

**Manufacturers: Elevate Your Team with Up to \$50,000 in Training Grants!**

Businesses located in one of the participating TIF districts may be eligible to receive up to a 75% reimbursement for eligible training costs, including On-the-Job training for new hires (new hires must be full-time, permanent employees and Chicago residents). Please review the checklist below prior to completing the application to ensure you have everything required. If you need assistance with your application, please contact your Local Industrial Retention Initiative Partner.

**Participating TIF Districts:**

- Galewood/Armitage Industrial
- Kinzie Industrial Corridor
- Northwest Industrial Corridor
- Pulaski Industrial Corridor

**SUBMIT WITH APPLICATION:**

Required Items
Detailed Training Curriculum/Description and Schedule (from Trainer)
Training Estimate (from Trainer)
Participant List for each Training
Copy of Business License
Economic Disclosure Statement (EDS)
Child Support Affidavit
Principal Profile
Additional Requirements for Applicants with New Hire On-the-Job Training
NEW HIRES ONLY: Job Description for each New Hire Position
NEW HIRES ONLY: Proof of Chicago Residency (State ID/Driver's License)

**SUBMIT WITH VOUCHERS:**

***In order to be eligible for reimbursement, the following documents will be required:***

Required Items
Sign-In Sheet for Each Training/Proof of Attendance
Training Invoice and Proof of Payment by Company
NEW HIRES ONLY: Official Payroll Records (for training participants)

Original signed copies along with the supporting documentation listed above will be required to be submitted to your respective LIRI partner. If you are unsure who your LIRI partner is, please visit the [TIFWorks Address Locator Tool](#) found on the Apply page of our [website](#), enter your business address and information for your local LIRI partner will be shown.

***\*City approval of the grant application is required before any training may take place. Training that takes place prior to official approval by the Department of Planning and Development will not be eligible for reimbursement.***

-----Please type this application -----

Please note – if you complete this application from your browser, make sure you left click on any hyperlinks and open in a new tab, to prevent losing your work. It is best to open this PDF on your desktop instead of the browser to prevent this.

**SECTION 1 - COMPANY INFORMATION**

Company Name:

Company Address:  Zip Code:

Contact Person:

Phone Number:

E-mail:

[TIF District](#):  [Ward](#):

**SECTION 2 – COMPANY DEMOGRAPHICS**

Industry Sector:

MBE/WBE:  [NAICS Code](#):

# of Employees:  # of Chicago Residents:

Average Wage/Hour (Excluding Management):

Please provide a company description below:

Has your company previously received the TIFWorks Grant? Yes  No

**SECTION 3 – TRAINING INFORMATION**

For each training, please list the training vendor information:

**TRAINING 1:**

Name of Training:	
Vendor/Training Provider:	
# of Employees Being Trained:	
Tentative Training Date:	
Estimated Cost:	
Training Address:	

**TRAINING 2:**

Name of Training:	
Vendor/Training Provider:	
# of Employees Being Trained:	
Tentative Training Date:	
Estimated Cost:	
Training Address:	

**TRAINING 3:**

Name of Training:	
Vendor/Training Provider:	
# of Employees Being Trained:	
Tentative Training Date:	
Estimated Cost:	
Training Address:	

**\*If additional training is required please attach a sheet with information on each training.**

Total Unique Employees Receiving Training:

Total Estimated Training Cost:

**SECTION 4 – NEW HIRE ON-THE-JOB TRAINING (WAGES) – IF NO NEW HIRES, PLEASE SKIP THIS PAGE**

Please fill out the section below for each new Chicago Resident hired and trained (on-the-job training - OJT), you may be eligible to receive up to 75% reimbursement (maximum of \$7,500 per new hire over 3 months).

**CANDIDATE 1 –**

<b>Candidate Name:</b>		<b>Job Title</b>	
<b>Home Address:</b>		<b>Wage:</b>	
<b>OJT Cost Estimate:</b>		<b>Start Date:</b>	

**CANDIDATE 2 –**

<b>Candidate Name:</b>		<b>Job Title</b>	
<b>Home Address:</b>		<b>Wage:</b>	
<b>OJT Cost Estimate:</b>		<b>Start Date:</b>	

**CANDIDATE 3 –**

<b>Candidate Name:</b>		<b>Job Title</b>	
<b>Home Address:</b>		<b>Wage:</b>	
<b>OJT Cost Estimate:</b>		<b>Start Date:</b>	

**CANDIDATE 4 –**

<b>Candidate Name:</b>		<b>Job Title</b>	
<b>Home Address:</b>		<b>Wage:</b>	
<b>OJT Cost Estimate:</b>		<b>Start Date:</b>	

**CANDIDATE 5 –**

<b>Candidate Name:</b>		<b>Job Title</b>	
<b>Home Address:</b>		<b>Wage:</b>	
<b>OJT Cost Estimate:</b>		<b>Start Date:</b>	

**\*If more candidate space is required please attach a sheet with information on each new hire.**

**On-the-Job Training (OJT) Calculation**

Position	Hourly Wage	Training Duration (hours)	Training Calculation	Wages during Training	75% Reimbursement
<i>Example: Assembler</i>	\$18.00	12 wks (480 hrs)	\$18 x 480	\$8,640	\$6,480

**SECTION 5 – IMPACT QUESTIONS**

Please describe why this training will be helpful to your company.

What do you anticipate the impact/return on investment will be (i.e., increased revenue, savings, efficiency, etc.)?

**SECTION 6 – ADDITIONAL INFORMATION**

How did you hear about the TIFWorks Manufacturing Program?

Did the TIFWorks Incentive impact your decision to seek employee training:    Yes     No

Explain:

By signing below, I certify that all information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name