

Greece Chamber Charitable Foundation

Employee Micro Training Grant

Summary

The goal of this program is to encourage local businesses to pursue further talent development of their employees. With the changing business marketplace it is more important than ever that local employers invest in their workforce. GCCF would provide matching training funds to businesses located or operated in the Town of Greece up to an amount of \$1,000.

Microgrant Overview

Program guidelines:

- Grants will be made up to \$1,000 as funds are available.
- Grants will have a rolling deadline, however would only be given when funding is available.
- Applicants must match funds requested. Matching funds can include one or portions of the following direct or indirect costs of training: cost of instruction, wages of employees being trained while in training, new purchases of equipment and software required for training, and expenses associated with out-of-town training.
- Trainees must be permanent employees, on the payroll of the applicant, with year-round attachment to the employer. Part-time employees are eligible to be trained if they work more than 1200 hours annually.
- Funds requested can include cost of classroom instruction (i.e., tuition or course fees), customized coursework or in-house training and training materials (books, manuals and exams).
- Businesses must be located in the Town of Greece, special preference will be given to members of the Greece Chamber of Commerce.

**Greece Chamber Charitable Foundation
MICRO TRAINING GRANT APPLICATION**

Business Name: _____

Address: _____

Is your business located or operated in the Town of Greece? _____

Business Description _____

Federal Employment Identification Number (FEIN): _____ **Total Employees in Area:** _____

Contact Person: _____ **Title:** _____

Telephone: _____ **Fax:** _____ **Email:** _____

1. a. **Total amount of funds requested:** \$ _____
- b. **Total company match (must equal or exceed funds requested):** \$ _____
- c. **Total number of trainees:** _____

2. **Generally describe the trainees including how they were identified for training, education level, duration of employment, and experience/skills.**

3. **Describe the training program/activity.**

4. **Why is the training necessary?**

5. **How will the training help your business maintain its competitive edge?**

6. **Proposed budget. Please attach a copy of course descriptions, program curriculum and proof of costs.**