

	General Program Training Grant	Express Grant	Small Business Direct Access Program
Who can apply?	<ul style="list-style-type: none"> <li>• Businesses of any size are eligible to apply</li> <li>• Intermediaries may lead a consortium application</li> <li>• Participating employer(s) must contribute to the WTFP*</li> </ul>	<ul style="list-style-type: none"> <li>• Businesses with 100 or fewer employees are eligible</li> <li>• Participating employer(s) must contribute to the WTFP*</li> </ul>	<ul style="list-style-type: none"> <li>• Businesses w/ 100 or fewer MA employees are eligible to enroll employees in pre-approved training without applying for a grant</li> <li>• Participating employer(s) must contribute to the WTFP*</li> </ul>
Deadlines & Turn-around times	<ul style="list-style-type: none"> <li>• No deadlines; applications may be submitted at any time</li> <li>• In most cases, decisions are made within 60 days</li> <li>• Training may begin once a contract is executed</li> </ul>	<ul style="list-style-type: none"> <li>• No deadlines; applications may be submitted at any time.</li> <li>• Decisions are made within 21 days</li> <li>• Training may begin 6 weeks from application date</li> </ul>	<ul style="list-style-type: none"> <li>• Companies may enroll employees in training at any time throughout the year</li> <li>• Deadlines for each course are determined by training providers</li> </ul>
What must a company contribute?	<ul style="list-style-type: none"> <li>• Grant funds must be matched dollar-for-dollar</li> <li>• Match may include in-kind expenses such as employee wages during training</li> </ul>	<ul style="list-style-type: none"> <li>• Companies must contribute 50% of the total cost of training</li> </ul>	<ul style="list-style-type: none"> <li>• Companies must pay employees their full wages for time spent in training</li> </ul>
What can be paid for using grant funds?	<ul style="list-style-type: none"> <li>• Grant funds may be used to pay for employee training delivered by qualified training vendors of applicant's choosing.</li> <li>• In rare cases, grant funds may cover the cost of training delivered by company employees</li> </ul>	<ul style="list-style-type: none"> <li>• Grant funds will pay for up to 50% of the cost of training courses chosen from a database of pre-qualified courses</li> </ul>	<ul style="list-style-type: none"> <li>• A variety of courses are available; to download the complete course list, please visit the program website linked above</li> </ul>
Grant Limits	<ul style="list-style-type: none"> <li>• Up to \$250,000</li> </ul>	<ul style="list-style-type: none"> <li>• Businesses may receive up to \$30,000 each year; maximum \$3,000 per course per trainee</li> </ul>	<ul style="list-style-type: none"> <li>• This program provides access to training when the scope and scale of needs are not sufficient to warrant a General Program grant</li> <li>• Pre-approved training providers will work with companies to determine if restrictions apply</li> </ul>
Length of Grant	<ul style="list-style-type: none"> <li>• Training must be completed in 24 months or less.</li> </ul>	<ul style="list-style-type: none"> <li>• Training must be completed in 24 months or less</li> </ul>	<ul style="list-style-type: none"> <li>• Training to start 2019</li> </ul>

\*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](mailto:wtfp@commcorp.org).

# WORKFORCE 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...

