



On-the-Job Training GRANT APPLICATION CHECKLIST

	Yes	No	Notes/Actions
Are you Eligible?		NOT ELIGIBLE	

**The is a REIMBURSEMENT Grant and paid upon training completion.
The business is required to pay for training and wages up front.**

Training Plan	Identify the appropriate employees to be trained or upskilled			
	Develop a detailed Training Program			
	Applications must provide evidence that the training program effectively prepares participants for in-demand, high-quality employment opportunities with potential for career advancement. Applicants are required to articulate how their training leads to "good jobs," defined as skilled positions that offer at least a living wage, enabling individuals to support themselves within the contemporary economy. These positions should also facilitate career progression, enhance salary growth, ensure economic stability, and diminish reliance on additional support mechanisms.			
	Need assistance with your Training Plans?			
	HR/Employer Services			
	Include a statement regarding the impact that the Training Program will have on the business.			
	Understand & agree to an onsite visit, if requested, prior to approval			
	Identify key roles and personnel to administer the Training and Grant process			
	Get proper documentation to support trainings and costs, including quotes and/or payroll records			

Process	Review and understand the Guidelines			
	Develop Training Plan			
	Apply for grant using Application; include Training Plan and supporting documents			
	Wait for approval (2-4 weeks)			
	Upon approval, implement Training Plan as approved			
	Site Visit may be required			
	Complete Training			
	Submit Reimbursement Form with supporting documents (3- 4 weeks)			
	Complete Retention & Survey Form at 6 months after completion			

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