



234 S WASHINGTON  
WESTMONT, IL 60559

CONTACT: 630.310.7187  
BOLT.RACHEL.5252@GMAIL.COM

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April 21, 2016

Arizona Department of Commerce  
1700 W. Washington St.  
Executive Tower Ste 600  
Phoenix, AZ 85007

Dear Arizona Department of Commerce,

On behalf of King Kaiser Boarding, I thank you for providing us with the opportunity to apply for the \$5,000 Job Training Fund grant. With the approval of this grant our company can focus on customizing job-related training programs. In the recent years, we have fallen behind our competitors, specifically in communication technologies, and this would be our main area of focus.

With your support, King Kaiser Boarding would like to establish our own training program directly focused on improving employee communication. The inconsistencies of communication within our organization have led to numerous issues including; task ambiguity, deadline failures, and budget deficits. With a new and improved training program we can teach our employees to communicate affectively, therefore, creating a developmental work environment.

In order to address and fix the proposed problems, a few of my most trusted colleagues, and I have developed a computer program specifically designed to solve the issues listed. With interactive features, this three-step digital program will be easily accessible and available through any internet device. This grant would allow us to successfully execute this innovative training program. Listed below you will find an outline of our budget, including eligible and ineligible costs of the project.

Grant Budget:

Program Developer	\$ 3,000.00
Program Design	\$ 1,000.00
Program Execution	\$ 500.00
Unexpected Expenses	\$ 500.00
Total:	\$ 5000.00

King Kaiser Budget:

Training Implementation	\$ 2,000.00
Misc. (Food, Beverage, etc.)	\$ 500.00
Total:	\$ 2500.00

With much of our training program relying on the convenience of technology, most of the budget is aimed toward the time and labor it will take to develop the computer training program. Once the program is finalized, approximately three weeks from the start date, we will introduce it to our employees and see effect immediately.

One again, I would like to showcase my gratitude for this opportunity. As longstanding contributors to the Job Training Fund, I can assure you that this grant will be used accordingly. For any additional information, comments or concerns, please do not hesitate to contact me directly.

Sincerely,

*Rachel Bolt*

Rachel Bolt  
King Kaiser Boarding  
Founder & CEO

Phone: 630.310.7187  
Fax: 312.233.7477  
Email: Bolt.Rachel.5252@KKB.net