

WILLOUGHBY WESTERN LAKE COUNTY CHAMBER OF COMMERCE GUIDELINES EDUCATION & DEVELOPMENT PROGRAM (EDP) – WORKFORCE/JOB TRAINING

The Chamber's EDP will award a maximum of \$4,000/year (max \$1,000/quarter) in reimbursement grants to Chamber member employers for workforce/job training, education, and leadership development. The max award per employer per quarter is \$250. The employee must work within the Chamber's geographic footprint.

FOR WHOM:

- Companies 2 years old or less:
 - A. Any employee(s)
- Companies 3 years old or more are not eligible except for:
 - A. Any new employees (defined as being there 2 years or less – relatively new hire) where there is a net increase in the number of company employees OR any new employees (defined as being there 2 years or less – relatively new hire) that result from a company making an acquisition of another company, division, plant, product line, etc., where there is a net increase in the number of company employees
 - B. Any older employees (defined as 3 years or more) who are substantially changing their jobs

FOR WHAT:

- Workforce/job training, education, leadership development, re-tooling, etc.
- Accredited educational institutions that provide graded courses benefitting both employer/employee
- Continuing education courses that provide credit to maintain professional licenses and affiliations benefitting both employer/employee
- Non-credit and credit courses that are aimed at improving specific skills or employee's potential for advancement benefitting both employer/employee

DEADLINES for successful submission of paperwork: for classes/training that is completed between:

January 1 – March 31: deadline for submission = no later than June 30

April 1 – June 30: deadline for submission = no later than September 30

July 1 – September 30: deadline for submission = no later than December 31

October 1 – December 31: deadline for submission = no later than March 31

Should there be more than \$1,000/quarter requested in grants that qualify, reimbursements will be made on a "first come/first served paperwork submission" basis. Therefore, it is important to submit the required paperwork (see below) as soon as possible within the six month period. If a grant qualifies for reimbursement but is submitted to the office after others that merit the quarter's entire \$1,000, that grant application will be denied. It will be solely the employer's responsibility to re-submit that application in the following quarter should it still be eligible. An employer who submits qualifying requests for more than \$250 in any one quarter will be granted only the cap of \$250 which shall complete and satisfy that specific application. Grants will be awarded by the EDP based solely on the information provided in the application.

PAPERWORK REQUIREMENTS: reimbursement requires successful submission of:

1. proof of course completion and 2. proof of payment for the course and 3. EDP Application form

The Application form and these Guidelines are on the chamber's website under the heading "Membership," the fourth section down, "Chamber Business Grants." You can also call the Chamber office (440-942-1632) for the application. The three required documents can then be scanned/mailed or FAXED (440-942-0586) or mailed to the Chamber: 28 Public Square, Willoughby, OH 44094 by the deadline dates.