

Please submit completed applications to wfd@somervillema.gov

Workforce Development Practitioner Professional Development Grant Funds Eligibility Criteria and Application

Hello Somerville Providers,

The Somerville Job Creation and Retention Trust (JCRT) Board of Trustees is excited to announce the creation of a grant program to provide Somerville workforce development practitioners with continuing education and professional development opportunities.

The goal of this fund is to assist organizations that provide workforce development services to Somerville residents with additional professional development opportunities that otherwise would not be available through their employer. Please find eligibility criteria and application process below and complete attached application, if interested. Please submit completed applications and questions to [**wfd@somervillema.gov**](mailto:wfd@somervillema.gov). Thank you for helping us share this opportunity with colleagues who provide these services in Somerville!

Eligibility Criteria:

- The practitioner(s) benefitting from this financial support must work for an organization providing direct adult education, English Language Learning and/or workforce development services to Somerville residents
- The practitioner(s) apply for the financial support through their organization.
- The practitioner must prove enrollment, acceptance, and/or attendance in the continuing education or professional development opportunity, such as a course at a postsecondary education institution, a training program offered by a third-party entity, attendance at a relevant conference, etc. Some examples of professional development training include digital integration, adult education contextualized integrated education and training (IET), worker's rights training, mental health for direct service professionals, workforce development conferences and certifications related to workforce development practices. Applying organization will work with the City of Somerville to provide this information via the application below.
- An organization can apply for an individual employee or a group of employees to participate in professional development.
- The professional development fund grant covers only the cost of the education or training and required materials; it does not cover travel or lodging expenses.
- The maximum scholarship amount per organization is \$5,000.

Process:

The applying organization must complete and submit the attached application. City staff will review applications in a timely manner on a first come, first reviewed basis. The City of Somerville is not able to pay for costs upfront and will instead provide reimbursement to the approved organization for approved expenses.

Workforce Development Practitioner Professional Development Grant Fund Application

Application Date:	
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Applicant Information

Applicant Name(s) and Title(s):	
Organization Name:	
Address:	
Phone Number:	
Email Address:	

Professional Development Information

Course/Program you are enrolled in, accepted into, attending: (please attach documentation):	
Amount Requested (Limit \$5,000):	
Provide a brief justification of how participation will improve delivery of service to Somerville residents (including credential sought, if applicable). Please also indicate how many staff will be participating in this course/program:	
Anticipated Start Date:	
Anticipated End Date:	
Estimated Total Number of Hours engaged in the professional development opportunity:	

Service to Somerville Residents

Please explain the services that your organization provides to Somerville residents:	
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Applicant Signature:	
Signature of Director or Supervisor:	
City of Somerville Approval Signature:	