

Technical Training Scholarship

Provided by Greater Miami County Economic Development Corporation
E-Community and Network Kansas

Purpose

This program is designed to be a short-term effort targeting educational opportunities for business owners impacted during the COVID-19 pandemic. The program is available for startups and existing firms. Priority will be given to small businesses in retail, food service, arts and entertainment, hospitality, healthcare not directly involved in the COVID-19 response, fitness, personal service and transportation.

The maximum scholarship is \$150. Use of the funds is restricted to technical training registration with the applicant paying at least one-third of the related expense. Funds are limited. Applications will be awarded on a first-come, first-served basis.

Applicant Eligibility

The following criteria must be met in order to qualify for the program and compliance must be maintained throughout participation in the program:

- Applicant must be the business owner or prospective business owner and must complete all of the application paperwork.
- Business owners or prospective business owners must be located in Miami County. In addition, businesses located within the Johnson County portion of the City of Spring Hill are eligible to participate.
- The applicant must represent a business employing 15 full-time equivalent or fewer employees with less than \$1 million in net sales.
- No reimbursements will be made for courses previously completed.
- The applicant will complete the attached W-9 form.
- Multi-level marketing home occupations and businesses that operate under local Adult Entertainment Codes are not eligible to participate.
- The program is open to businesses even if a similar business already exists within the city or county.
- Applicant certifies the business will meet all applicable county or city codes and regulations.
- Applicant is aware that the grant program is dependent upon funding allocations and approval is not guaranteed. It is also noted that the applicant is aware that the grant checks will be made public. Contents of the application will also be subject to the Kansas Open Records Act.

Allowed Uses of Funds

The program is funded by a grant given to the Greater Miami County Economic Development Corporation.

- No more than \$150 will be awarded to the same person or business.
- Tuition Payment – Courses offered by Miami County Economic Development or select courses offered by the Small Business Development Center that are designed to improve the firm's operations and expand services are a high priority. Training may be for either the firm's ownership team or key employees. Applicants should contact Miami County Economic Development to verify that the course is eligible for the program.

Application Review Process

Applicants are encouraged to meet with Janet McRae, Miami County director of economic development, to verify eligibility for the program prior to submitting an application.

The following process will be followed:

- Applications will only be accepted on or after the program's effective date of April 20, 2020.
- Applicant acknowledges that this incentive program may be discontinued at any time by the Greater Miami County Economic Development Corporation.
- Illegal activity or violation of any law, regulation or code are cause for termination from the program.
- Applications will be reviewed as submitted. The applicant must commit to paying at least one-third of the related expense. Notifications shall be sent within one week of receipt.
- Funds must be spent within 30 days of approval. Receipts verifying the expenses must be submitted to Miami County Economic Development staff. Reimbursement for the expenses will be made within 30 days of their submittal.

Contact Information:

Janet McRae, Director of Economic Development
Miami County, Kansas
201 S Pearl, Suite 202
Paola, KS 66071
913-294-4045
jmcrac@miamicountyks.org



Technical Training Scholarship Application

Greater Miami County Economic Development Corporation has a limited amount of grant funds available to help the region's small businesses. These funds will be awarded on a first-come, first-served basis. No more than \$150 from the corporation will be awarded to the same person or business. A one-third match must be provided by the applicant. Reimbursement will be made once a certificate of completion and related receipts are provided. Payment will be made directly to the applicant.



Applicant Information:

Applicant Name _____

Applicant Business _____

Business Street Address, City, State, Zip _____

Business Mailing Address, City, State, Zip _____

Phone Number _____ E-mail _____

Current Number of FT employees _____ Current Number of PT employees _____

Growth Projection:

Future Number of FT employees _____ Estimated Timeframe _____

Future Number of PT employees _____ Estimated Timeframe _____

Scholarship amount requested: _____

Persons to participate: _____ Owner _____ Partner _____ Key Employee

Person (check those that apply) _____ lives in Miami County _____ works in Miami County

Other _____

Local investment: (Costs specific to this request that are covered by the applicant and not reimbursed by the grant. Example: Staff time involved in training and travel.)

Local hours invested by applicant _____ Value per hour invested _____

Local hard cost invested by applicant (supplies, materials, mileage) _____

Course details:

Course Date: _____

Course Title: _____

Training provided by: (mark as appropriate)

Miami County Economic Development _____

Small Business Development Center _____

Attach documentation from the service provider supporting the costs and timeframe proposed.

Please initial to verify agreement:

_____ I verify that I have read the eligibility requirements and understand the related implications. I also agree to meet the standards set forth by the program.

Applicant name (printed) _____ Date _____

Applicant signature (signed) _____

Office Use:

Application Received

(Notice sent to city) (Response received)

Approved

(Letter sent) (Receipt and/or certificate of completion received) (Payment made)

Disallowed

(Letter sent)

Please return completed application to:

Miami County Economic Development Department, jmcrae@miamicountyks.org

If you do not receive acknowledgement that the application has been received within 48 hours of its submittal, please call (913) 294-4045.

To be considered complete, your application must be accompanied by:

- ✓ Application form
- ✓ W-9 IRS Form
- ✓ Documentation from service provider detailing how the funds will be used and the associated, estimated costs.

Applications will be reviewed upon receipt.

Applicants will be notified of their status within a week.