

# Arkansas Motor Vehicle Commission

AUTOMOTIVE TECHNOLOGIST EDUCATION GRANT PROGRAM

## APPLICATION PACKET

DEADLINE: **March 20, 2024**



For Questions Contact:  
Arkansas Motor Vehicle Commission  
900 West Capitol Ave., Suite 400  
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501-682-1428  
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## AUTOMOTIVE TECHNOLOGIST EDUCATION GRANT SUMMARY

- By Act 504 of 2021, the Arkansas General Assembly gave the Motor Vehicle Commission the authority to award up to two hundred and fifty thousand dollars (\$250,000.00) in grants to secondary and post-secondary institutions in Arkansas.
- The maximum amount awarded per proposal is thirty thousand dollars (\$30,000.00).
- The purpose of this grant is to provide funds to assist institutions that offer education and training, primarily in the field of vehicle service and maintenance, in improving their training programs with the goal of growing the available workforce for the future.
- Only motor vehicle related programs and coalitions of such programs will be approved for grant funding. The list of programs includes but is not limited to the following:
  - Automotive
  - Diesel
  - Alternative Fuels/Electric
  - Damage Analysis and Estimation
  - Engine Machinist
  - Parts Specialist
  - ATV/Cycle
- Submission proposal deadline is **March 20, 2024**. All incomplete applications will be returned to the program contact person and must be resubmitted before the deadline date.
- Grant recipients must agree to provide a complete accounting of all grant funds expended by the following deadlines: 1) The first accounting report is due **September 8, 2024**, and 2) The second accounting report is due **January 12, 2025**. The Commission may request additional accounting reports as it deems necessary.

## **Arkansas Motor Vehicle Commission**

The Arkansas Motor Vehicle Commission is created by ACT 388 of 1975, as amended, for the purpose of licensing and regulation of the New Motor Vehicle industry in Arkansas. This Act encompasses the manufacturers, distributors, manufacturer and distributor representatives, new motor vehicle dealers, lessors as well as management personnel. The Commission's primary and legislative functions are as follows: to prevent unfair practices, discrimination and impositions upon citizens of Arkansas; avoid undue control of the independent motor vehicle dealer by manufacturing and distributing organizations; foster and keep alive vigorous and healthy competition; prevent monopolies; prevent the practice of requiring special features; prevent false and misleading advertising; to promote a sound system of distribution of motor vehicles to the public; and to promote public safety and welfare.

## **Grant Program General Information**

Through the Automotive Technologist Education Grant Program, the Arkansas Motor Vehicle Commission will enhance the number of available trained technicians in the motor vehicle industry throughout the state by providing grants to secondary and post-secondary institutions in Arkansas on an annual basis. The purpose of the Automotive Technologist Education Grant is to provide funds to assist institutions that offer education and training, primarily in the field of vehicle service and maintenance, in improving their training programs with the goal of growing the available workforce for the future.

## **Grant Eligibility Criteria**

To be eligible to receive an Automotive Technologist Education Grant, a secondary or post-secondary Institution must meet the following requirements:

- The program must be offered by an Arkansas public secondary or post-secondary institution.
- Only motor vehicle related programs and coalitions of such programs will be approved for grant funding. The list of programs includes but is not limited to the following: ATV/Cycle, Automotive, Diesel, Alternative Fuels/Electric, Damage Analysis and Estimation, Engine Machinist, and Parts Specialist.
- In determining whether to issue a grant to a qualified public secondary or post-secondary institute, the Office of Skills Development (OSD), Division of Career and Technical Education (DCTE), Division of Higher Education (ADHE), and the Commission will consider the following factors:
  - What is the proposal for which they are applying?
  - Will the proposal attract secondary or post-secondary students to careers in the motor vehicle industry?
  - Will the proposal give useful training to the students?
  - Will there be any matching federal/state/local/private funds to further achieve the goals of the grant request?
  - Will the grant serve as “seed money” or will there be a perceived need for ongoing funding in future years?
  - Does the detailed itemization of funds clearly indicate intended expenditures of the grant?
  - Other factors not listed may be considered based on the Commission’s discretion.

## **Funding Availability**

By Act 504 of 2021, the Arkansas General Assembly gave the Motor Vehicle Commission the authority to award up to two hundred and fifty thousand dollars (\$250,000.00) in grants to secondary and post-secondary institutions in Arkansas offering motor vehicle education and training.

## **Application Process**

Automotive Technologist Education Grants for secondary or post-secondary institutions are not automatically renewable. Programs must apply each year and the Commission has the discretion to determine which grants will be awarded upon the recommendations made by OSD, DCTE and ADHE, if any.

