



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 positions 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.

You must meet the following to be eligible for a Small Business Training Grant:

1. Be located in one of our five counties of Bradford, Sullivan, Susquehanna, Tioga or Wyoming.
2. Be a for-profit business.
3. Have between 1 and 100 employees. That 1 employee may be the owner of the business.
4. The company must spend one dollar of their own money for every dollar of grant money that they receive.
5. Training must provide an opportunity for the trainee to learn about emerging trends that relate to the specific business.
6. The applicant must satisfy the terms of and execute 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 the training will benefit your business
- Outline the anticipated expenses
- Be submitted **within 120 days** of your scheduled training event
- Include a signed Grant Applicant Assurance

We will take action on your proposal within ten business days of our receipt of all the materials described above. 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
E-mail: lentz@northerntier.org

Note: This data sheet is effective **July 1, 2008 through June 30, 2009** 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.**