



## FWKCC Workforce Grant Program

**Grants Paths & Purpose:** The Workforce Grant Program of the Farragut West Knox Chamber aims to assist existing member businesses with continued **growth** through **ONE (1) of Three (3) paths per grant issued as of July 2024:**

**Path (1): Training Courses for New Hires:** In today's market it is hard to find the perfect candidate. Sometimes you find the right fit, but they do not have all the tools needed for the job. Maybe they need training on certain software, training for the industry, or certification/licensing in order to start the job. Those expenses may be a deterrent from hiring a candidate with the right attitude and personality. Therefore, the Chamber wants to help offset that cost with this Workforce Grant program.

**Path (2): Hiring Advertisements/Job Marketing:** Good quality candidates can be hard to find; platforms for job postings that promise better candidates can cost money you would rather spend on the new employee(s) or other needs for your business. Use this grant to let the Chamber help offset these expenses to help you GROW.

**Path (3): Recruiting Services:** Depending on industry or the time constraints of operating a business, you may need to retain outside recruiting services to find the right candidate for your opening; the Chamber wants to help offset that expense.

**General Information:** Members may apply for one of three available paths per grant application. Selection is by a Sub-Committee of the Board of Directors according to established Award and Disbursement Guidelines.

**Funding:** The program is funded by designated available funds as determined by the Board of Directors.

### **Award and Disbursement Guidelines:**

**Application:** Applications for Workforce Grants are available from the office of the Farragut West Knox Chamber of Commerce or online at [www.farragutchamber.com](http://www.farragutchamber.com). Applications will be accepted and reviewed quarterly with deadlines of July 31, 2024, October 31, 2024, and January 31, 2025 and April 30, 2025 or **until funds run out. Applications MUST be completed in entirety with all appropriate supporting documentation to be considered.**

**Disbursement:** **Upon confirmation of the completion of and payment for the workforce development path for which the grant has been approved, the individual/business that paid for the workforce development path will be reimbursed up to \$250.** A photo may be requested. There is a lifetime maximum of \$500 per member business.

**Eligibility Requirements:** Must be a member that is in good standing with the FWKCC. All members are eligible.

**Considerations for Award:** Considerations for the award shall include but not be limited to fund availability, completeness of application, length of membership with the Chamber, active participation/support of the Chamber, relevance/benefit to the member business, use of a local provider where applicable, and amount requested.

*Please contact the Farragut West Knox Chamber of Commerce at (865) 675-7057 or email [info@farragutchamber.com](mailto:info@farragutchamber.com) if you have any questions regarding this application.*



**Workforce Grant Program Application Form**

**Member Business Information:**

Name of Applicant: \_\_\_\_\_

Name of Member Business: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Length of Chamber Membership (mos/years): \_\_\_\_\_

**Employment Information:**

I am applying for the following workforce grant (indicate one):

- (1) Training for New Hires
- (2) Hiring Advertisements /Job Marketing
- (3) Recruiting Services

Vendor Full Name: \_\_\_\_\_

Vendor address/zip: \_\_\_\_\_

Date of purchase/expense incurred: \_\_\_\_\_ (may not be earlier than 01/01/2024)

TOTAL Cost of purchase/expense: \_\_\_\_\_

Amount of grant requested: \_\_\_\_\_ (up to \$250)

**REQUIRED:**

1. Please briefly but clearly explain why it would be helpful for you to receive this grant reimbursement and how the funds saved would further benefit your business:

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2. Submit fully COMPLETED application ASAP before the deadline including the below supporting documentation:

- For ALL THREE paths: RECEIPT showing proof of expense & payment.
- For Training Course for New Hires: Attach Agenda about Training Course for New Hire.
- For Hiring Advertisements/Job Marketing: Attach Screenshot/Link or Print/Copy of your job listing(s).

Applicant: \_\_\_\_\_

Signature

Date

SCAN/EMAIL fully completed application & supportive documents to: [julie@farragutchamber.com](mailto:julie@farragutchamber.com)

Or drop off in person/mail to: Farragut West Knox Chamber of Commerce  
11826 Kingston Pike, Suite 110, Knoxville, TN 37934