WORKFORCE TRAINING FUND

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	General Program Training Grant	Express Grant	Hiring Incentive Training Grant	General Program Technical Assistance Grant
Who can apply?	• Businesses of any size are eligible to apply. • Intermediaries may lead a consortium application. • Participating employer(s) must contribute to the WTF.	• Businesses with 100 or fewer employees & labor organizations. • Participating employer(s) must contribute to the WTF.	• Trainees must be newly hired MA residents who are military veterans or have been unemployed for at least 6 months. • Businesses of any size are eligible to apply. • Participating employer(s) must contribute to the WTF.	• Businesses of any size are eligible to apply. • Intermediaries may lead a consortium application. • Participating employer(s) must contribute to the WTF.
Deadlines & Turn-around times	• No Deadlines. Applications may be submitted at any time. • In most cases, decisions are made within 60 days. • Training may begin as soon as an application has been approved & a grant contract is executed.	• No Deadlines. Applications may be submitted at any time. • Decisions are made within 21 days. • Training may begin 6 weeks from application date.	• Application must be submitted within 30 days of new hire's start date. • Grant decisions are made approximately 10 days from filing the application.	• No Deadlines. Applications may be submitted at any time. • In most cases, decisions are made within 60 days. • Training may begin as soon as an application has been approved & grant contract is executed.
What must a company contribute?	• Grant funds must be matched dollar-for-dollar. • Match may be cash or in-kind (including wages paid to employees during training).	• Companies must contribute 50% of the total cost of training.	• Companies must hire & retain eligible MA residents for at least 120 days to receive payment.	• Grant funds must be matched dollar-for-dollar. • Match may be cash or in-kind (e.g. cost of staff time, materials, or other expenses directly related to the grant).
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. • In some 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.	• Training can be conducted by vendors or by company employees. • Company not required to specify the type of training/training provider.	• 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, perform training needs assessment)
Grant Limits	• Up to $250,000	• Training grant request cannot exceed $30,000; $3,000 per course per trainee.	• Total grant request cannot exceed $75,000; $5,000 per new hire.	• Grants for technical assistance range from $5,000 to $25,000.
Length of Grant	• Training must be completed in 24 months or less.	• Training must be completed in 24 months or less.	• Training must be completed in 12 months or less.	• Activity must be completed in 12 months or less.