



- Purpose:** The REDC has enacted the following Job Fair Grant Program in order to aid primary employers in the recruitment of prospective employees to their office or manufacturing locations within the City of Rockwall, by providing financial support for the hosting of in-house job fairs.
- Funding:** Funding is authorized annually by the REDC Board of Directors during the REDC budget process. In any year, the Board may choose not to fund the Grant. Grants are generally available on a first come, first serve basis up to budgetary limits.
- Grant Amount:** The REDC will provide up to \$5,000 (the "Grant Proceeds") to support an in-house job fair hosted by a Rockwall primary employer (the "Grant Recipient").
- Potential Expenses:** The REDC encourages Grant Proceeds be used on advertising expenditures to promote the event, including but not limited to website, social media, or other forms of digital ads, printed ad buys, radio and television commercials, and billboards. Additionally, Grant Proceeds may be used to fund logistical or operational expenses, including but not limited to tents, table/chairs, refreshments, wayfinding signage, and visual aids.
- Application:** Eligible employers must first apply for a Grant and receive approval from REDC staff before announcing plans for a job fair. The application - included in a separate document - must state when the desired job fair will take place, what advertisement and other expenses are planned and the estimated cost for those expenses. The employer is also advised to describe what positions the job fair is intended to fill. The REDC President holds the right to withhold funding should there be a belief that a job fair will not be successful. Additionally, if Grant requests exceed budgetary capacity at the beginning of a fiscal year, the REDC President will award Grant proposals to those that are viewed most likely to achieve success. The employer shall email the application to the REDC.
- Proof of Expenditures:** While the REDC is not providing Grant Proceeds on a reimbursement basis, Grant Proceeds should never exceed the amount spent on a job fair (*the REDC encourages companies to spend beyond the Grant proceeds*). The REDC reserves the right to request proof of expenditures to ensure Grant Proceeds were spent on a job fair. Should a Grant Recipient deny these requests, provide evidence of job fair expenditures falling short of Grant Proceeds, and/or fail to host a job fair after receiving a Grant, the REDC may request refunding by the Grant Recipient and/or deny future applications to the Grant and any other REDC grant program.
- RockwallJobs.com Promotion:** To assist with the promotion of a job fair, the REDC agrees to promote the event on RockwallJobs.com, a website that will be marketed in the area year-round. As a condition for the Grant, the Grant Recipient must provide

imagery and information, as requested by the REDC, for inclusion on RockwallJobs.com

Job Fair Access: Grant Recipients agree to allow REDC staff reasonable access to the Job Fair to investigate the event, as well as take pictures/video to help with future REDC or RockwallJobs.com promotional purposes.

Event Responsibility: All job fairs are the complete responsibility of the Grant Recipient. The REDC's responsibility is limited to financial support through this Grant, event promotion on RockwallJobs.com, and social media promotion, as exclusively determined by the REDC staff.

Follow Up: Grant Recipients are asked to follow up with the REDC following a job fair to report on the effectiveness of the event. Information requested by the REDC shall include how many job seekers attended the event, how many interviews have been scheduled, and/or how many individuals have been hired as a result of the event. Additionally, the Grant Recipient should provide feedback as to what went well and what could be improved upon in regards to event promotion and event operations. Failure to follow up and report to the REDC on the success of the job fair may result in the denial of Grant funds in future years.

Timing: Eligible job fairs, and related expenditures must occur prior to the end of each fiscal year, on September 30th.

Restrictions: Only primary employers (those that export a product or service on a state, regional, national, or international basis) within the corporate limits of the City of Rockwall are eligible. Job fairs must occur in Rockwall and be used to target jobs exclusively located in Rockwall.

Authority: This Grant Program has been adopted by the Board of Directors, but will be administered by the President of the REDC. The President has the authority to seek information on potential Grant Recipients to make necessary funding decisions and resolve any ambiguity to align with the spirit and intent of the Grant. Additionally, the President may add restrictions to ensure fairness in the distribution of the Grant – such as setting a deadline for Grant submittals at the beginning of every year and evaluating proposals on a competitive basis.

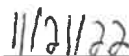
Effective: Upon execution.

Promotional Activity: The Job Fair Grant Program is deemed by the REDC to be a "promotional activity," consistent with Section 504.105 of the Texas Local Government Code.

Signed / Date:



Phil Wagner
President
Rockwall Economic Development Corporation



Date