

## Guidelines

- Grant awards are capped at 50% of hiring costs, with a maximum grant amount of \$5,000. Businesses may not receive more than \$5,000 maximum within the current calendar year.
- If onboarding continues into the next calendar year, reimbursement will be issued in the year of completion and will go towards the maximum allowance per business, per calendar year.
- Expenditures exceeding allowable amount will not be carried forward.
- Documentation of training costs, on the job training (OJT) or a combination of both is required prior to reimbursement.
- Must follow all state and federal hiring laws.
- Grants are awarded as funding allows and will be scored by a committee based on overall positive impact to the business.

## 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 when you are ready to submit for reimbursement.
- 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.



**WESTMINSTER**  
COLORADO

# 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 on-the-job training wages (50%) for up to 6 months
- Cost of custom classroom training at a public educational institution (50%)

Required Documents:

- Job Description/s of position/s being hired
- Outline of training, dates of completion, and hours trained each week if using OJT
- Registration receipts and proofs of completions for any classroom training
- Copy of redacted pay stub showing employee works for your business and their hourly rate

**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 being hired for Grant: \_\_\_\_\_

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:** \_\_\_\_\_

I understand that the City will pay no more than 50% of the total hiring costs up to a maximum of \$5,000 and attest that the information stated above is correct, the training is complete, and in compliance with all State and Federal hiring laws.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **For Office Use Only**

Date Received: \_\_\_\_\_ Application Approved: Y N Approval Date: \_\_\_\_\_

Amount Approved: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Project Verified: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_