

Guidelines

- Grant awards are capped at \$5,000, plus an additional 25% or \$1,250 if hiring a from a local institution.
- Documentation of training costs, on the job training (OJT) or a combination of both is required prior to reimbursement.
- Businesses may apply once a year, and may not receive more than \$5,000 maximum or \$6,250 if hiring from a local institution, within the current year.
- Reimbursement is only valid for costs expended within the calendar year of application; Expenditures exceeding allowable amount will not be carried forward.
- Must follow all state and federal hiring laws.
- Grants are awarded as funding allows; Qualified applications received by the deadline will be scored by a committee based on adherence to project criteria and

Process

- Return fully completed application to the Economic Development Division; Application must include a project budget with qualified estimates for training costs. Applications without a budget will not be considered.
- Applicant will be notified of project approval within three weeks of application deadline
- Upon completion of training, submit all project related receipts, invoices and supporting payment documentation.
- Please redact all sensitive information.
- Schedule a project inspection with staff.
- Await approval and reimbursement, usually 2-4 weeks.

Job Training Incentive Grant



WESTMINSTER
COLORADO

Job Training Incentive
Grant

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Job Training Incentive Grant

The Job Training Incentive Grant program provides financial assistance on a reimbursement basis, to encourage the hiring and training of a local workforce. Additional funds are available for hiring recent graduates from local institutions.



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Requirements & Eligibility

Business Eligibility

- Must have 75 or fewer employees
- Must be an existing business (>1 year) and have an active Westminster business license
- Must be in good standing with the Colorado Secretary of State
- Must be in good standing/current with the City of Westminster Utility Billing & Sales Tax
- New businesses may be considered for approval with an active Westminster business license and submittal of a current business plan

Training Criteria

The Job Training Incentive Grant will reimburse 50%, up to \$5,000, for 3 types of training costs: custom classroom training at a public educational institution, structured on-the-job training (OJT), or a combination of classroom training and OJT.

The following are eligible for reimbursement:

- A portion of trainee wages (50-75%) for up to 6 months
- Companies that hire trainees who have graduated within the past twelve months from a Westminster high school, local trade school, community college, or a high school intern may be eligible for an additional 25% reimbursement above the standard rates.
- Cost of custom classroom training at a public educational institution

For questions, contact:
Economic Development
303.658.2108 OR
ecodevo@westminsterco.gov

JOB TRAINING INCENTIVE GRANT APPLICATION

Business Name: _____
Business Address: _____
City, State, Zip: _____
Contact Person: _____ Title: _____
Contact Phone: _____ Email: _____

Westminster Business License #: _____ Number of Employees _____
Application Questions: (attach additional pages if necessary)

Number of Employees receiving training for Grant: _____
Number of Employees receiving training from Local Schools: _____
Types or Hiring and Training being completed: _____

How will this training positively impact your business? _____

Total Estimated Training Costs: _____ Training Budget Attached: Yes
Grant Amount Requested: _____ Estimated Training Completion Date: _____
(Maximum project total or \$5,000, or \$6,250 with local school hire)

Applicant Signature: _____ Date: _____

I attest that the information stated above is correct and that the training is complete and in compliance with all City codes and regulations and all State and Federal hiring laws.

For Office Use Only

Date Received: _____ Application Approved: Y N Approval Date: _____
Amount Approved: _____ Completion Date: _____ Project Verified: _____
Amount Paid: _____ Date Paid: _____