# WORK**FORCE** TRAINING FUND

| | General Program Training Grant | Express Grant | Regional Training Capacity Pilot | Technical Assistance Grant |
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| **Who can apply?** | • Businesses of any size are eligible to apply<br>• Intermediaries may lead a consortium application<br>• Participating employer(s) must contribute to the WTFP* | • Businesses with 100 or fewer employees are eligible<br>• Participating employer(s) must contribute to the WTFP* | • Businesses of any size are eligible to enroll employees in pre-approved training without applying for a grant<br>• Participating employer(s) must contribute to the WTFP* | • Groups of businesses partnering to address common needs may apply<br>• Individual employers or intermediaries may lead a consortium<br>• Participating employer(s) must contribute to the WTFP* |
| **Deadlines & Turn-around times** | • No deadlines; applications may be submitted at any time<br>• In most cases, decisions are made within 60 days<br>• Training may begin once a contract is executed | • No deadlines; applications may be submitted at any time.<br>• Decisions are made within 21 days<br>• Training may begin 6 weeks from application date | • Companies may enroll employees in training at any time throughout the year<br>• Deadlines for each course are determined by training providers | • No deadlines; applications may be submitted at any time<br>• In most cases, decisions are made within 60 days.<br>• Activity may begin as soon as a contract is executed |
| **What must a company contribute?** | • Grant funds must be matched dollar-for-dollar<br>• Match may include in-kind expenses such as employee wages during training | • Companies must contribute 50% of the total cost of training | • Companies must pay employees their full wages for time spent in training | • Grant funds must be matched dollar-for-dollar<br>• Match may include in-kind expenses (e.g. staff time or other related costs). |
| **What can be paid for using grant funds?** | • Grant funds may be used to pay for employee training delivered by qualified training vendors of applicant's choosing.<br>• In rare cases, grant funds may cover the cost of training delivered by company employees | • Grant funds will pay for up to 50% of the cost of training courses chosen from a database of pre-qualified courses | • A variety of courses are available; to download the complete course list, please visit the program website linked above | • Grant funds may be used for costs associated with planning for a General Program Training Grant (e.g. convening a group of employers with common training needs, customize training curricula, assessing training needs) |
| **Grant Limits** | • Up to $250,000 | • Businesses may receive up to $30,000 each year; maximum $3,000 per course per trainee | • This program provides access to training when the scope and scale of needs are not sufficient to warrant a General Program grant<br>• Pre-approved training providers will work with companies to determine if restrictions apply | • Grants for technical assistance range from $5,000 to $10,000. |
| **Length of Grant** | • Training must be completed in 24 months or less. | • Training must be completed in 24 months or less | • This pilot program will run through 2016 | • Activity must be completed in 6 months or less. |

*All for-profit business and some non-profit organizations contribute to the Workforce Training Fund Program (WTFP) via a surcharge on Unemployment Insurance payments. For more information, or to verify your company's contribution, please contact us at wtfp@commcorp.org.

*(revised 12-2015)*

# WORK**FORCE** TRAINING FUND

**Providing Massachusetts businesses with the resources needed to invest in workforce development, improve employee skills, and maintain the economic strength and viability of the Commonwealth's businesses.**

Training grants of up to $250,000 are currently available for:

- ESOL
- Lean / Continuous Process Improvement
- Six-Sigma
- Adult Basic Education

- Software & IT Skills
- Project Management
- Sales
- CNC
- Machine Set-Up & Operation

- ISO
- Customer Service
- Leadership & Management Skills
- Train-the-Trainer
- and much more...





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EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT