



Commercial Workforce Grant

This grant is intended to grant workforce recruitment funds to businesses for recruitment and retention of new employees for hard-to-fill, key job positions.

General Guidelines

The Commercial Workforce Grant (CWG) grant provides up to \$1,500 for a qualifying full-time position and up to \$500 for a qualifying part-time position towards the recruitment and retention of employees for Smith Center employers or those businesses within the surrounding industrial area.

This grant may be used by employers to hire new employees that currently live in Smith Center or within the Hansen Territory (where the Smith County Workforce Recruitment Program is not applicable) OR can be used by employers to fill position(s) that are not eligible for the Smith County Workforce Recruitment Program. Businesses do not need to apply for the Smith County Workforce Recruitment Program to be eligible for the Commercial Workforce Grant.

A complete application package includes:

1. Completed application form
2. Job Description for Position

Requirements from the business after hiring the new employee:

3. Job Offer with Proof of Date of Hire
4. Proof that the new employee is still employed with the business (must be employed 11 months for full-time positions approved for the grant and 5 months for part-time positions).

Applications must be received in a timely manner to allow sufficient time for the department staff to evaluate the application and property before the application is presented at the next SCED supervisory board meeting.

All grant applications are subject to available funds.

Program Rules

- Grant applications for a specific position must be approved by the SCED supervisory board and City Council before an employee is hired.
- All property taxes, special assessments and fees on the business must be current.
- Applicant employer must notify SCED when they have an accepted job offer for the approved position and submit the proof of hire date for the new employee.
- Full-Time employees must reach 11 months of employment before the grant is paid to the business. Part-Time employees must reach 5 months of employment before the grant is paid to the business. At the appointed time, the employer will finalize the grant with the SCED. SCED will present the grant award check to employer at the full-time employee's 1 year anniversary and part-time employee's 6-month anniversary.
- If the employee leaves before fulfilling the time required, the employer can start the process over with new employee, as long as the position is the same.
- Employers can apply for two positions per year.
- Employers can reapply for previously awarded positions after a two-year lapse.

Project/Grant application process:

1. Business owners submit application.
2. Property owner presents the grant application to the SCED supervisory board.
 - a. If approved by the SCED supervisory board, SCED will notify the applicant of approval or denial of the grant application by the City Council.
3. Award Execution:
 - a. Applicant business notifies SCED when they have a job offer accepted for an approved position and provide proof of the start date for that employee.
 - b. Applicant business notifies SCED when a full-time employee reaches 11 months of employment or when a part-time employee reaches 5 months of employment.
 - c. SCED requests grant award check from City Office and presents it to the Business.
 - d. All grant funds must be provided to the employee by the Business, following all applicable employee payroll rules and withholding all applicable taxes.