



General Program Grant Application (Submitted on 09/07/2016 Application ID: WTFPGP-A-024)

Required items are designated with an asterisk (*). These items are required to be completed at the time that your application is submitted.

1. About Your Organization: General Information

Legal Name Sample Company (TEST FOR WTFP ONLINE APPLICATION)	Doing Business As		
Federal Employer Identification Number 97-5318642			
Massachusetts Department of Unemployment Assistance Employer Account Number (DUA EAN) * 97-53186-4			
Address * 2 Oliver St. 5th Floor	City * Boston	State * MA	ZIP Code * 02109
Phone * 617-717-6906	Website * workforcetrainingfund.org		

2. About Your Organization: Description

Type of Industry * Professional, Scientific & Techncl Svcs	Year Established * 1997	
Description * Sample Company is the leading producer of samples and examples of all manifestations of documents, websites, and applications in the New England region.		
Minority Owned Business * Yes	Woman Owned Business * Yes	Non-Profit Organization * No
Do You Have a Parent Company? * No		

3. About Your Organization: Workforce Information

	# Full-Time Employees +	# Part-Time Employees =	Total Employees
Massachusetts *	58	+ 3	= 61
World Wide * (including MA)	58	+ 3	= 61

Has your company experienced any lay-offs in Massachusetts in the past two years? *

No

What is the net job growth/reduction in Massachusetts over the past two years? *

We have not added or lost any jobs in Massachusetts in the past two years.

4. About Your Organization: Primary Contact

Name * Joe Sample **Title *** Sample Manager **Phone *** 617-717-6906 **Phone Ext.** **Email** smlavery@commcorp.org

5. About Your Application: Prior Grant Information

Is this a resubmission of a previous grant application that was not approved? *

No

Has your organization received a training grant from the Massachusetts Workforce Training Fund General Program in the last five years? *

No

6. About Your Application: Consortium Partners

Not A Consortium

7. Training Plan: Plan Development

Training Plan Summary:

Sample Training Plan Summary

Objective: * What are the business problems or opportunities to be addressed by training?

Sample Objective

How did you assess your training needs?

Sample Needs Assessment

Have you sufficiently considered the English language proficiency and Adult Basic Education levels of trainees? *

Yes

In what ways were trainees involved in the development of the proposed training plan? *

Sample Including Trainees in Development of Training

Describe your company's on-going training activities and explain how the proposed training is different from, and will enhance, rather than replace those activities:

Sample Ongoing Activities

Describe your company's commitment to provide significant private investment in training after the grant has expired in order to sustain the newly developed capabilities resulting from this grant: *

Sample Sustain Training Capabilities

8. Training Plan: Training Participants

Average Cost of Benefits (% of Wages) *

30%

What is the total number of unduplicated trainees by category group? For consortium grant applications, please be sure to include all trainees from all partner employers. Please ensure all fields are filled out.

	Total Unduplicated Trainees *	Average Hourly Wage *	+ Cost of Benefits per Hour *	= Hourly Average
Managers & Executives	5	\$60.00	\$18.00	\$78.00
Professional & Technical	0	\$0.00	\$0.00	\$0.00
Sales & Marketing	10	\$30.00	\$9.00	\$39.00
Production/Construction	25	\$30.00	\$9.00	\$39.00
Service	0	\$0.00	\$0.00	\$0.00
Administrative Support & Clerical	0	\$0.00	\$0.00	\$0.00

Total Unduplicated Trainees * 40

Average Trainee Wage Expense (Including Benefits): \$43.88

Are any trainees union members? *

No

9. Training Plan: Training Providers

Provider Name **Provider Type**
 Linda's Learning Lodge Third-party training provider

Address * **City *** **State *** **ZIP Code ***
 2 Oliver St., 5th Floor Boston Massachusetts 02109

Phone * **Phone Ext. *** **Email *** **Web Address ***
 617-717-6906 smlavery@commcorp.org workforcetrainingfund.org

Selection of Provider
 Sample Describe the Process

Qualifications of Provider
 Sample Qualifications of Provider

Provider Name **Provider Type**
 Bob's Training Hut Third-party training provider

Address * **City *** **State *** **ZIP Code ***
 2 Oliver St., 5th Floor Boston Massachusetts 02109

Phone *
617-717-6906

Phone Ext. *

Email *
smlavery@commcorp.org

Web Address *
workforcetrainingfund.org

Selection of Provider

Sample Describe the Process

Qualifications of Provider

Sample Qualifications of Provider

10. Budget and Training Plan Outline

Total Funds Requested for This Grant (Summary of All Modules and Courses)

This represents the total budget for your grant application.

