

# THE CORRIDOR WORKFORCE TRAINING PROGRAM GRANT GUIDELINES

The 30th Street Industrial Corridor Corporation (The Corridor) has established a Workforce Development Training Program with funds from the City of Milwaukee to assist Corridor businesses with training incumbent workers, new hires and creating jobs. The first round of applications will be due by **5pm on Wednesday, March 31st, 2010**.

The program is open to all businesses located in the 30th Street Industrial Corridor in Milwaukee which is roughly bounded by Hampton on the north, Highland Boulevard on the south, 35th on the west and 27th on the east. If you are not certain whether your business is considered to be located in the 30th Street Industrial Corridor for the purposes of this grant program, please contact Corridor staff.

## Project Eligibility Guidelines

- Businesses are eligible to receive \$10,000 in funding for every new permanent job created or \$5000 for training an incumbent worker.
- The maximum grant award is \$50,000.
- Each project will require a 50% private match which can be derived from wages during the training period, curriculum development, purchase of equipment necessary for the training, tuition and consultant fees and other sources approved by The Corridor and City of Milwaukee.
- The average wage for the newly created, permanent jobs at each business must be at least \$10.00 per hour.
- Awardees must show a demonstrated effort to attempt to recruit City of Milwaukee residents for newly created, permanent positions. This could include working with workforce development agencies, neighborhood/resident associations, community development groups, holding or participating in a neighborhood job fair or other activities to find potential employees.
- For projects receiving at least \$25,000 in funding from this program, 50% of the employees who receive training or who are hired through this grant must be City of Milwaukee residents. For example, if you receive \$25,000 from this program and train 10 employees and hire 2 new employees, at least 6 of the 12 trained or hired must be City of Milwaukee residents.
- All training should result in some type of credential, certification, or marketable skill that will allow for the upward mobility of the employee or a wage increase for the employee completing the training.
- Projects must be completed within 12 months.
- Grant awards are reimbursable funds. The actual grant funds will be disbursed only after The Corridor receives and approves documentation for the expenses incurred. Reimbursements and reporting will be done on a quarterly basis.
- Proposals will be reviewed jointly by The Corridor and City of Milwaukee.
- Only training begun after you receive approval from The Corridor will be eligible for reimbursement through this program.
- Funds will not be reserved indefinitely. Failure to complete reports or submit reimbursement requests in a timely manner may result in the forfeiture of grant funds.
- Awardees agree to provide any data requested by the City of Milwaukee or The Corridor for up to 12 months following the end of the grant period. Data may include, but is not limited to:
  - Number of jobs created
  - Number of employees to enter and complete training
  - Certifications or credentials attained by employees participating in the training
  - Employee wages before/after hire or training
  - Employee addresses, job titles, employee retention and other information.
- The Corridor and the City of Milwaukee reserve the right to amend the guidelines at any time.
- Please contact Brenna Holly at 414.444.4706 or [bholly@thecorridor-mke.org](mailto:bholly@thecorridor-mke.org) with questions.

This program is being jointly offered to Corridor companies by The Corridor and the City of Milwaukee.



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# THE CORRIDOR WORKFORCE TRAINING PROGRAM GRANT APPLICATION

Please see the Workforce Training Grant Program Guidelines before beginning the application. Questions about the application may be directed to The Corridor office at 414.444.4706. Applications are due by **5pm on Wednesday, March 31st, 2010**. Please submit 2 copies of your application and proposal package to The Corridor, PO Box 16498, Milwaukee WI 53216.

## Applicant Information

Company Name: \_\_\_\_\_  
Contact Person/ Title \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Address in the Corridor (if different than above): \_\_\_\_\_  
Number of Employees at Corridor location at time of application: \_\_\_\_\_  
Number of Employees who are City of Milwaukee residents at time of application: \_\_\_\_\_

## Project Proposal

Amount Requested: \_\_\_\_\_ 50% Match to be Provided by Applicant: \_\_\_\_\_  
Number of Incumbent Workers to be Trained: \_\_\_\_\_ Number of New Hires to be Trained: \_\_\_\_\_  
Number of New Jobs to be Created: \_\_\_\_\_ Average Wage of New Jobs: \_\_\_\_\_

Please attach a proposal outlining the training you plan to implement with assistance from the Corridor Workforce Training Matching Grant Program. Please limit your proposal to no more than five (5) single spaced pages. Proposals must include the following information:

- Describe the specific training program(s) you plan to implement, their duration (include proposed begin/end dates), whether these programs will be ongoing after the grant period, and how this training program will benefit the business.
- Describe the position/ staff level and average wage of employees that will participate in the training. Include the number of incumbent workers and/or new hires who will be participating in the training.
- Describe the credential, certification or marketable skill that will be attained by the employee. If the training will result in any pay raises, please include that information.
- Describe the steps you will take to recruit City of Milwaukee residents for any newly created, permanent positions at your company.
- Include a budget for the training program which includes the match you will provide for the training program. Specify amounts for each budget item and whether you are requesting the Workforce Training Grant to pay for the item or if you will be providing it as a match.
- Please provide any additional information you deem essential to your proposal.
- Please provide all required information in your proposal. Incomplete applications will not be considered for funding.

I have read the Workforce Training Matching Grant Program Guidelines. I understand that approval of this application is subject to meeting eligibility requirements and the availability of funds. I further understand that any grant funds awarded for this project are reimbursed funds, that only training begun after approval from The Corridor is eligible for reimbursement, and that I will need to provide documentation that the training has been completed and any data requested by the City of Milwaukee or The Corridor prior to receiving any grant funds.

I further agree to comply with any data requests which may include, but are not limited to, information related to employee retention, advancement and wages for up to 12 months following the end of the training program. The Corridor and the City of Milwaukee will not release employee names or any personally identifying materials to the public.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

THE CORRIDOR OFFICE USE ONLY		
Received _____	Reviewed _____	Approved/ Denied _____

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