

Complete a Proposed Training form for **each** training course, changing the counter above to correspond with the course order on the Training Summary. Include an itemized quote from the training vendor, and download additional pages as needed.

The Job Training Fund law requires that costs be itemized and that funds not supplant Company training funds.

Training Vendor Information

Training Vendor Name

Street Address 1

Street Address 2

City

State

Zip

Phone Number

Website

Training Course / Type of Training

Training Course Title

Describe how this training program will train employees to implement new skills and/or technologies that will benefit them, the Company, and the economic development of New Hampshire.

What certifications, credentials, or credit will the employees earn?

Please provide the salary range for each classification of employee attending this training (Production Line, Supervisor, Management, etc.), and describe how this training will create opportunities for advancement for the employees involved.

Desired Training Start Date

Training End Date

Itemized Breakdown of Training Costs

Part 1: Enter the amount of the Grant you are requesting from the Job Training Fund for this course, and the amount of your Company's Share. The **Total Cost of Training** for this course will automatically calculate, and should equal the cost on your Vendor's quote.

Part 2: Break down the costs of training as described on the Vendor's quote. The **Itemization Total** calculated at the bottom must equal the **Total Cost of Training**. Keep in mind that certain costs (food, travel expenses, employee wages, and program development fees greater than 20%) will not be funded.

Part 1

Grant Requested: \$

+ **=** **Total Cost of Training:**

Company's Share: \$

Part 2

Grant Requested
*This is the breakdown of Job
Training Funds you are
seeking.*

Company Share
*This is the breakdown of
your company's share of
costs.*

Instructor Fees

Books/Certification Fees *

Classroom Supplies*

Equipment Rental*

Facility Rental *

Other*

Itemization Total:

How many Employees will attend this training?

Cost of training per employee

* Describe all costs other than the Instructor Fees listed above.

Insert the Vendor's quote after this page. Download additional copies of this form for more courses.