**Employee Training Grant through High Country Workforce Development Board**

**Pre-Awards Checklist**

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| Business: Click here to enter text.  Date: Click here to enter text. | Name: Click here to enter text.  Phone: Click here to enter text.  Email: Click here to enter text. |
| What type(s) of training are you interested in for your employees? *(List all)* | Click here to enter text. |
| Do you need assistance from NCWorks in exploring training topics, finding a training provider, etc.? *(If yes, NCWorks contact information below)* | Yes No |
| Approximately how many employees would participate in the training(s)? | Click here to enter text. |
| Have the above employees been employed with your business for at least six months prior to the anticipated start date for training(s)? | Yes No |
| Has the company been in operation in NC for 6 months? | Yes No |
| What’s your estimated timeline for the training(s) to occur? | Click here to enter text. |
| Please indicate location of business (Must be in the HCWDB Region which includes the counties of: Alleghany, Ashe, Avery, Mitchell, Watauga, Wilkes, or Yancey) | Click here to enter text. |
| Have you contacted the Small Business, Technology and Development Center at Appalachian State University regarding the availability of free training programs, related to the training you’re interested in through this grant, for your employees? *\*See below for an email template\**  Contact Information:  Ron Elmore, Director  Small Business, Technology, Development Center: ASU  828-262-2492 | Yes, but there are no free trainings available to meet my needs. \*\*You must make contact and mark this answer before you can proceed to the application\*\*  Yes, there are trainings available to meet my needs.  No  Comments: Click here to enter text. |
| Have you contacted the appropriate NC Community College’s Customized Training department regarding the availability of free training programs, related to the training you’re interested in through this grant, for your employees? *\*See below for an email template\**  Contact information for Caldwell Community College & Technical Inst:  Rick Shew, Director  Customized Training & Work Based Learning  828-759-4635  [rshew@cccti.edu](mailto:rshew@cccti.edu)  Contact information for Mayland Community College:  Ted Ollis, Customized Training Coordinator  828-766-1297  [tollis@mayland.edu](mailto:tollis@mayland.edu)  Contact information for Wilkes Community College  Ricky Roten, Coordinator, Business & Industry Training  Workforce Development  336-838-6113  [rcroten113@wilkescc.edu](mailto:rcroten113@wilkescc.edu) | Yes, but there are no free trainings available to meet my needs. \*\*You must make contact and mark this answer before you can proceed to the application\*\*  Yes, there are trainings available to meet my needs.  No  Comments: Click here to enter text. |
| Is your company current on all federal, state, and local taxes? *(If No, your application is not disqualified but you will need to provide documentation of your payment plan agreement in your application)* | Yes No |
| Has your company previously received an NCWorks Incumbent Worker Training Grant? | Yes No |
| Has your company established an employer account on the state’s online workforce system – [www.ncworks.gov](http://www.ncworks.gov)? If not, please set up your free account before submitting this form. | Yes No |

Other Comments: Click here to enter text.

\*Email Template to use for communication to CCC&TI/MCC/WCC and the SBTDC:

I am emailing you because my business is applying for High Country WDB’s Employee Training Grant. My business is interested in trainings in the areas of \_\_\_\_\_\_. Please advise as to whether you offer a training at no cost in these topics. Thank you.