- Application
  - The application form may be obtained from the Commission staff or website. The deadline will be established by the Commission.
- Minimum Standards
  - Funds for this program are available to qualified motor vehicle education programs only, as determined by the Commission.
- Submission of Applications
  - All programs offering motor vehicle training in Arkansas public secondary or post-secondary institutions may apply for grant funding.
  - Applicants must submit an original application with original signatures.

## **Application Review and Award Process**

Applications are numbered and inspected for completeness and eligibility in the order received by the Commission. Individual proposal consultations can be arranged with staff by appointment. Applicants are encouraged to submit applications well in advance of the cycle deadline to allow AMVC staff to thoroughly review the application and assist applicants in correcting any deficiencies prior to the deadline.

Applications received via email or postmarked after the deadline date will not be eligible for consideration.

The Commission, upon the recommendation by OSD, DCTE, and ADHE shall have the discretion to determine which programs will receive the grant funding based on the Commission's objectives to advance training and education in the motor vehicle industry.

The Commission shall have the discretion to determine which grant applications to fund and to set the specific amount of each grant.

The grant funds shall be used only for the advancement of motor vehicle related training and education. Grant funds shall only be used as set out in the applicant's grant request, as approved by the Commission.

After staff review for completeness and eligibility, applications undergo the Commission Subcommittee review process. Following final review and approval, the grants may be awarded by the Governor at a ceremony scheduled by the Commission.

### **Reporting Requirements and Responsibilities**

The Commission may review and revisit its determination to distribute grant funds at any time. Grant recipients must agree to provide a complete accounting of all grant funds expended by the following deadlines: 1) The first accounting report is due **September 8, 2024**, and 2) The second accounting report is due **January 12, 2025**. The Commission may request additional accounting reports as it deems necessary. See Appendix B for accounting form.

If the reporting requirement is not met, you will not be eligible to receive additional grant funds in subsequent years.

# Arkansas Motor Vehicle Commission

## Automotive Technologist Education Grant Program Application



**DEADLINE: March 20, 2024**

*Please Type or Print Clearly*

State of Arkansas Vendor Number: \_\_\_\_\_

Institution Name: \_\_\_\_\_ Department: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Direct Line: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Please attach additional sheets as needed to provide specific answers for all questions. \*All incomplete applications will be returned to the program contact person listed above and are required to be resubmitted before the deadline date.

Type of Program: \_\_\_\_Secondary \_\_\_\_Post-Secondary

Amount for which you are applying: \$\_\_\_\_\_

- 1) Explain in detail the program or service in which you intend to use these funds.
  
  
  
  
  
  
  
  
  
  
- 2) Attach a detailed itemization of the usage of these funds.
  
  
  
  
  
  
  
  
  
  
- 3) Why is the grant needed? Please include discussion of any emergencies or urgent need.
  
  
  
  
  
  
  
  
  
  
- 4) How many students are or will be impacted by this program?

- 5) Give specific examples of how the proposal will provide useful training for the students.
  
- 6) How will the grant assist in the improvement and growth of the available workforce?
  
- 7) Have you discussed your program with industry representatives, such as dealerships or vehicle repair shops?  Yes  No If yes, what did you learn as it relates to your program?
  
- 8) List all motor vehicle related education and training that your organization offers.
  
- 9) Have you received grant funds from the Commission in previous years?  Yes  No  
If yes, will the current grant request supplement the previous grant purpose?
  
- 10) Please provide current enrollment information for the fall and spring semesters of the current school year.
  
- 11) Please provide the names of employer partners who recruit and hire students from your program and include letters of support for the application request.

12) Have you received grant funds from the Arkansas Department of Higher Education, Arkansas Division of Career and Technical Education, and/or the Arkansas Office of Skills Development to be used primarily in the field of vehicle service and maintenance in the current fiscal year? If yes, please disclose what the grant was for and how much was awarded.

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**Read and certify by signing below**

I hereby certify that the statements made herein or attached hereto are true and correct to the best of my knowledge and belief and that I am familiar with the provisions of the laws under which this application is made. I have read, understand, and support the above application for grant funds through the Automotive Technologist Education Grant Program. I further certify that I have read, understand, and agree to abide by the rules and regulations governing the grant program.

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



# Arkansas Motor Vehicle Commission

Automotive Technologist *Education Grant* Program

## Accounting Report

Select Deadline Reporting Date: **(September 8, 2024)** \_\_\_\_\_ **(January 12, 2025)** \_\_\_\_\_

State of Arkansas Vendor Number: \_\_\_\_\_ Grant Amount Received: \_\_\_\_\_

Institution Name: \_\_\_\_\_ Department: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Reporting Agent: \_\_\_\_\_ Title: \_\_\_\_\_

Direct Line: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Please use the box below to account for grant funding and attach additional pages as necessary.

**Cerify by signing below**

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

