

**These instructions are for the completion of the ROOT Grant Program Application.**



## Relocation Opportunity for Outstanding Talent (ROOT) Grant Application

This is your *first* step in your ROOT Grant application.  
Once you select submit, your application will be sent to our review team and an invitation to the portal will be sent to you to *complete* your application.

<b>Applicant (Employer) Name *</b>	<input type="text"/>
<b>Primary Contact First Name *</b>	<input type="text"/>
<b>Primary Contact Last Name *</b>	<input type="text"/>
<b>Primary Contact Email Address *</b>	<input type="text"/>
<b>Physical Address *</b>	<input type="text"/>

City \*

State \*

Zip Code \*

Telephone \*

FEIN \*

Total number of employees at this business \*

Total number of relocation grant positions being requested \*

Is this employer enrolled in the Find the Good Life Candidate Marketplace? \*

No  Yes

Industry (choose one) \*

Occupation from In-Demand Occupations (see guidance) \*

Does the position require specific licensure or certifications? \*

Is this occupation essential to operations? \*

No  Yes

If so, please explain \*

How long has this position(s) been vacant? \*

Where have the positions been posted to date? \*

What costs have been used in the recruitment of this position? (Job fairs, recruitment services, job posting ads, etc.) \*

Have any offers been made to candidates that were not accepted? \*

Have any candidates that did not accept job offers share the reason? \*


Was the cost to relocate ever indicated as a barrier? \*

Have hiring bonuses or relocation incentives been offered in the past for this occupation? \*

If so, what was the maximum dollar amount? \*

Date the position will be posted \*

Desired start date for this position(s) \*

  
Generate a new image  
Play the audio code

Enter the code from the image

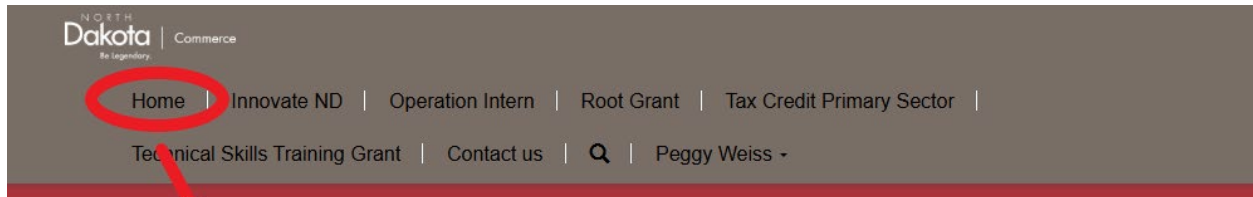
Submit

Once submitted, an email invitation is sent to the applicant when we associate the application with an existing contact and account in D365.

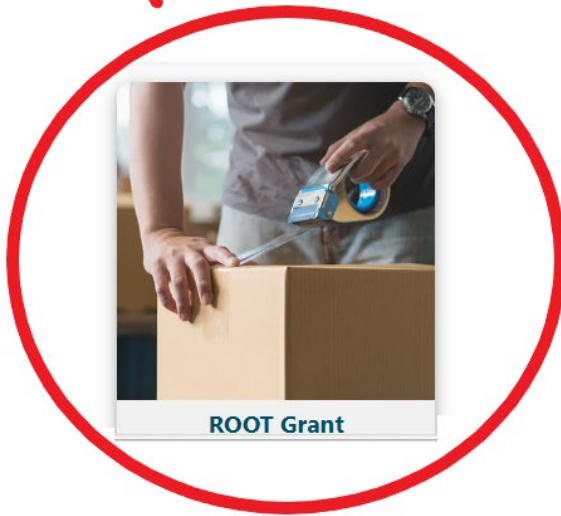
They click the invitation link and either use the existing login associated with their email provided in the application, or the create a new account. These instructions are all in the emailed invitation.