	Grant Funds (\$)	Matching Funds (\$)
Trainee Wages	\$ 0.00	\$ 277,368.00
Course Materials	\$ 0.00	\$ 0.00
Grant Management	\$ 0.00	\$ 0.00
Cost of Instruction	\$ 173,600.00	\$ 0.00
Other	\$ 0.00	\$ 0.00
Total	\$ 173,600.00	\$ 277,368.00

Training Module: Software Training

Module Number	Name of Module *	Training Subject *
1	Software Training	Profession / Industry Specific & Technical Skills

Module Objective *	Key Performance Indicators *
Sample Module Objective	Sample KPIs

Total Funds Requested for This Module (Summary of All Courses)

	Grant Funds (\$)	Matching Funds (\$)
Trainee Wages	\$ 0.00	\$ 84,240.00
Course Materials	\$ 0.00	\$ 0.00
Grant Management	\$ 0.00	\$ 0.00
Cost of Instruction	\$ 33,600.00	\$ 0.00
Other	\$ 0.00	\$ 0.00
Total Matching Funds	\$ 33,600.00	\$ 84,240.00

Courses for Module #1 : Software Training

Training Course Title: Intermediate MS Excel Skills

Who is providing this training? *	Course Number
Linda's Learning Lodge	1.1

Type of Training to be Offered *
 Group Training; Instructor Led Training; On-Site at Company

Course Hours *	Times Held *	Hours of Instruction
16	2	32.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 11,200.00	Sample Explanation
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 11,200.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	16	\$ 60.00	30%	\$ 6,240.00
Professional & Technical *	0	16	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	10	16	\$ 30.00	30%	\$ 6,240.00

Production/Construction *	25	16	\$ 30.00	30%	\$ 15,600.00
Service *	0	16	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	16	\$ 0.00	30%	\$ 0.00
Total	40				\$ 28,080.00

Total Funds Requested for this Course \$ 11,200.00
Total Trainee Wages for this Course \$ 28,080.00

	Amount (\$)	Explanation
Trainee Wages	\$ 28,080.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 28,080.00	

Training Course Title: Advanced MS Access Skills

Who is providing this training? * Course Number
Linda's Learning Lodge 1.2

Type of Training to be Offered *
Group Training; Instructor Led Training; On-Site at Company

Course Hours * 16 **Times Held *** 2 **Hours of Instruction** 32.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 11,200.00	Sample Explanation
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 11,200.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	16	\$ 60.00	30%	\$ 6,240.00
Professional & Technical *	0	16	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	10	16	\$ 30.00	30%	\$ 6,240.00

Production/Construction *	25	16	\$ 30.00	30%	\$ 15,600.00
Service *	0	16	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	16	\$ 0.00	30%	\$ 0.00
Total	40				\$ 28,080.00

Total Funds Requested for this Course \$ 11,200.00
Total Trainee Wages for this Course \$ 28,080.00

	Amount (\$)	Explanation
Trainee Wages	\$ 28,080.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 28,080.00	

Training Course Title: Advanced PowerPoint Skills

Who is providing this training? * Course Number
Linda's Learning Lodge 1.3

Type of Training to be Offered *
Group Training; Instructor Led Training; On-Site at Company

Course Hours * 16 **Times Held *** 2 **Hours of Instruction** 32.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 11,200.00	
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 11,200.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	16	\$ 60.00	30%	\$ 6,240.00
Professional & Technical *	0	16	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	10	16	\$ 30.00	30%	\$ 6,240.00

