

## QUICK FACTS

### Employee Training Grant

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#### WHAT IS THE EMPLOYEE TRAINING GRANT PROGRAM?

- Incumbent Worker 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 the company's match
- Training not limited by a list of pre-approved providers or classes
- Company decides the type of training needed and which employees and occupations to train

#### COMPANY ELIGIBILITY

- Businesses only (NO government 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:
  - Healthcare
  - Manufacturing
  - Professional/Financial/Information Technology Services
  - Transportation/Distribution/Logistics (TDL)(Industry sector exceptions will be considered on a case-by-case basis.)

#### COMPANY'S SHARE OF THE COST

The company match is based on the following percentages:

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

The 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 at another 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 at any time. There are no application deadlines. Grants are available on a first-come-first-serve basis until funds are depleted.
- Companies may apply for up to \$19,500 total for employee trainings.
- Request an application to Pam at [prodriguez@willcountyillinois.com](mailto:prodriguez@willcountyillinois.com) or John at [john.hall@willcountyillinois.com](mailto:john.hall@willcountyillinois.com). Then, we will email an electronic application to you.
- Complete the Application form and electronically submit it to us.
- We will convene our review panel as needed to process applications as quickly as possible.

#### ONCE GRANT IS APPROVED AND THE CONTRACT EXECUTED

- Training can begin once all employee information is uploaded to the Illinois WorkNet Incumbent Worker Tracking System (IWTS). Training should be completed within twelve (12) months of the 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, and how the employees and company benefited.
- Apply for reimbursement. Submit paid receipts from schools or trainers, calculate the total cost and your match, including how wages you paid the workers to apply to your match, and submit all with the reimbursement form that will be provided to you.
- 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.