



The Maryland Energy Sector Partnership Grant is available for businesses who want to provide training for new workers they are committed to hiring pending successful completion of approved training. The purpose of this grant is to teach workers the skills required in emerging energy efficiency and renewable energy industries. The efforts will lead program participants to job placement and retention of jobs through up-skilling. **APPLICATIONS must be submitted prior to training and hiring (if training a new hire).** Reimbursement can be between 50% - 100% of the cost associated with approved training.

Amount of funds requested:
Date of application:
Number of Employees to be trained:
Application for (check all that apply): ___ Current employee(s) and/or ___ employee(s) I plan to hire upon completion of job training

Business Profile:

Legal Business Name:		Contact Person:	
Federal Taxpayer ID#:			
Mailing Address:			
City:	State:	9 Digit Zip Code:	
Phone:	Fax:	Email:	
Nature of Business:			
Number of Full-Time Employees:			
Annual Training Budget:			

Targeted Industry Sectors:

Please select the industry sector that most closely matches your company's line of work:

- | | |
|---|---|
| <input type="checkbox"/> Building Trades & Construction (NAICS Sector 23) | <input type="checkbox"/> Manufacturing (NAICS Sector 31-33) |
| <input type="checkbox"/> Renewable Technology (NAICS Sector 23) | <input type="checkbox"/> Other _____ |

Examples of targeted industry sectors include those involved in energy-efficient building, construction, retro fit; renewable electric power; energy efficient, drive train vehicle; biofuels; deconstruction and materials use; energy efficiency assessment (residential and/or commercial); manufacturers producing sustainable products, using environmentally sustainable processes and materials.

Training provided by: (please select one)

External Vendor (Business Name):	
Website:	Vendor Contact:
Contact Email:	Contact Phone:

Or

In-house training provided by staff – Please attach in-house trainer resume or biography and training plan

Training Start Date: _____ **Training Completion Date:** _____

Please attach a description of the training. Include information about specific and pertinent “green” skills, equipment and/or processes that are subject to the proposed training. Attach relevant coursework or curriculum materials and information about the trainer.

Will completion of this training result in: (Check all that apply)

- Certificate of completion
- Earned credential or certification
- Promotion
- Pay Raise
- Change in job title(s)
- Change in job description or duties
- A new hire/new job

Economic Impact of Training:

Briefly describe how training will enhance your company or organization production and/or competitiveness and how the training will contribute to the grant’s goal to teach workers the skills required in emerging energy efficiency and renewable energy industries. Explain how the efforts will lead trainees to either job placement or retention of jobs through receiving this training.

Will other jobs be created as a result of this training? Yes No

If yes how many new jobs will be opened up as a result of this training? _____

Job Title(s) : _____

Additional training reimbursement may be available for businesses that hire additional employees as a result of training. All new hires must be verified by FCWS and deemed eligible

Information Concerning Employees Who Will Receive Training (No substitutions permitted)

All information provided will be secure and confidential.

Please list all CURRENT employees who will be trained. (Attach additional sheets as necessary)

NAME (Current Employee)	Social Security Number	Current Job Title	Current Wage /Salary	New Position and/or new wage rate earned after training completion	Registration in Maryland Workforce Exchange (REQUIRED) www.mwejobs.maryland.gov	I-9 on file for this employee? (Y/N)

Please list all potential employees to be trained THEN hired upon successful training completion:

NAME (New Employee)	Social Security Number	Position Title	Wage/Salary	Target Start Date	Registration in Maryland Workforce Exchange (REQUIRED) www.mwejobs.maryland.gov

After the training is completed, the authorized representative of the business agrees to provide follow-up information on all of the employees participating in training, including: Programs/course successfully completed, certifications/credentials acquired, promotions/wage increases received, new positions created, etc...

Training Cost Worksheet:

(No retroactive training reimbursement applications will be considered.)

Businesses may be eligible to receive reimbursement of between 50% - 100% of the approved training costs. All training fees must be paid up front by the business. Upon completion of the training, FCWS will reimburse a percentage of the approved training costs.

The actual percentage of reimbursement depends on a number of factors, including:

- ✓ Availability of funds at the time of the request
- ✓ the # of new job openings created as a result of the training
- ✓ In order to receive reimbursement of 100% of training costs, employer must provide proof that a new employee was hired as a result of the training

Please complete the following worksheet for costs directly related to the provision of training for participants. This may include the following:

- ✓ Faculty/instructor costs (in house or external vendors), including salaries
- ✓ Books
- ✓ Course supplies and materials used in the training course

Tuition and Fees (Training Vendors)		Amounts
# of People	Cost per person:	Total amount \$
In-house staff training/consultant fees		\$
Books and Materials		\$
Supplies		\$
Total requested reimbursement amount		\$

The information included in this application is accurate.

Name (please print)

Title

Date

Signature of person completing this application

Date

1. FCWS funding is contingent upon the receipt of anticipated State and Federal grant funds and the above named individual(s) starting and completing trainings.
2. Invoices are to be sent to: FCWS, Attention: MESP Project Administrator, 5340 Spectrum Drive, Suite A, Frederick, Maryland 21703.

Invoice must be submitted no later than 30 days from the end of training or voucher will be voided.

This Section FOR OFFICE USE ONLY

FCWS Staff Approval of "FrederickWORKS" Green Training Application

Name (Print)

Signature of FCWS Representative

Date Approved