



312 Main Street
Towanda, PA 18848 USA
Phone: 570.265.9103
Toll-free: 888.868.8800
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SMALL BUSINESS TRAINING GRANTS

Small Business Training Grants are designed to encourage companies in the Northern Tier Region to participate in training that helps strengthen their business and position them for future growth. Grant assistance may not exceed **\$1,000.00** per applicant or **50%** of eligible expenses, whichever is **less** and is provided on a reimbursement basis. Eligible expenses include; registration, tuition fees, lodging, airfare and transportation costs. Meals and other personal items are not eligible for reimbursement.

Applicant Requirements:

1. The business must be a for-profit business located in Bradford, Sullivan, Susquehanna, Tioga, or Wyoming Counties.
2. The business must have between 1 and 100 full time employees.
3. The business must invest one dollar of its own money for every dollar of grant money received.
4. Training must relate directly to skills within the industry.
5. NTRPDC must give prior approval before any training.
6. The applicant must execute and satisfy the terms of the Northern Tier Regional Planning and Development Commission's *Grant Applicant Assurance*.

To apply, submit to NTRPDC a brief proposal on company letterhead that must:

- Outline the proposed training and describe how it will benefit your business
- Outline the anticipated expenses
- Be submitted no more than **120 days in advance** of your scheduled training
- Include a signed Grant Applicant Assurance

We will take action on your proposal within ten business days of our receipt of all the required documentation listed above. Grants are available on a first-come-first serve basis.

Once your training is complete, you will have 120 days to submit your receipts for reimbursement.

Please send your proposals to:
NTRPDC
ATTN: Kim Barnes
312 Main Street, Towanda, PA 18848
Phone: 570-265-1542 Fax: 570-265-7585 Toll Free #: 1-888-868-8800
E-mail: barnes@northerntier.org

Note: This data sheet is effective **July 1, 2009 through June 30, 2010** or until funding is completely expended, whichever occurs first. The demand for these grants is expected to exceed our annual allocation, so we encourage you to apply early. Terms are subject to change. Please call NTRPDC @ 888.868.8800 to verify current terms and conditions. This grant is funded through the Pennsylvania Department of Community and Economic Development.

***NTRPDC reserves the right to limit eligible reimbursable expenses based on the most economical travel arrangements.**