must be a graduate (within three months) or currently considered a second year student at a qualified school.
2. Pre-approved schools are: Stark State University or Cuyahoga Community College, with other potential schools by request and at the discretion of the Board.
3. Works full-time at your dealership for a period of two months.

Service Manager: _____

Dealership: _____

Mail to GCADA Attn: Kathy Rutherford
10100 Brecksville Rd. Brecksville, OH 44141

Fax to 440-746-1504

**Applications will not be accepted after 7/15/16*



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REQUEST FOR PAYMENT

Date: _____

Employee Name: _____

Please attach the following documents:

- Transcript/Documentation verifying employee's attendance at a qualifying school
- W2 or paystub covering the first two months of employment

Amount Requested: _____

Dealership: _____

Owner/GM Signature: _____

Mail to GCADA Attn: Kathy Rutherford
10100 Brecksville Rd. Brecksville, OH 44141

Fax to 440-746-1504

Office Use Only

Original Approval Date:

Assn. Visit Date:

Payment Approved: