

# TRAINING GRANT PROGRAM

The Ottawa County Safety Council, under the sponsorship of the Ottawa County Improvement Corporation, implemented the **TRAINING GRANT PROGRAM** in 2016. The purpose of the program is to provide funds to member businesses interested in providing additional, professional training opportunities to their employees.

The **TRAINING GRANT PROGRAM** will be available to fund training related to topics such as:

- HVAC
- Supervision
- Human Resources
- Confined Space
- Arc Flash
- Drug-Free Workplace

*Other topics will be considered.*



The **TRAINING GRANT PROGRAM** will reimburse the employer for instruction costs. *Other incidental costs can be submitted to the Council under the \$100 annual rebate program.*

Training can be conducted on-site by an outside vendor/trainer or employees can be sent off-site for the training.

The Safety Council will offer up to \$3,000 total in grants per program year to member businesses – **up to \$1,000 per employer.**

Grant applications will be reviewed and awarded on a first come, first serve basis.

Approved grants will be paid via reimbursement once an invoice is submitted.

For more information or to apply for a **TRAINING GRANTS**, contact Jessica Kowalski: [jkowalski@ocic.biz](mailto:jkowalski@ocic.biz).

## Guidelines:

- Member businesses may only apply for one grant per year – limit of \$1,000.00
- Applications must be submitted at least two weeks in advance of the training to be evaluated for eligibility
- Approved applications will be paid via reimbursement to the member once 1) a paid invoice has been submitted and 2) the training has been completed
- After eligibility is established, funding will be awarded on a first-come, first-serve basis
- Eligibility will be based on several factors including:
  - member status with the council
  - training topic applicability
  - cost and value (number of employees benefiting from the training opportunity)
  - quality or qualifications of training vendor and training content
- Funding may or may not be approved for the entire submitted cost; members will be notified of the amount awarded
- Once \$3,000 in grants have been awarded, additional applications will be considered for the following program year
- The Training Grant Program will be evaluated each year by the steering committee for renewal or discontinuation based on participation, interest and financial considerations



# TRAINING GRANT APPLICATION

Date Submitted: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of Member Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Training Topic: \_\_\_\_\_

Date of Training: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address of Training Site: \_\_\_\_\_, OH \_\_\_\_\_

member business address     off-site training address

Number of employees participating in/attending the training: \_\_\_\_\_

Brief description of training (or attach description): \_\_\_\_\_

\_\_\_\_\_

Vendor/Trainer Name: \_\_\_\_\_

Vendor/Trainer Company: \_\_\_\_\_

Vendor/Trainer contact information:

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_.

*\$1,000.00 MAX for reimbursement request*

Please break down the expenses:

\_\_\_\_\_

*\*Please attach training invoices, if any.*

## PLEASE SUBMIT APPLICATION & PAID INVOICE TO:

Jessica Kowalski

By Fax: 419-898-6244

By Email: [jkowalski@ocic.biz](mailto:jkowalski@ocic.biz)