



***The Sign-on Bonus Program exists for current Bowman County businesses interested in offering sign-on bonuses. Businesses can apply for up to \$2,500 annually to award up to five bonuses of \$500 maximum per employee.***

**Overview:**

- Business must be hiring for a position that is outlined in the attached sign-on bonus occupation list. If position is not listed, employer may request a review by BCDC's Board of Directors for approval of position to qualify for the program.
- Business must have a location in Bowman County.
- Employer will follow outlined qualifications for employee and certify use of funds.
- Employee cannot pair with other workforce programs.
- Maximum payout of \$15,000 per business in workforce programs. Business applications may exceed \$15,000, but payout will not exceed \$15,000.

**Employee Qualifications:**

- Reside in Bowman County.
- Employed by a Bowman County business.
- Hired within 12 months of employer application for program.
- Employee must work 20+ hours a week.

**Guidelines:**

- Money will be disbursed as each individual reaches their six month mark. It is the responsibility of the employer to request these funds.
- Maximum award per business is \$2,500 annually. Maximum sign-on bonus is \$500 per employee.
- BCDC will have final authority to approve, disapprove, or make changes as necessary.
- BCDC reserves the right to request additional information as needed.
- Please consult your accountant on proper tax handling.
- Sign-on bonuses cannot go to immediate family members of the manager.
- Application will stay active for 12 months. Business must resubmit application annually in order to be eligible to receive funds.
- Employees are only eligible to receive funds from the Sign-On Bonus Program one time. If they have already previously received from one employer, they will be ineligible to receive from another employer.
- Employer will be required to have a job posting for hiring position on [bowmannd.com](http://bowmannd.com).

**Application Process:**

- Employer completes Sign-on Bonus Program Application.
- Application approved by BCDC.
- Employer notifies BCDC of eligible employee who reached their six month mark and BCDC disburses funds to employer.
- Employer provides documentation to BCDC verifying bonus was awarded to employee.

**Total Workforce Program Budget \$100,000**

Businesses are capped at \$15,000 in workforce program benefits.