

VERMONT EMPLOYMENT GROWTH INCENTIVE APPLICATION TIPS

- **START EARLY.** Contact VEPC (see bottom of page) and the appropriate [Regional Development Corporation](#) well before your project will commence. The first time you speak to someone at VEPC about your application should *not* be the day before the application is due. It should be weeks, if not months in advance.
- **FILE A PRE-APPLICATION TO GET AN INCENTIVE ESTIMATE.** With the assistance of the Executive Director you must file an informal Pre-Application which provides an incentive estimate and allows the applicant to get an estimate of incentives prior to proceeding with an application.
- **FOLLOW THE INSTRUCTIONS.** The definitions and eligibility requirements are very specific to the program. *Do not* attempt to fill in the Pre-Application or formal Application without reading the instructions and reviewing program information. The information and data is requested for a reason, is requested in a particular format for a reason, and is required to meet statutory mandates of the program.
- **COMPLETE MEANS COMPLETE.** All requested application information must be filed, they must be completely filled in, and all attachments, including evidence to support the But For must be included. VEPC staff cannot fill in any information for you.
- **BE REALISTIC AND ACCURATE.** The information and data that you provide is critical to the application process and the integrity of the program. Data in the Pre-Application is just an estimate and the Initial Application can be refined in the Final Application. But in a Final Application, *you* are setting your payroll, employment, and capital investment performance requirements, which must be met and maintained to earn the incentive and receive incentive installments.
- **KNOW WHAT YOU ARE APPLYING FOR.** As the applicant, you will be setting your performance requirements that must be met to earn the incentive and you are certifying the accuracy of the application. If someone outside your company helps you with the forms, you are still responsible for knowing what you have signed up for and what your responsibilities are.
- **USE THE INITIAL/FINAL APPLICATION PROCESS.** The program allows for initial approval by VEPC of an application before the applicant has finalized employment and/or investment plans. The Council may approve the But For and give initial approval of an incentive amount. Then, when the company's projections are better developed, a final application can be filed and approved by the end of the calendar year that finalizes the incentive amount and sets the payroll, employment and capital investment performance requirements.
- **DON'T MISS THE APPLICATION DEADLINES.** Council staff must perform certain due diligence before an application can be considered by the Council. *Complete* formal (Initial or Final) applications are due on the application deadline [dates](#) (normally the first Friday of each month). Pre-Applications can be filed online at any time after we set you up on the application system.

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