



APPENDIX A

PRIMARY SECTOR WORKFORCE TRAINING GRANT PROGRAM

PROJECT APPLICATION FORM

Please reference the WTG Application Guidelines for a complete explanation of the required application information.

Submit one (1) original copy of the application and one (1) electronic copy sent via CD.

APPLICANT INFORMATION

Business Name: _____ Tax ID # _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Business' North American Industrial Classification System (NAICS) or Standard Industrial Classification (S.I.C.) Code (if known): _____

PROJECT SUMMARY

Total Amount of Grant Funds Requested: _____

Total Project Cost (must match Sources and Uses Statement): _____

Total Match (must match Sources and Uses Statement): _____

Current Employment Level: _____ Total Annual Payroll: _____

Total # of WTG eligible full-time jobs to be created: _____

Total # of WTG eligible part-time jobs to be created: _____

Proposal Summary

Please provide a brief summary of this proposal which describes what WTG funds would be used for: _____

The undersigned authorized representative hereby certifies that the information in this application is correct to the best of his/her knowledge; s/he has received, read, and understood the guidelines for the grant and agrees to comply with all requirements; and s/he has the authority to act on behalf of the company in submitting this application.

Signature

Date

Printed Name and Title

BUSINESS PLAN

Page #: _____

See Application Guidelines: Grant Application Submittal Process, 1. Business Plan, page 8

Attach a current business plan which must contain sufficient information for the Montana Department of Commerce to obtain an adequate understanding of the business to be assisted, including the products or services offered, estimated market potential, principals' management experience, current financial position and proposed venture details.

FINANCIAL STATEMENTS

Page #: _____

See Application Guidelines: Grant Application Submittal Process, 2. Financial Statements, page 9

Attach the two most recent years of Balance Sheets, Profit and Loss Statements, and Cash Flow Statements

FINANCIAL PROJECTIONS

Page #: _____

See Application Guidelines: Grant Application Submittal Process, 3. Projections, page 9

Attach two years of projections of Balance Sheets, Profit and Loss Statements, and Cash Flow Statements

HIRING AND TRAINING PLAN

Page #: _____

See Application Guidelines: Grant Application Submittal Process, 4. Hiring and Training Plan, page 10

Attach a Hiring and Training Plan which must include the following:

- Annual payroll estimates (pre and post-expansion) and wages for each employee to be trained Page #: _____
- Description and monetary value of employee benefits for each position to be trained Page #: _____
- Number of new full-time positions and timetable for phase-in of new employees, if applicable Page #: _____
- Number of new part-time positions and timetable for phase-in of new employees, if applicable Page #: _____
- Procedures for outreach, recruitment, screening, selection, training and placement of workers Page #: _____
- Description of the training curriculum and resources and schedule for completion of worker training Page #: _____
- Training budget, including all costs associated with the training plan, that justifies the funding level Page #: _____
- Assurance of equal opportunity and nondiscrimination laws compliance Page #: _____

SOURCES & USES OF FUNDS STATEMENT

Page #: _____

See Application Guidelines, page 15