

Guidelines

- Grant awards are capped at \$2,000
- Documentation of training/certification program, associated costs, proof of payment, and proof of completion are required prior to reimbursement.
- Businesses may apply once a year, and may not receive more than \$2,000 maximum 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

Process

- Return fully completed application to the Economic Development Division; Application must include:
 - ⇒ Job description and salary for position
 - ⇒ Link to training/certification for staff review
 - ⇒ Outline of costs for the training/ certification and required materials
 - ⇒ Start date and date of completion.
- Applications without these materials will not be considered.
- Applicant will be notified of project approval within three weeks of application deadline
- Upon completion of training, submit all training related receipts, invoices and proof of completion/certification.
- Await approval and reimbursement, usually 2-4 weeks.

Job Certification Incentive Grant For Retail & Restaurant Businesses



WESTMINSTER
COLORADO

Job Certification Incentive
Grant

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Job Certification Incentive Grant

The Job
Certification
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 Certification Incentive Grant will reimburse 50%, up to \$2,000, to assist businesses with onboarding new employees by obtaining credentials or certifications needed to fill vacant positions.

The following are eligible for reimbursement:

- Cost of custom classroom training at a public educational institution
- Online training and certification programs

This grant is for retail and restaurant businesses only. On the job training costs are not covered under this grant, only credentials and certifications required to assist filling vacant positions. Seasonal positions also do not qualify.

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

JOB CERTIFICATION 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: _____

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 eligible reimbursement \$2,000)

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: _____