



312 Main Street
Towanda, PA 18848 USA
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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 events that help strengthen their business and position them for future growth. Grant assistance will be **50%** of eligible costs, not to exceed **\$1,500** per grant. Eligible expenses include; registration, tuition fees, lodging, airfare and transportation costs.* Meals and other personal needs are not eligible for reimbursement.

You must meet the following to be eligible for a Training Grant.

1. The company must be located within our five county area of Bradford, Sullivan, Susquehanna, Tioga or Wyoming counties.
2. It may not have more than 100 employees.
3. Training events must provide an opportunity for the trainee to learn about emerging trends that relate to the specific business.
4. The grants are limited to a total reimbursement of \$1,500 per applicant per grant year. (July 1- June 30).
5. The company must employ at least one full-time equivalent employee. That employee may be the owner of the business.
6. The applicant must satisfy the terms of and execute Northern Tier Regional Planning and Development Commission's Grant Applicant Assurance
7. Those applying for the grant should be for-profit businesses.

Submit to NTRPDC, a brief proposal on company letterhead. It should:

- Outline the proposed training and describe how the training will benefit your business.
- Outline the anticipated expenses
- Be submitted prior to your scheduled training event
- Include a signed Grant Applicant Assurance

We will approve or disprove your proposal within ten business days of our receipt of all the materials described above. A limited number of grants are available on a first-come-first serve basis.

Please send your proposals to:
Laurie Lentz, Business Development Assistant
NTRPDC
312 Main Street, Towanda, PA 18848
Phone: 570-265-9103 Fax: 570-265-7585 Toll Free #: 1-888-868-8800
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Note: This data sheet is effective July 1, 2007 through June 30, 2008 or until funding is completely expended, whichever occurs first. 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.