

Guidelines

- Grant awards are capped at \$5,000, plus an additional 25%, or \$1,250, if hiring from a Westminster 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 Westminster institution, within the current year.
- Reimbursement is only valid for costs expended within the current year of application; expenditures exceeding the allowable amount will be carried forward, business must reapply, and any expenses carried forward will count towards the next calendar year.
- Must follow all state and federal hiring laws.
- Grants are awarded as funding allows; qualified applications will be scored by a committee based on adherence to project.

Process

- Return fully completed application to the Economic Development Department; Application must include a project budget with qualified estimates for training costs.
- 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

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 Westminster institutions.

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www.westminstereconomicdevelopment.org



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
- Qualifying applicant industries include: manufacturing, technology, innovation, financial services, aerospace/defense and business support services. ****Retail and Restaurants are not eligible for this grant****

Training Criteria

Job Training Incentive Grant will reimburse 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 for up to 6 months
- Companies that hire trainees who have graduated within the past twelve months from a **non-Westminster**: high school, trade school, community college, or an intern/apprentice may be eligible to receive 50% reimbursement
- Companies that hire trainees who have graduated within the past twelve months from a **Westminster**: high school, trade school, community college, or an intern/apprentice may be eligible for an additional 25%, or up to 75% reimbursement
- Cost of custom training at a public educational institution

For questions, contact the
Economic Development Department at
303-658-2108 or ecodevo@cityofwestminster.us

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 **Westminster** Institutions: _____

Number of Employees receiving training from **non-Westminster** Institutions: _____

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: _____