



**Willoughby
Western Lake County**
CHAMBER *of* COMMERCE

**WILLOUGHBY WESTERN LAKE COUNTY CHAMBER OF COMMERCE
EDUCATION & DEVELOPMENT PROGRAM (EDP)**

WORKFORCE/JOB TRAINING SCHOLARSHIP PROGRAM

The Chamber's EDP will award a maximum of \$8,000/year (max \$2,000/quarter) in reimbursement grants to Chamber member employers for workforce/job training, education, and leadership development. The max award per employer per quarter is \$500. The employee must work within the Chamber's geographic footprint.

FOR WHOM:

- Any employee of any chamber member business in the Willoughby Western Lake County Chamber of Commerce.

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

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Should there be more than \$2,000/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 \$2,000, 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 \$500 in any one quarter will be granted only the cap of \$500 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 EDP Application form (and these Rules) are at the chamber's website at <http://www.wvlcchamber.com/>. You can also call the Chamber office (440-942-1632) for the application. The three required documents can then be scanned/emailed or FAXED (440-942-0586) or mailed to the Chamber: 28 Public Square, Willoughby, OH 44094 by the deadline dates.

STUDENT SCHOLARSHIP PROGRAM

The Chamber's EDP will award scholarships in amounts up to \$1,500 annually for students pursuing educational degrees or certificates in disciplines which are in short supply among Lake County employers.

SKILLS IN SHORT SUPPLY

Advanced Manufacturing (CNC Machining, Welding, Precision Grinding, Electronic Engineering Technology)
Industrial Maintenance
Information Technology
Computer Science
Manual Machining
Healthcare
Skilled Trades/Tech Prep
First Responders

REQUIREMENTS

- Students must be residents of Lake County or attending a program in Lake County.
- Students must successfully complete the coursework for which the scholarship is given AND must make their best efforts to work in a business location in Lake County after the degree or certificate program is completed.
- Students with good academic standing in their specified field of study are eligible to reapply annually.

DEADLINES

- Applications must be submitted 45 days prior to the start of the term and in no case later than: November 15th for the Spring term
April 15th for the Summer term
July 15th for the Fall term

Revised June 27,2022