

**NORTH CAROLINA  
ALARM SYSTEMS LICENSING BOARD**

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**Guidelines for ASLB Education Grant Program  
(Effective September 21, 2017)**

The Alarm Systems Licensing Board desires to make education funds available to individuals or entities that provide continuing education for licensees, registrants, and trainees in North Carolina. In order to facilitate that process the following program guidelines apply:

1. The funds are generated by the licensing process of the North Carolina Alarm Systems Licensing Board under the provisions of NCGS 74D and are designated as the ASL Education Fund. They are made available through a grant process as outlined. Any training funded through this grant process shall be open to all licensees, registrants, and trainees within the confines and constraints of the physical facility where the training is offered and the training capabilities of the grant recipient.
2. Any entity, including for-profit, non-profit or a community college, is eligible to apply for a continuing education training grant under this program.
3. Grants shall be awarded through the application process which is initiated by the submission of the ASL Education Grant Application. The application will contain information on the proposed training to include topics and goals, duration, number of licensees, registrants, and trainees expected to be trained, location and date, and expected expenses. Grants will only be awarded for actual costs of training such as speaker's fees, speaker's travel costs, training aids, training room rental, and material distributed to the attendees.
4. Successful grant recipients will be required to sign the Grantee Contract provided by the ASL Board. The contract may be viewed in advance on the ASL website.
5. Grants shall be awarded in a maximum amount of **\$10,000.00** per application. Multiple grants may be awarded to multiple recipients or to a single recipient each calendar year within the fiscal constraints of the Education Fund. All awards are decided upon by the ASL Board.

6. The grant time frame duration shall be one year. All funds must be expended and accounted for within 60 days of the course and in no event greater than one year from the grant award.
7. Grantees must access the Office of State Management and Budget website at [www.ncgrants.gov](http://www.ncgrants.gov). The site gives important information designed to help grant recipients stay in compliance with applicable State Budget Manual requirements and any Executive Order. Mandatory reports must be submitted 6 months after the end of the grantee's fiscal year in which state funds are received. NCGrants.gov provides online reporting access for grantees.
8. There will be two grant application periods each calendar year. Each application period will be 60 days in duration. The ASL Board will announce the beginning of the period at a regularly scheduled Board meeting and the conclusion of that period at the next Board meeting. Grant applications will be considered first by the Continuing Education Committee and then the full ASL Board, and upon approval, awards will be announced at the concluding Board meeting. Grant applicants are encouraged to submit applications early to ensure thorough consideration.
9. Grant funding will be reimbursement for funds expended only. Requests for reimbursement shall be supported by appropriate documentation.
10. Any course funded entirely or partially by grant funds must be open to all licensees, registrants and certificate holders of the Board without limitation of membership in or support of the sponsoring grant recipient and the grant recipient cannot charge any additional fee.
11. Grant recipients will be required to complete the reporting forms as required by NC General Statutes and applicable administrative rules. The forms will be made available to recipients upon award of the grant.
12. A Conflict of Interest Policy shall be submitted by the grantee as set forth in GS 143C-6- 23(b) at the time the initial grant application is submitted to the Continuing Education Committee.