

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

Please provide appropriate supporting documentation or calculations. **If available, please attach the training vendor's proposal, and/or a copy of the training brochure.**

I. Grant request \$ \_\_\_\_\_  
 Company match \$ \_\_\_\_\_  
**TOTAL COST OF TRAINING** \$ \_\_\_\_\_  
*(grant plus match)*

II. Training cost per employee *(total cost of training divided by number of employees trained)* \$ \_\_\_\_\_

III. Training costs consist of:

	COMPANY	GRANT
Instructor fees	\$	\$
Books/other fees <i>(explain below)</i>	\$	\$
Classroom supplies	\$	\$
Equipment rental	\$	\$
Facility rental <i>(classroom space)</i>	\$	\$
Program Development Cost	\$	\$
Other <i>(explain below)</i>	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

IV. Description of other costs:

V. If this grant request is not funded, will the proposed training still be undertaken? Why/why not?

VI. If this grant is partially funded, what efforts will the company make to implement the training as proposed?