

# WORKFORCE TRAINING GRANT



**ELEVATE**  
RAPID CITY

*Elevate the Rapid City region for all.*



[elevaterapidcity.com](http://elevaterapidcity.com)



The Elevate Rapid City Workforce Training Grant Program empowers local employers to upskill, re-skill, or train new and existing employees to meet their unique workforce needs.

## PROGRAM

In an ever-changing workforce landscape with a growing emphasis on skills development and record low unemployment, Elevate Rapid City understands the need and desire to grow your own workforce through upskilling, re-skilling and customized workforce training to meet employment goals. We recognize the crucial role that workforce training plays in shaping the future of our workforce, and we're dedicated to supporting local businesses in their efforts to develop creative and highly skilled talent. Our program provides financial support to employers who invest in workforce training, making it more accessible for you to equip your workforce with valuable skills and knowledge. By engaging in this initiative, you not only foster the growth of your organization but also contribute to the overall success of Rapid City's business community.

Grant funds can be used towards upskilling, reskilling or general workforce training of new or existing employees. Employers can apply for reimbursement of up to \$1,000 per employee enrolled in a training or continuing education program for up to five employees per year. Maximum amount per employer per year is \$5,000. Grants are based on the availability of funds and are a first-come, first-served basis after the application is verified. Not all who apply will be eligible based upon North American Industry Classification System (NAICS) code restrictions. Refer to Terms & Conditions for more information.

## HOW TO APPLY

Applications under the Elevate Internships Grant program must be submitted on the prescribed form with all pertinent documentation provided. The application must be submitted electronically to: [grants@elevaterapidcity.com](mailto:grants@elevaterapidcity.com). Elevate Rapid City reserves the right to request additional information if it deems the application information is not sufficient to make a decision upon the grant. Any refusal by the applicant to fully cooperate with Elevate concerning any request for additional information may disqualify the application immediately. Completion of this application constitutes submission for one (1) training grant for up to five (5) new or existing employees.

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**For more information contact:**

Taylor Davis // 605-718-8456 // [taylor.davis@elevaterapidcity.com](mailto:taylor.davis@elevaterapidcity.com)

## **TERMS & CONDITIONS**

Once an applicant has been successful in obtaining approval from the Elevate Grant Committee for the Elevate Rapid City Workforce Training Grant Program, the applicant shall execute a grant agreement which shall address the following conditions:

### **EMPLOYER**

1. Employers must be located within fifty (50) miles of Rapid City to be considered eligible.
2. Maximum grant amount per employer per year is \$5,000, with a maximum allocation of \$1,000 per employee, up to five employees per year, and will be disbursed directly to the employer as a reimbursement.
3. Once approved, funds must be expended within one full calendar year from date of fully executed application agreement. Further extensions must be approved.
4. The applicant shall provide invoices, commitment agreements, and other documents which shall clearly indicate how the grant proceeds were utilized toward training or continuing education programs. Those documents shall be provided to Elevate Rapid City (or its servicing agent) upon request for the duration of the grant prior to disbursement of grant funds.
5. Employer must be classified under one of the follow North American Industry Classification Codes in order to be considered eligible to receive funding: 211- 213, 221, 311-339, 42, 48-49, 5132, 5171, 5174, 5178, 5182, 523, 525, 5413, 5415-5417, 5511, 6211-6239 (excluding 6216, 6233), or 928110.
6. Priority will be given to eligible employers who employ this workforce training grant as an alternative to right-sizing or lay-offs, or those who are seeking to respond to changing labor force market conditions, such as automation impacts.

### **EMPLOYEE**

1. Employees must be located at a local facility within 50 miles of Rapid City to be eligible for upskilling, reskilling or workforce training.
2. Position must be at full-time status and benefit-eligible, and can be either a new or existing role at the business. Employees must be paid a competitive salary for the industry, or a minimum of \$20/ hour (\$41,600/year), whichever is higher. For the purpose of this grant, "competitive salary" is defined as a wage within the 50th percentile for the position in our region and will be verified with the employer at the time of application submission.
3. The intention of the program is to support the upskilling, reskilling, or customized training of new or existing employees to meet workforce needs of the employer.

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## GRANT ADMINISTRATION

1. The grant proceeds shall only be used for the purposes expressed within the Terms of this application and will remain valid for up to one year from contract execution date.
2. The applicant, by accepting the grant proceeds, or any part thereof, agrees to hold Elevate Rapid City, its Board, Committees, employees, and agents, harmless from any and all liabilities or claims caused by or resulting from the applicant's performance of the obligations or activities in furtherance of the project work or in the receiving of the grant funds. Further, the applicant will reimburse Elevate Rapid City for any judgments for findings which may be obtained against Elevate Rapid City resulting from the project work or the making of such loan. Further, the applicant agrees to defend against any such claims or legal actions if called upon by Elevate Rapid City to do so.
3. Elevate Rapid City here within holds the right to provide discretion over the administration of the grant and its eligibility requirements, and as such can support accommodations as necessary.
4. CONFLICT OF INTEREST: No employee of Elevate Rapid City, or members of their families, shall have any interest in, direct or indirect, or be eligible for this grant program. Elevate Rapid City Board members shall disclose any interest, direct or indirect, on loans Elevate is considering.
5. PUBLIC ANNOUNCEMENT: Please be advised that your company may be highlighted by Elevate Rapid City. Company proprietary or trade secret information WILL NOT be disclosed.

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**WORKFORCE  
TRAINING GRANT**

APPLICATION INFORMATION				
Business Name				
NAICS				
Full Time Employee Count				
BUSINESS POINT OF CONTACT				
Name				
Facility Address				
City, State, Zip		Phone		
Email				
EMPLOYEE INFORMATION				
Is this training a recurring need for your business:	Yes:		No:	
How many employees do you intend to train (Max: 5):				
What position title is to be trained:				
What is the annual salary for the position(s):				
Is Position Benefit-Eligible?	Yes:		No:	
Is Position Full-Time?	Yes:		No:	
Are the position(s) at risk for automation?	Yes:		No:	
Are the position(s) at risk for lay-offs?	Yes:		No:	
TRAINING INFORMATION				
Training Provider:				
Program Name:				
Customized Training?	Yes:		No:	
Program Start:				
Program Duration:				

\_\_\_\_\_ Business Authorized Signatory

\_\_\_\_\_ Date

\_\_\_\_\_ Elevate Rapid City Authorized Signatory

\_\_\_\_\_ Date

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