

## Professional Job Creation Grant Checklist

- Must be within the designated Winchester Enterprise Zone
- Grant value will be one-time payment from a minimum of \$1,500 to a maximum of \$25,000
  - \$1,500 for each position created between 1-10, then increases to \$2,000 for each additional job created (max. 15 positions)
- Jobs created that qualify:
  - Determined by WEDA that position is within a targeted growth industry sector in the city
  - Full-time (35 hours per week)
  - Offered health benefits
  - Paid minimum of the City's median annual income
  - Must be in existence for 12 months before receiving the grant and created no more than two years prior
  - Positions must be over their base employment number
  - The ultimate determination of whether an applicant meets the grant criteria will be at the sole discretion of the Economic Development Authority Board.
- Grants payments will be made after the job has been in existence for at least twelve months.
- Documentation required:
  - Completed Application
  - Copy of Business License
  - Completed Vendor Form
  - Proof of date job was established
  - Proof of base employment before job creation
  - Proof of payment for each position

**\*For a complete list of needed documentation and requirements, see application\***