

**WILLOUGHBY WESTERN LAKE COUNTY CHAMBER OF COMMERCE
EDUCATION & DEVELOPMENT PROGRAM (EDP)**

The Chamber's EDP will award a maximum of \$4,000/year (maximum \$1,000/quarter) in reimbursement grants to Chamber member employers who wish to further educate and develop their employees. The maximum award per employer per quarter is \$250.

Consideration will be given:

- Accredited educational institutions that provide graded courses which will benefit the employer, as well as the employee, in the performance of the employee's responsibilities.
- Continuing education courses that provide credit to maintain professional licenses and affiliations which will benefit the employer, as well as the employee, in the performance of the employee's responsibilities.
- Non-credit and credit courses that are aimed at improving specific skills which will benefit the employer, as well as the employee, in the performance of the employee's responsibilities.
- Non-credit and credit courses that can be shown to improve the employee's potential for advancement in the employer's business.
- Course cost may include tuition, books and fees.

Deadlines for successful submission of paperwork: for classes/training that is completed between:

January 1 – March 31: deadline for submission = no later than June 30

April 1 – June 30: deadline for submission = no later than September 30

July 1 – September 30: deadline for submission = no later than December 31

October 1 – December 31: deadline for submission = no later than March 31

Should there be more than \$1,000/quarter requested in grants that qualify, reimbursements will be made on a "first come/first served paperwork submission" basis. Therefore, it is important to submit the required paperwork (see below) as soon as possible within the six month period. If a grant qualifies for reimbursement but is submitted to the office after others that merit the quarter's entire \$1,000, that grant application will be denied. It will be solely the employer's responsibility to re-submit that application in the following quarter should it still be eligible. An employer who submits qualifying requests for more than \$250 in any one quarter will be granted only the cap of \$250 which shall complete and satisfy that specific application. Grants will be awarded by the EDP based solely on the information provided in the application.

Paperwork: reimbursement requires successful submission of:

1. proof of course completion
2. proof of payment for the course
3. EDP Application form

The EDP Application form (and these guidelines) are at the chamber's website at <http://www.wvlcchamber.com/> and can be accessed by clicking on the home page's banner ad (or see specifically, <http://www.wvlcchamber.com/wp-content/uploads/2013/09/Education-Development-Program-Grant-Application.pdf>.) You can also call the Chamber office (440-942-1632) for the application. The three required documents can then be scanned/emailed or FAXED (440-942-0586) or mailed to the Chamber: 28 Public Square, Willoughby, OH 44094 by the deadline dates.