

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.

Guidelines

- Grant awards are capped at 50% of training costs, with a maximum grant amount of \$2,000. Businesses may not receive more than \$2,000 maximum within the current calendar year.
- If training 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/certification program, associated costs, proof of payment, and proof of completion are 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.

For Questions or More Information

Economic Development

4800 W 92nd Ave.

Westminster, CO 80031

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W | www.westminstereconomicdevelopment.org

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.

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

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 receipt of application
- Upon completion of training, submit all training related receipts, invoices and proof of completion/certification
- Await approval and reimbursement, usually 2-4 weeks.



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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: (attached additional pages if necessary)

Number of Employees receiving training for Grant: _____

Types of Hiring and Training being completed: _____

Total Estimated Training Costs: _____ **Did you attach a training budget to match these outlined training costs:** Y (REQUIRED)

How will this training positively impact your business: _____

I understand that the City will pay no more than 50% of the total training costs up to a maximum of \$2,000 and attest that the information stated above is correct 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: _____ Project Completion Date: _____ Project Verified: _____

Amount Paid: _____ Date Paid: _____



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