**Section 5410.220 Application Requirements**

Applications for funds shall be submitted by Applicants on forms provided by the Authority and shall include the following:

a) The Applicant's name, address and telephone number, and the names of the Applicant's Chief Executive Officer or other authorized officer, Training Director and a contact person for the Training Program.

b) A brief description of the Applicant's business.

c) Identification of the Training Provider.

d) A budget indicating the costs of the employer Training Program, and the source of funds to finance the costs. The budget may be submitted on forms to be provided by the Authority and shall include information such as the cost of contractual services, the cost of materials and supplies, the salaries of personnel conducting the training, any travel costs, etc.

e) A description of the Training Program including total hours of training to be provided to each person.

f) Information demonstrating that the Applicant meets the requirements of Section 5410.200 and the Training Program meets the requirements of Section 5410.210.

g) Information regarding the employees who will participate in the Training Program including the names and social security numbers of the employees and other information regarding those employees the Authority deems necessary such as job title or classification.