

# 2010 STERLING CONFERENCE

## Workforce Florida IWT Grant for Employers

### **About Workforce Florida's IWT Grant for Employers:**

Workforce Florida (WFI) provides grant funding for skills upgrade training for Florida's private sector employers. WFI has agreed to cover 50% of the eligible training costs for any company sending attendees that meet the criteria (see below.) For more information on the WFI grant and 2010 Sterling Conference, please contact the Sterling office at (850) 922-5316 or email Gayle Thompson at [gthompson@floridasterling.com](mailto:gthompson@floridasterling.com).

### **Criteria for receiving the WFI IWT Grant:**

- For private Florida employers only
- Attendees must be currently employed by a Florida-based company (or branch located in Florida)
- One Conference Registration Form must be submitted for each employee attending
- One IWT Program Consortium Application must be submitted for each company sending attendees
- Upon attendance and completion of the eligible training courses, WFI will reimburse up to 50% of the eligible costs per participant
- Payment by credit card can be arranged through the Sterling Council
- Conference Registration Form(s), IWT Program Consortium Application, and payment must be submitted to the Sterling office no later than April 15, 2010. Absolutely no late submissions will be accepted and the standard conference rates will apply after this deadline.

### **How to Fill out Your Conference Registration Form:**

- You will see four different options on the registration form – please select only one.
- We are accepting “TBD” registration forms at this time in order for Florida's private organizations to take maximum advantage of this offer. You may submit (and pay for) TBD registrations by the April 15 deadline. Actual names must be provided to the Sterling Office by May 9, 2010.
- Registration must be paid by CREDIT CARD. Request for invoicing is permitted but does not satisfy the “paid in full” requirement.
- All registrations must be submitted to the Sterling office and PAID IN FULL by April 15, 2010 to receive this grant.

### **How to Fill out Your IWT Program Consortium Application:**

- Only ONE of these applications should be completed per employer. You must submit all Conference Registration Forms with this application TOGETHER to the Sterling Office before April 15, 2010.
- You will need the following information in order to complete this application: your (completed) 2010 Sterling Conference Registration Form, Employer's Federal ID #, Florida Sales Tax Registration #, Unemployment Comp ID #, Primary NAICS Codes, other basic employer information. Instructions on where to find this information are provided below (in order of appearance on application.)

### **SECTION 1: Consortium Company Information (page 1-2)**

- **Date of Inception** – what year was the company founded?
- **Years in Business** – how long has the company been in operation?
- **Legal Structure of Business** – this information can be found on various documentation; we recommend asking your manager if unknown

- **Employer's Federal ID #** – aka *Federal Tax Identification Number* or *Employer's Identification Number (EIN)*; this can be found on the company's W-9 or related form, or by visiting [www.irs.gov](http://www.irs.gov)
- **Unemployment Comp ID #** – can be found on the company's UCT-6 Quarterly Report
- **Florida Sales Tax Reg. #** – 13 digit certificate number found on the company's DR-13 Annual Resale Certificate; for non-profits, provide the 13 digit tax exempt number found on the DR-14 Consumer's Certificate of Exemption
- **Primary NAICS Code** – 6 digit numerical code used by the U.S. Census Bureau; NAICS stands for North American Industry Classification System (replacing SIC in 1997); the company's code can be looked up here: <http://www.census.gov/eos/www/naics/>
- **Is your company current on all State of Florida tax obligations?** – ask the company's accountant or financial supervisor
- **Regarding the bold *\*\*Note\*\**** - to view the IWT guidelines, go to [www.workforceflorida.com/employers/2009-2010\\_IWT\\_GUIDELINES2.pdf](http://www.workforceflorida.com/employers/2009-2010_IWT_GUIDELINES2.pdf)
- **Description of your business** – briefly describe the main purpose of the company and its major products and/or services
- **Amount of Grant Request** – TBD
- **Number of Full Time Employees to be Trained** – how many people from your organization are registering for the conference using the WFI IWT grant? This would have been determined based on the previous question.
- **Our company is located in** – if you are unsure whether you are located in one of these areas, visit <http://www.workforceflorida.com/employers/iwt.htm> and scroll down to *Funding Priority Given To* for listings

## SECTION 2: Consortium Training Program Budget (page 3)

- **Total**- (B. Item 4) Estimate wages, food, travel, and lodging costs for all employees attending the training at the conference.
- Please note that the Florida Sterling Council will calculate the totals for all other columns

## Certification by Authorized Company Representative (page 3)

Please be sure to fill in all the highlighted columns in this section

### \* Florida Education & Training Placement Information Program (FETPIP)

FETPIP form is also required to qualify for training grant funds. The name and social security number of each attendee must be provide to Workforce Florida Inc.

Florida Statutes Section 1008.39 requires all elements of Florida's workforce development system to use information provided through Florida Education & Training Placement Information Program, for any project they may conduct requiring automated matching of administrative record for follow-up purposes.

<http://www.fldoe.org/fetpip>

(Please note that the Florida Sterling Council will shred this information after reporting it to Workforce Florida, Inc. per the above requirement. This information will not be stored in our records)