



Employer Project Description Form

1 Company Information:

Company Name:		FEIN#:
Name of Training:		Telephone:
Contact Name:		Title:
Email:		# of Employees:
Ethnicity of Company Ownership:	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Prefer Not to Answer	

2 Project Description:

List the targeted industry(ies) and/or occupation(s) by sector:

Sector:	Industry(ies):	Occupation(s):
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the organization/companies involved in the project (briefly describe their roles):

Company/Organization:	Role:
_____	_____
_____	_____
_____	_____
_____	_____

Discuss the need for training and the expected benefits that will improve productivity (include the benefits such as opportunities for "backfill," how it strengthens business relationships, etc).

3

Type and Quality of Training:

(Discuss the type and quality of training to be provided through this project, must be job specific).

Describe the key project activities along with a projected start and end date:

Key Activities:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

Project Start Date:

- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____

Project End Date:

- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____
- ____/____/____

What is the budget for the training portion of this project?

Do not include employee wages or other match; briefly describe use of funds:

Describe how the employer match will be provided. Include source, amount, and commitment:

How many workers will be trained and obtain upgraded skills and/or jobs? (As applicable, include credentials obtained, jobs created or retained, wages increases and the number to move into any targeted jobs):