



Small Business Scholarship Program For Monument Businesses

As part of the Town's commitment to small businesses and entrepreneurs, Monument provides a Small Business Scholarship Program. This program allows reimbursement of business training expenses to small and home-based business owners/employers with 25 or fewer employees. To qualify, businesses must be licensed and located within the Monument town limits.

Businesses may be reimbursed 50 percent of the cost of tuition, fees and required materials (excluding travel) up to \$300 per business, per calendar year, after successful completion of the courses. Courses can focus on a variety of topics, including management, marketing, finance, computer skills, human resources, manufacturing trades and new technologies.

This program is designed to allow for flexibility in choosing the type of training that enhances each business. All courses that reasonably benefit the business are eligible. Applicants may choose courses from any accredited institution or generally accepted programs.

Process

The applicant chooses what type of training will benefit their business.

The applicant completes the Scholarship Application and emails it to mvandenhoeek@tomgov.org at least two weeks prior the course's start date. A course description must accompany the application.

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 business operations. If approved, the business owner/employee registers and pays for course tuition and required materials.

After successful completion of the course, proof is submitted to the Town of Monument.

The business receives 50 percent reimbursement for the course, up to \$300 per calendar year (Note: reimbursement is made directly to the business, not to the program participant).

Small Business Scholarship program is subject to funding availability.



SMALL BUSINESS SCHOLARSHIP PROGRAM

As part of the support of existing businesses, Monument will reimburse licensed small and home-based businesses 50% of the pre-approved tuition and material costs (excluding travel), up to \$300 annually per business. The Small Business Scholarship Program is limited to owners and employees of businesses with 25 or fewer full-time equivalent employees. Businesses must be operating within the legal limits of the Town of Monument and have a valid Monument business license. Home-based businesses must have proof of Town residence, a valid Monument business license, and be participating in entrepreneurial training/small business development courses.

*****Small Business Scholarship program is subject to funding availability. Funding is determined on a first come, first served basis.*****

Applicant Information

Person taking the course is: _____

Name of Business: _____

Nature of Business: _____

Business Address: _____

City _____ State _____

Zip Code _____ Business Phone: _____ Email _____

Town of Monument Business License Number: _____

Sales Tax License Number _____

Course Information

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: _____

****Cost of course and cost of materials must be greater than \$50 to qualify for reimbursement****

Submittal Requirements Checklist - *Incomplete submittals will not be accepted*

- Completed application
- Copy of Course Registration Confirmation
- Proof of payment for the cost of course and cost of materials

Prior to the processing of the reimbursement by the Town, proof of course completion will be required.

Instructions

Complete entire application carefully and accurately and return to:
Town of Monument
Attn.: Community Relations
645 Beacon Lite Rd
Monument, CO 80132

For further questions about the program, please contact Madeline VanDenHoek at 719-884-8013 or mvandenhoek@tomgov.org.

Certifications

By signing below, the Business Owner/Approving Manager and Participant (applicant) understands and agrees to the following:

- 1. All information contained in this application, the attached exhibits and other materials submitted in connection with this application are true and accurate to the best of the applicant’s knowledge. Applicant understands and agrees that false or untruthful information may be grounds for the Town to stop processing this application or to withdraw any approval previously obtained based in whole or in part on such false or untruthful statements.
- 2. The Town is under no obligation to approve the request contained in the application. No promises of approval are conveyed with the acceptance of this application.
- 3. All tax obligations to the Town of Monument and El Paso County are current.

Signature of Business Owner/Manager Approving Course:

_____ Date: _____

Signature of Participant Taking Class (If Other Than Business Owner/Manger):

_____ Date: _____

Town of Monument Use Only

Date Received: _____ Date Application Approved: _____

Tuition Cost: \$ _____ Materials Cost: \$ _____

Amount to be reimbursed: \$ _____

Approved By: _____