

# QUICK FACTS

## Employee Training Grants

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### WHAT IS THE EMPLOYEE TRAINING GRANT PROGRAM?

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

### COMPANY ELIGIBILITY

- Must have a facility/office operating in Will County and have at least one full-time employee.
- Company able to demonstrate financial viability and provide a match toward requested funding.
- Current on all state, county, and local tax obligations.
- Comply with the non-discrimination and equal opportunity acts.
- Priority is given to Will County businesses companies that offer high skill, high wage jobs in Healthcare, Manufacturing, Professional/Financial/Information Technology Services or Transportation/Distribution/Logistics (TDL)\*

*\*Industry sector exceptions will be considered on a case-by-case basis*

### COMPANY'S SHARE OF THE COST

- 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.
- Reimbursement for training will only be for employees who successfully complete training.
- Company match is based on the following percentages:

	Number of Employees	Company Match
-	1 – 50 full-time employees	10%
-	51 – 100 full time employees	25%
	101 + full-time employees	50%

### ELIGIBLE TRAINING

- Training that is customized or tailored to industry/company.
- Training that improves processes, production, and productivity.
- Please note - **non-eligible training** includes personal development, self-paced learning, “off the shelf” computer software training, no safety or regulatory compliance training mandated for the workplace (*i.e.* OSHA).

### APPLYING FOR A GRANT

- The program will provide reimbursement grants to businesses that pay for preapproved, direct, training related costs. Awards made in response to this application will be contingent upon the availability of funds and released for the purposes authorized by this program.
- Funding: Company may apply for up to \$19,500\* for skill-related trainings and is provided on a reimbursable basis.
- US Dept of Labor requires employers to provide employees' social security numbers in secure state system.
- Contact Pam Rodriguez ([prodriquez@willcountyillinois.com](mailto:prodriquez@willcountyillinois.com)) or John Hall ([john.hall@willcountyillinois.com](mailto:john.hall@willcountyillinois.com)) of Workforce Services Division of Will County to request an application and start the process.

The Employee Training Grant Program is administered by Workforce Services Division of Will County.

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*\* Depending on fund availability. Certain exclusions apply.*