Production/Construction *	25	16	\$ 30.00	30%	\$ 15,600.00
Service *	0	16	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	16	\$ 0.00	30%	\$ 0.00
Total	40				\$ 28,080.00

Total Funds Requested for this Course **Total Trainee Wages for this Course**
\$ 11,200.00 \$ 28,080.00

	Amount (\$)	Explanation
Trainee Wages	\$ 28,080.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 28,080.00	

Training Module: Lean Manufacturing

Module Number **Name of Module *** **Training Subject ***
 2 Lean Manufacturing Process Improvement & Quality Assurance Systems

Module Objective * **Key Performance Indicators ***
 Sample Module Objective Sample KPIs

Total Funds Requested for This Module (Summary of All Courses)

	Grant Funds (\$)	Matching Funds (\$)
Trainee Wages	\$ 0.00	\$ 136,968.00
Course Materials	\$ 0.00	\$ 0.00
Grant Management	\$ 0.00	\$ 0.00
Cost of Instruction	\$ 95,200.00	\$ 0.00
Other	\$ 0.00	\$ 0.00
Total Matching Funds	\$ 95,200.00	\$ 136,968.00

Courses for Module #2 : Lean Manufacturing

Training Course Title: Intro. to Lean

Who is providing this training? * **Course Number**
 Linda's Learning Lodge 2.1

Type of Training to be Offered *
 Group Training; Instructor Led Training; On-Site at Company

Course Hours * **Times Held *** **Hours of Instruction**
 8 4 32.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 11,200.00	Sample Explanation
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 11,200.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	8	\$ 60.00	30%	\$ 3,120.00
Professional & Technical *	0	8	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	10	8	\$ 30.00	30%	\$ 3,120.00

Production/Construction *	25	8	\$ 30.00	30%	\$ 7,800.00
Service *	0	8	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	8	\$ 0.00	30%	\$ 0.00
Total	40				\$ 14,040.00

Total Funds Requested for this Course \$ 11,200.00
Total Trainee Wages for this Course \$ 14,040.00

	Amount (\$)	Explanation
Trainee Wages	\$ 14,040.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 14,040.00	

Training Course Title: Value Stream Mapping

Who is providing this training? * Course Number
Linda's Learning Lodge 2.2

Type of Training to be Offered *
Group Training; Instructor Led Training; On-Site at Company

Course Hours * 24
Times Held * 4
Hours of Instruction 96.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 33,600.00	Sample Explanation
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 33,600.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	24	\$ 60.00	30%	\$ 9,360.00
Professional & Technical *	0	24	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	10	24	\$ 30.00	30%	\$ 9,360.00

Production/Construction *	25	24	\$ 30.00	30%	\$ 23,400.00
Service *	0	24	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	24	\$ 0.00	30%	\$ 0.00
Total	40				\$ 42,120.00

Total Funds Requested for this Course \$ 33,600.00
Total Trainee Wages for this Course \$ 42,120.00

	Amount (\$)	Explanation
Trainee Wages	\$ 42,120.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 42,120.00	

Training Course Title: Kanban

Who is providing this training? * Course Number
Linda's Learning Lodge 2.3

Type of Training to be Offered *
Group Training; Instructor Led Training; On-Site at Company

Course Hours * 24
Times Held * 4
Hours of Instruction 96.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 33,600.00	Sample Explanation
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 33,600.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	24	\$ 60.00	30%	\$ 9,360.00
Professional & Technical *	0	24	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	10	24	\$ 30.00	30%	\$ 9,360.00

Production/Construction *	25	24	\$ 30.00	30%	\$ 23,400.00
Service *	0	24	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	24	\$ 0.00	30%	\$ 0.00
Total	40				\$ 42,120.00

Total Funds Requested for this Course \$ 33,600.00
Total Trainee Wages for this Course \$ 42,120.00

	Amount (\$)	Explanation
Trainee Wages	\$ 42,120.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 42,120.00	

