

QUICK FACTS

Business Grants For Employee Training

WHAT ARE BUSINESS GRANTS FOR EMPLOYEE TRAINING?

- Funds available to a company to train its employees so the company is more efficient, productive and profitable
- Wages paid to employees in training count toward company's match
- Training not limited by list of pre-approved providers or classes
- Company decides type of training needed and which employees and occupations to train

COMPANY ELIGIBILITY

- Businesses only (not government, social assistance or charitable agencies, or educational institutions)
- Must have at least one facility or office operating in Will County, and it is the employees of the Will County site that are eligible for training under this grant
- Any size company is eligible. Company size is determined by the number of full-time employees on your Will County payroll
- Companies in the following industry sectors:
 - Construction
 - Finance, Information and Professional Services
 - Healthcare
 - Logistics/Transportation/Warehousing
 - Manufacturing

COMPANY'S SHARE OF THE COST

Company match is based on the following percentages:

- 1-50 full-time employees = 10% company match
- 51-99 full-time employees = 25% company match
- 100 or more full-time employees = 50% company match

Wages you pay your employees while they are in training count toward your match. In many cases, those wages will be enough on their own for you to make your match.

ELIGIBLE TRAINING

- You decide what you need, what will help your employees get the job done better
- Not tied to any particular schools, trainers or courses
- Individual employees in different classes, or groups spending time on the job training at your own shop
- Tailored to your industry and company, or "off-the-shelf" educational program
- Non-eligible: no personal development, no self-paced learning, no "Outward Bound" or experiential training, no "off the shelf" computer software training, no safety or regulatory compliance training mandated for the workplace (i.e. OSHA)

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ELIGIBLE TRAINING SITES/EMPLOYEES/TRAINERS

- At your facility, in a school classroom, at a vendor's training facility, or other specialty location as dictated by the type of training. It does not have to occur in Will County.
- Only full-time employees on your Will County payroll are eligible. Part-timers, seasonal help, temps and contract employees are not eligible.
- Trainers can be contracted professional trainers, public or private schools, or a manufacturer's rep that can train on new equipment just purchased. The trainers do not have to be from Will County.

APPLYING FOR A GRANT

- You may apply any time. There are no application deadlines. Grants are available on a first-come-first-serve basis until funds are depleted.
- Complete the Application form and submit it to us.
- We will convene our review panel as needed to process applications as quickly as possible.
- You can download the application from our website: www.willcountyworkforceboard.com, or call us at (815) 727-5670 ext. 2 and we will send you an electronic version that allows you to fill out the forms on your computer.

ONCE GRANT IS APPROVED AND CONTRACT EXECUTED

- Proceed with the training. Training should be completed within six months of date of approval unless an exception is made to the length of training.
- When training is done, send us a final report of how many were trained, who they were and their occupations (the state requires you to include their Social Security numbers), and how the employees and company benefited.
- Apply for reimbursement. Submit paid receipts from schools or trainers, calculate total cost and your match, including how wages you paid the workers apply to your match, and submit all with a reimbursement form (available online or on CD).
- Your costs of administering the grant or training are not reimbursable. We cannot reimburse you for the wages you paid employees while in training, but remember, that cost is deductible from your match.