



West Virginia Development Office

Program: Governor's Guaranteed Work Force Program (Small Business Work Force Program)

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Target Audience Small businesses that are registered as a private-for-profit with the State of West Virginia; have fewer than 51 employees; have gross annual receipts of five million dollars or less; be in good standing with the state taxing authorities and actively enrolled as a Small Business Client with the West Virginia Development Office, Small Business Development Center.

Funding State funds
Total available:
Minimum or maximum amount a participant can receive:
The Governor's Guaranteed Work Force-Small Business Work Force Program can reimburse up to 75% of trainers cost within a program year (July 1-June 30); not to exceed \$5,000 for pre-approved technology, technical, and/or regulatory compliance training, designed to enhance competitiveness and expand markets, for eligible small businesses.

Application Process Contract approval period begins July 1 and completes no later than June 30, the following year (Fiscal Year). Applications for customized training may be submitted and are reviewed as they are received.

Applying for funding through the GGWFP is a two-step process.

1. Complete an Authorization to Release Tax Information Form (included in application packet). This form must be signed by an Officer of the Corporation and notarized. Companies must be compliant with the West Virginia Department of Tax and Revenue, Unemployment Compensation and Workers' Compensation prior to submitting a completed application for approval.
2. Complete the application as accurately and in as much detail as possible. Back-up documentation to support the legitimacy of training for all training requests is required.

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Application Process Continued

Deadlines:

Reimbursement for training beginning prior to an approved award is not allowable. Completed application must be submitted a minimum of two weeks prior to training.

Description

The Governor's Guaranteed Work Force Program (GGWFP) training award program gives small businesses a competitive edge by providing access to quality workforce training and raises the skill level of West Virginia's small business workforce.

Eligible Applicants

To be eligible, companies must be for-profit, have fewer than 51 employees, have gross annual receipts of five million dollars or less, and be in good standing with state taxing authorities, and actively enrolled as a Small Business Client with the West Virginia Development Office, Small Business Development Center.

Restrictions

Funds cannot be awarded to companies/businesses that are deemed "non-compliant" with West Virginia Taxes.