Once logged in:

Click Home and select the ROOT Grant tile:



Welcome




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Select down arrow and select Edit:

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## Relocation Opportunity for Outstanding Talent (ROOT) Grant

Please select the application you wish to complete or edit by clicking on the down arrow next to the application and select Edit.

My -		Create
Applicant Name ↑	Created On	
Test Company	3/3/2025 2:46 PM	 Edit Request for Funds

## Relocation Opportunity for Outstanding Talent (ROOT) Grant Application

If you cannot finish the form, for any reason, please click "Save and Continue" then you can close the page.

NOTE: When you return, the form will bring you back to your previous location on the form.

When you are finished with your application, please click the "Certify" button on the Certification page and click the "Submit" button.

### BUDGET

**Budget Narrative - Please explain the total amount of the hiring incentive for each position being requested plus the match. Identify the source of match. If drafted, please provide the language used in job postings. Grant funding is for relocation associated costs only.**

For each position being requested include the dollar amount being requested plus the match amount. Ex: Nurse 1- \$7,500 total (3,750 Grant and equal match), CNA 1,2,3,4, and 5- \$5,000 each (\$2,500 Grant and equal match)

**Is match identified**

No  Yes

This would be internal from the business or from a partner (EDC, Chamber)

**Has all match been secured**

No  Yes

This is yes if internal or a letter from the partner is able to be provided

**Describe how Match relates to the business**

This is where to note if the match is coming from the business or from a partner like a local EDC or Chamber of Commerce. If that match will not be provided directly to the candidate(s), an explanation for how the match incentivizes relocation Ex: 3 months of rent direct to property manager= \$3,000; \$2,000 direct paid moving truck expenses, etc.

Grant Funds Requested- each line should represent a single position up to the number allowed based on employer size. When calculating the grant fund amount, make the assumption for each position that a candidate maybe identified in the Candidate marketplace. Example requesting \$3,000: indicate \$3,500. 1:1 match does not apply to the additional \$500. The agreement will be written up to the maximum request and fuding disbursed based on where the employee was recruited from per the grant guidance— this budget table will be included in the grant agreement upon award

**Budget**

[Create](#)

Name	Amount	Match Amount	Total Funds Requested	
Test position2	\$2,500.00	\$1,000.00	\$3,500.00	<a href="#">▼</a>
Test position	\$1,500.00	\$1,500.00	\$3,000.00	<a href="#">▼</a>

**Total Funds**

\$6,500.00

Letters of Commitment, if applicable (required for external secured match)

Is this a previously awarded applicant?

Please click the Next button to navigate to the next page to add Supporting Documentation.

[Previous](#) [Save and Continue](#)

Add Budget Line Items by clicking Create:

The image shows a 'Create' form with the following elements:

- Position Name \***: A text input field.
- Amount Requested**: A text input field.
- Match Amount**: A text input field.
- Total Funds Requested (Amount requested + Match) Will calculate upon submitting**: A label with a dash below it.
- Submit**: A red button.

When finished with budget line items, click Save and Continue

Add Supporting Documentation: Job Descriptions for all positions being requested and letters from any partners that may be contributing match funds by clicking Add Files:





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**SUPPORTING DOCUMENTATION**

Supporting Documentation Add files New folder

There are no folders or files to display.

Please click the Next button to navigate to the next page to finalize and certify your application.

Previous Save and Continue

Select Save and Continue:

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### CERTIFICATION

I, certify that to the best of my knowledge that the information in this application is true and correct. I shall maintain accurate accounting records. I further certify that the applying entity listed is in good financial standing and has no delinquencies on existing North Dakota State Government grants or loans. Furthermore, I have read and understand the Relocation Opportunity for Outstanding Talent Grant guidelines. I will abide by the guidelines of the Relocation Opportunity for Outstanding Talent Grant Program.

**Final Submission?**

No  Yes

**Signature**

If the application is deemed incomplete, due to missing information or insufficient completeness of the overall application, the application will be denied and resubmission will be requested.

[Previous](#)

[Submit](#)

Select Final Submission if you are finished.

E-sign (type name) and Submit.