Training Course Title: Poka-Yoke

Who is providing this training? * Course Number
Linda's Learning Lodge 2.4

Type of Training to be Offered *
Group Training; Instructor Led Training; On-Site at Company

Course Hours * 16
Times Held * 2
Hours of Instruction 32.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 11,200.00	Sample Explanation
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 11,200.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	16	\$ 60.00	30%	\$ 6,240.00
Professional & Technical *	0	16	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	10	16	\$ 30.00	30%	\$ 6,240.00

Production/Construction *	25	16	\$ 30.00	30%	\$ 15,600.00
Service *	0	16	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	16	\$ 0.00	30%	\$ 0.00
Total	40				\$ 28,080.00

Total Funds Requested for this Course \$ 11,200.00
Total Trainee Wages for this Course \$ 28,080.00

	Amount (\$)	Explanation
Trainee Wages	\$ 28,080.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 28,080.00	

Training Course Title: Lean Champions

Who is providing this training? * Course Number
Linda's Learning Lodge 2.5

Type of Training to be Offered *
Group Training; Instructor Led Training; On-Site at Company

Course Hours * 16 **Times Held *** 1 **Hours of Instruction** 16.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 5,600.00	Sample Explanation
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 5,600.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	16	\$ 60.00	30%	\$ 6,240.00
Professional & Technical *	0	16	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	2	16	\$ 30.00	30%	\$ 1,248.00

Production/Construction *	5	16	\$ 30.00	30%	\$ 3,120.00
Service *	0	16	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	16	\$ 0.00	30%	\$ 0.00
Total	12				\$ 10,608.00

Total Funds Requested for this Course **Total Trainee Wages for this Course**
\$ 5,600.00 \$ 10,608.00

	Amount (\$)	Explanation
Trainee Wages	\$ 10,608.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 10,608.00	

Training Module: Sales

Module Number	Name of Module *	Training Subject *
3	Sales	Sales & Customer Service

Module Objective *	Key Performance Indicators *
Sample Module Objective	Sample KPIs

Total Funds Requested for This Module (Summary of All Courses)

	Grant Funds (\$)	Matching Funds (\$)
Trainee Wages	\$ 0.00	\$ 56,160.00
Course Materials	\$ 0.00	\$ 0.00
Grant Management	\$ 0.00	\$ 0.00
Cost of Instruction	\$ 44,800.00	\$ 0.00
Other	\$ 0.00	\$ 0.00
Total Matching Funds	\$ 44,800.00	\$ 56,160.00

Courses for Module #3 : Sales

Training Course Title: Sales Productivity Improvement Techniques

Who is providing this training? *	Course Number
Bob's Training Hut	3.1

Type of Training to be Offered *
 Group Training; Instructor Led Training; On-Site at Company

Course Hours *	Times Held *	Hours of Instruction
16	4	64.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 22,400.00	Sample Explanation
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 22,400.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	16	\$ 60.00	30%	\$ 6,240.00
Professional & Technical *	0	16	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	10	16	\$ 30.00	30%	\$ 6,240.00

Production/Construction *	25	16	\$ 30.00	30%	\$ 15,600.00
Service *	0	16	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	16	\$ 0.00	30%	\$ 0.00
Total	40				\$ 28,080.00

Total Funds Requested for this Course \$ 22,400.00
Total Trainee Wages for this Course \$ 28,080.00

	Amount (\$)	Explanation
Trainee Wages	\$ 28,080.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 28,080.00	

Training Course Title: Lead Generation

Who is providing this training? * Bob's Training Hut
Course Number 3.2

Type of Training to be Offered * Group Training; Instructor Led Training; On-Site at Company

Course Hours * 16
Times Held * 4
Hours of Instruction 64.00

Grant Funds For This Course

	Amount (\$)	Explanation
Instruction *	\$ 22,400.00	Sample Explanation
Course Materials *	\$ 0.00	
Grant Management	\$ 0.00	
Other *	\$ 0.00	
Total Grant Funds	\$ 22,400.00	

