

APPLICATION PROCESS

- The Westminster business owner, employee or entrepreneur determines what types of training will benefit their business operations.
- The participant completes this application and returns it **prior to the course start date to:**

City of Westminster
Economic Development Division
4800 W 92nd Avenue
Westminster, CO 80031

- City Staff reviews the application and approves or denies the request. Approval is based on availability of program funds and the course's contribution to the businesses' operations.
- If approved, the business owner or employee registers and pays for the course tuition and required materials.
- After successful completion of the course, the business submits proof of satisfactory completion (certificate, letter of completion, etc.) and proof of payment (receipt, credit card statement, returned check, etc.) for the course to the City's Economic Development Division.
- The business receives up to 50% reimbursement for the course, up to \$500 per calendar year.

PROGRAM OVERVIEW

The Small Business Scholarship Program offers reimbursement to Westminster entrepreneurs, licensed small business owners, and their employees for business training. Program participants are reimbursed up to 50% of the cost of tuition, fees, and required materials, up to \$500 per business per calendar year, after successful completion of the course.

Eligible course topics include:

Management
Marketing
Computer Skills
Manufacturing Trades
Financing
Sales
Human Resources
Technology

The program allows small businesses access to affordable training. The City of Westminster believes in its small business community and supports their efforts to develop a productive, well trained workforce.

WESTMINSTER ECONOMIC DEVELOPMENT

4800 West 92nd Avenue
Westminster, CO 80031
Phone: 303-658-2108
Fax: 303-706-3922
ecodevo@cityofwestminster.us
www.cityofwestminster.us

SMALL BUSINESS SCHOLARSHIP PROGRAM

*Providing reimbursement for a wide range
of business training and
educational programs to
Westminster's entrepreneurs and small
business community*



WESTMINSTER

SMALL BUSINESS SCHOLARSHIP PROGRAM APPLICATION

As part of the City's services to existing businesses, Westminster will reimburse licensed City entrepreneurs and businesses 50 percent of the pre-approved tuition and material costs, up to \$500 annually per business. **Mail to: City of Westminster Economic Development Division, 4800 W 92nd Avenue, Westminster CO 80031**

The Small Business Training/Scholarship Program is limited to owners and employees of businesses with 25 or less, full-time equivalent employees. Businesses must be operating primarily within the legal limits of the City of Westminster and have a valid Westminster business license. Entrepreneurs must have proof of City residence and be participating in entrepreneurial training/small business development courses, with the intent of beginning a small business in Westminster.

1 Name of the person taking the course _____
Home address _____
Home phone _____
Person taking the course is:
_____ a Westminster small business owner. **Complete sections 2, 3, and 4.**
_____ employed by a Westminster small business. **Complete sections 2, 3, and 4.**
_____ a Westminster entrepreneur interested in established a small business. **Complete sections 3 and 4.**

2 Name of business _____
Nature of business _____
Owner's/manager's name _____
Business address _____
Work phone number _____ Westminster Business License number _____

3 Name of course to be taken _____
School/institution providing course _____
Provide a brief description of the course (attach course description) _____
Describe how this course will assist your business plans _____
Start date of course: _____ Completion date of course: _____ Cost of course: _____ Cost of materials: _____

4 I understand that reimbursement for tuition is contingent upon approval from the City of Westminster prior to the start of class. Documentation of satisfactory course completion and paid tuition receipts must be presented to the City of Westminster prior to reimbursement. For businesses participation in the program, reimbursement will be made directly to the businesses and not to individual owners, managers, or employees. Students taking classes as part of a degree program are not eligible for reimbursement.
Signature of Business Owner/Manager approving course _____
Date _____
Signature of Participant taking class (if other than business owner/manger) _____
Date _____

Westminster Economic Development Office Use Only

Date Received _____ Date application approved _____
Tuition Cost \$ _____ Materials Cost \$ _____ Amount to be reimbursed \$ _____