

Please address the following items. Responses should be detailed enough to allow the Review Committee to appropriately evaluate the application. Applicants may be contacted to provide additional information, and are required to attend the grant review meeting to answer questions of the committee members. **Failure to address any question may result in the Committee's rejection of the application. All information shall be legible.**

## CHECKLIST FOR A COMPLETED APPLICATION

Please use this checklist to guide you through the application process. If you have any questions, please call 603-271-7275 or email: **Michael.power@dred.state.nh.us**.

- Have you contacted your local community college regarding proposed training?
- If the community college is not able to provide training, have you attached the signed training waiver?
- Did you provide all the required information on the application?
- Did you itemize training costs on the official budget form?
- Have you completed and signed the certification form?
- Have you included a current copy of your company's Certificate of Good Standing?
- Have you identified the person from your company who will attend the grant review committee meeting (see grant certification form)?

## PLEASE PROVIDE THE FOLLOWING INFORMATION:

### COMPANY INFORMATION

1. The business name, address, telephone number, fax number, Web site, and federal identification number;
2. The products and/or services provided by the company;
3. The name, title, and email address of the contact person;
4. The number of employees in your New Hampshire facility or facilities;
5. If the business has laid off employees in the past 12 months:
  - a. The number of employees laid off;
  - b. What department or departments;
  - c. The number of employees that have been rehired; and
  - d. If the business plans to rehire these employees;
6. The annual revenues for the last two fiscal years.

#### TRAINING PROGRAM INFORMATION

1. The number of employees to be trained;
2. The type of training and name of the training vendor (name, address, telephone, fax, Web site);
3. Anticipated starting date and completion date for training;
4. The current salaries/wages of the employees to be trained and the probable salaries/wages of the employees after training;
5. Describe how the training will create opportunities for advancement for the employees involved;
6. The applicant's annual training budget for the past two fiscal years.

Please describe:

- a. training provided,
- b. training vendor(s) used and
- c. number of employees trained.

#### TRAINING BUDGET INFORMATION

Please work with the training vendor to complete the training budget page. The Job Training Fund law requires that costs be itemized and that grant funds not supplant current company training funds.

Non-itemized budgets may not be acceptable to the grant review committee. It is the responsibility of the company applying for funds to ask the training vendor for an itemized budget.

Be prepared to describe your current training budget and any training programs that the company has utilized.

If you have received previous job training funds, please include a copy of the required final evaluation report.

Some training costs are not eligible for a match, but applicants are encouraged to include non-match costs to their total budget to demonstrate the commitment to their training program.