Cost to Grant per Hour of Training \$ 350.00

Matching Funds For This Course

Course Participants

	Number Participants	Number of Training Hours	Average Hourly Wage (\$)	Cost of Benefits (%)	Total Trainee Wage Expense (Including Benefits) (\$)
Managers & Administrators *	5	16	\$ 60.00	30%	\$ 6,240.00
Professional & Technical *	0	16	\$ 0.00	30%	\$ 0.00
Sales & Marketing *	10	16	\$ 30.00	30%	\$ 6,240.00

Production/Construction *	25	16	\$ 30.00	30%	\$ 15,600.00
Service *	0	16	\$ 0.00	30%	\$ 0.00
Administrative Support & Clerical *	0	16	\$ 0.00	30%	\$ 0.00
Total	40				\$ 28,080.00

Total Funds Requested for this Course \$ 22,400.00
Total Trainee Wages for this Course \$ 28,080.00

	Amount (\$)	Explanation
Trainee Wages	\$ 28,080.00	
Instruction	\$ 0.00	
Course Materials	\$ 0.00	
Grant Management	\$ 0.00	
Other	\$ 0.00	
Total Matching Funds	\$ 28,080.00	

11. Planned Outcomes: Job Creation

Does your company expect to add any additional jobs (i.e. net employment growth) in Massachusetts over the next two years? *

Yes

Please explain your answer above by providing the rationale on which you base this expectation and describe how a training grant would impact job growth. *

We expect process improvements and increased sales to result in the need to hire more staff to expand our business.

Estimated Jobs Created * 5 Estimated Wages * \$ 30.00 Hourly or Annually? * Hourly

Will the proposed training preserve jobs that would otherwise be lost in the absence of training? *

Yes

Explanation * If we don't improve productivity, we may have to lay off some people.

Estimated Jobs Retained * 5 Estimated Wages * \$ 30.00 Hourly or Annually? * Hourly

12. Planned Outcomes: Wage Impact

Will the proposed training lead to wage increases for employees to be trained by the end of the grant? *

Yes

Explanation * Improved productivity will lead to increased wages.

Number of Employees * 40 Estimated Increase * 4.00% Historical Increase * (%) 2.00%

13. Attachments

	File Name	Description
Cover Letter	General Program Salesforce Procurement Process Map.docx	

	File Name	Description
Certificate of Good Standing	Field Accrual Confirmation Template.docx	

	File Name	Description
Training Course Description	GP App Guidance Anchors.xlsx	

14. Authorize and Submit Your Application

I certify that all information contained in this application is true and accurate and understand that falsification of information may be cause for application nonreview, award revocation and/or debarment. If selected, I agree to meet the matching obligations outlined in this application. In addition, I certify the following:

- I / We, the undersigned, do hereby certify that my business has complied with all laws of the Commonwealth of Massachusetts relating to: taxes, reporting of employees and contractors, and withholding and remittance of child support (M.G.L. c. 62C, § 49A(a)); unemployment insurance contributions (M.G.L. c. 151A, § 19A); workers' compensation insurance (M.G.L. c. 152, § 25A and 25C(6)); and classification of employees (M.G.L. c. 149, § 148B). I understand that compliance with these laws may be verified by multiple government entities and that false attestation of compliance may be considered just cause of denial of application and other penalties.
- I certify that prior to authorizing this application I performed due diligence by thoroughly reviewing the content of the application.
- I certify that this application is not being authorized by anyone else on my behalf.
- I agree to meet the requirements of the Massachusetts Workforce Training Fund Program if selected for a grant award
- I understand that a valid [Certificate of Good Standing from the Commonwealth of Massachusetts Department of Revenue](#) must be provided with the application. The Certificate of Good Standing for the purpose of the Workforce Training Fund Program is valid for 6 months.
- I understand that no payments will be made until all conditions set by Commonwealth Corporation and other stated requirements are met. Requirements include, but are not limited to application approval and contract execution.
- I understand that training which will be paid for by WTFP funds cannot start without an executed contract.

Authorizing Official's Name Joe Sample **Title** Chief Widgets Officer

Submission Status: Online Submission - Form Complete **Date:** 09/07/2016