



We'll Get You There



Telework Seattle Grant Application

About the program:

Companies that qualify for *Telework Seattle* grants receive support (valued up to \$5,000.00) from a nationally recognized telework consulting firm. The consultant can help:

- formalize your telework program,
- defining technology requirements,
- determining which jobs and employees are good telework candidates, and
- develop telework policy that works for you.

Mini-grants up to \$500.00 are also available to purchase basic equipment or software.

Selection Process:

Organizations seeking to be selected for this telework implementation incentive program must submit a completed application form. King County Metro will select up to twelve employers in downtown Seattle with between 25 and 100 employees. Selection criteria includes the level of commitment to telecommuting and evidence of the employer's preparation for teleworking.

Timeline:

Program applications should be submitted by August 10th, 2007. Thereafter, applications will be considered on a case-by-case basis. A maximum of twelve employers will be selected to participate.

Application:

1. Employer Name:

2. Address of Proposed Project Site:

3. Name & Title of Primary Contact:

4. Phone:

Fax:

E-mail:

5. Number of Employees:

6. Primary Nature of Business:

7. Is Remote Access Available? (Circle One) Yes No If yes, what kind?

8. Please identify the reasons you are considering implementing a telework program.

9. Please describe the various job functions that may be conducive to teleworking.

10. Describe steps you have already taken to prepare for telework commuting.

The signature below confirms that the above information is accurate and indicates a commitment to serious consideration of telework implementation. Please include a signature from the company president, CEO, Director of Human Resources, or a similar position.

Signature, Title and Date _____

Please send completed application to:

Attention: Telework Seattle
King County Metro Transit Division
Department of Transportation
YES-TR-0600
400 Yesler Way
Seattle, WA 98104-2683

For more information, call King County Metro Telework Seattle staff at 206-263-3555.