

Arborist Safety Training Institute Grant Terms and Conditions

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

It is the responsibility of the Grantee to read the terms and conditions and understand the responsibilities of accepting this Grant before applying for the Grant. Additional details will be provided to those applicants awarded a grant.

Workshop Information

- Workshops should be designed to train approximately 20-30 individuals per instructor. Attendance is capped at 30 for these workshops unless approval is granted by the ASTI Committee.
- Grantee agrees to immediately notify the ASTI Grants Office if any workshop details change after an application is approved, including but not limited to location, instructor, date/time, etc.

Workshop Details

- Full-day workshops are typically eight hours in length and include a 30-minute lunch and two 15-minute breaks.
 - Examples of full day workshop topics include Electrical Hazards Awareness Program (EHAP), and 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 and include one 15-minute break.
 - Examples of half-day workshop topics include all the Ground Operations topics.

Workshop Location

- Workshops must be held at a neutral location (not on the grantee's company property or other tree care company's property) as to not deter other tree care workers from attending. Workshops must be open to all commercial tree care employees, not limited to only one company.
- Workshops that require a demonstration in an outdoor area will require an adequate outside location, such as a parking lot or field.
- Audio visual (A/V) must be available, either provided by the location or rented. A/V may include a laptop (if the instructor is not bringing one), a projector, and a screen.

Workshop Marketing

- Workshops **must be** open to all local tree care companies and interested parties, not just the grantee's organization (municipal employees are not authorized to attend). Workshop marketing should target small tree care businesses and any untrained tree care personnel that may not otherwise be afforded the training opportunity.
- The ASTI Grants Office will provide example marketing materials as templates when requested. Publicly marketed 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 funded in part by a grant from the Arborist Safety Training Institute. Example materials will be provided.
- The ASTI Grants Office will provide marketing support by posting workshop registration and marketing on our online calendar at www.tcia.org and other TCIA publications, when possible.

Workshop Registration

- Grantee must have an accurate way to take registrations and payments for the workshop. Registrants **MUST** be required to provide an individual email address at registration so they will have access to all testing materials. Duplicate email addresses for multiple registrants will not be accepted. **Having email address issues will delay grant monies and CEUs being delivered until issues are resolved.**
- Grantee must provide on-site personnel during the workshop to check attendees in/out, obtain attendee signatures and email addresses (required for all attendees), 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. The ASTI Grant is funded by the Commercial Tree Care Industry and is only available to workers in this industry; however, if a municipality is donating space to host the ASTI workshop, they may initially register three individuals for the workshop. If space remains seven days before the scheduled workshop, the municipality may register additional attendees. Space is considered as less than 25 attendees per instructor.

Workshop Instructor

- A TCIA Qualified Trainer is required for all ASTI Grant funded workshops.
- Instructor list can be found at [TCIA Qualified Trainers](#).
- It is the Grantee's responsibility to find an instructor.

Workshop Materials

- Workshop materials provided by TCIA include course materials, including a self-registration link, and ISA CEU forms.
- Grantee must submit estimated number of workshop attendees to the ASTI Grants Office two weeks in advance of the workshop.
- Workshop topics must be TCIA courses/materials.
- All testing will be completed online via TCIA's Learning Management System. Workshop attendees will receive a self-registration link to enroll in the LMS at least two weeks prior to the workshop.
- The ASTI Grant covers the cost for all TCA Enrollments in TCIA's Learning Management System.

Required Rosters & Grant Disbursement

- All required rosters must be returned no later than **3 days** after the workshop is completed. This will delay your Grant funds if not on time.
- **ISA & CTSP CEU ROSTER** - This form only needs to be filled out by the instructor and attendees if they are registered with ISA or have a CTSP certification and would like to receive CEU's for attendance. These rosters will be provided by TCIA prior to the scheduled workshop date.
- The ASTI Grant will cover the instructor honorarium and travel costs, as well as all TCA enrollments in TCIA's Learning Management System. Grants will be disbursed to the appropriate parties **after** the workshop is complete and attendance rosters have been received.

CEU Information

You can see how many CEU's are earned per workshop by visiting the TCIA.ORG website [Earn CEUs | TCIA - Advancing Tree Care Businesses](#)

- **CTSP CEU's**— Only CTSP registered attendees will receive CTSP CEU's for attendance. Once the CTSP Roster is returned to the ASTI Grants Office it will be submitted for approval. The ASTI Grants Office will not correct any errors on this roster.
- **ISA CEU's**— Only ISA registered attendees will receive ISA CEU's for attendance. Once the ISA Roster is returned to the ASTI Grants Office it will be submitted to ISA for approval. The ASTI Grants Office will not correct any errors on this roster.

Other Details

- **Insurance**
 - TCIA's insurance covers the approved instructor to perform the demonstration only. Attendees will not participate in hands-on learning activities.
 - Additionally, the grantee agrees to provide a General Liability Certificate of Insurance, naming the Tree Care Industry Association, Inc. and the Tree Care Industry Association Foundation, Inc. as additional insureds.

- **Applications**
 - One grant application for live workshops per company/individual are allowed per deadline.