

	General Program	Express Program	Small Business Direct Access Program
Who can apply?	<ul style="list-style-type: none"> <li>Businesses of any size are eligible</li> <li>A group of businesses with common training needs may apply as a consortium partnership</li> <li>Businesses must be in good standing with all obligations to the Commonwealth of Massachusetts and must contribute to the Workforce Training Fund*</li> </ul>	<ul style="list-style-type: none"> <li>Businesses with 100 or fewer MA employees are eligible</li> <li>Businesses must be in good standing with all obligations to the Commonwealth of Massachusetts and must contribute to the Workforce Training Fund*</li> </ul>	<ul style="list-style-type: none"> <li>Businesses w/ 100 or fewer MA employees are eligible</li> <li>Businesses must be in good standing with all obligations to the Commonwealth of Massachusetts and must contribute to the Workforce Training Fund*</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> <li>Employees must be paid full wages for time in training</li> </ul>	<ul style="list-style-type: none"> <li>Companies must contribute 50% of the cost of training</li> <li>Employees must be paid full wages for time in training</li> </ul>	<ul style="list-style-type: none"> <li>Grant subsidies cover 100% of the cost of training</li> <li>Employees must be paid full wages for time 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 up to 100% of the fees for qualified training vendors of the applicant's choosing to deliver customized training to employees.</li> <li>Grant funds may only be used to pay for training that was included in an approved application.</li> </ul>	<ul style="list-style-type: none"> <li>Grant funds will pay for up to 50% of the cost of eligible training courses chosen from a database of pre-qualified courses</li> <li>Training providers may request to add a course to the directory</li> </ul>	<ul style="list-style-type: none"> <li>Grant funds will pay for 100% of the cost of select training courses available only on the Massachusetts Training Exchange, an online training marketplace.</li> </ul>
Grant Limits	<ul style="list-style-type: none"> <li>Businesses may receive between \$10,000 and \$250,000 per grant.</li> </ul>	<ul style="list-style-type: none"> <li>Businesses may receive up to \$30,000 each year; maximum of \$3,000 per person, per course</li> </ul>	<ul style="list-style-type: none"> <li>Businesses may receive up to \$15,000 per calendar year for any combination of Express and/or Small Businesses Direct Access Program funds</li> <li>Maximum of \$3,000 per person, per course</li> </ul>
How to apply	<ul style="list-style-type: none"> <li>Visit <a href="http://WorkforceTrainingFund.org">WorkforceTrainingFund.org</a></li> </ul>	<ul style="list-style-type: none"> <li>Visit <a href="http://WorkforceTrainingFund.org">WorkforceTrainingFund.org</a></li> </ul>	<ul style="list-style-type: none"> <li>Visit <a href="http://MassachusettsTrainingExchange.org">MassachusettsTrainingExchange.org</a></li> </ul>
Deadlines & turn-around times:	<ul style="list-style-type: none"> <li>There is no deadline; applications may be submitted at any time throughout the year.</li> <li>In most cases, decisions are made within 60 days</li> </ul>	<ul style="list-style-type: none"> <li>There is no deadline to apply for funding. However, individual courses have enrollment deadlines. Businesses must complete the grant application process prior to enrolling employees.</li> <li>It is recommended that businesses allow at least 6 weeks for grant application and approval prior to an enrollment deadline.</li> </ul>	<ul style="list-style-type: none"> <li>There is no deadline to apply for funding. However, individual courses have enrollment deadlines. Businesses must complete the registration process prior to enrolling employees.</li> <li>It is recommended that businesses allow 3 weeks for registration and approval prior to an enrollment deadline.</li> </ul>
Selection process	<ul style="list-style-type: none"> <li>Funding and enrollment are subject to availability on a first come, first served basis.</li> <li>Applicants must submit a sound training plan that successfully appeals to some of the selection criteria listed in program guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Funding and enrollment are subject to availability on a first come, first served basis.</li> <li>Training must be work related.</li> </ul>	<ul style="list-style-type: none"> <li>Funding and enrollment are subject to availability on a first come, first served basis.</li> <li>By completing the registration and enrollment process, any eligible business that has not exhausted available funding will be automatically approved for funding to enroll employee(s) in any eligible courses listed on the Massachusetts Training Exchange.</li> </ul>
Length and waiting period	<ul style="list-style-type: none"> <li>Training must be completed in 24 months or less.</li> <li>There is a one-year waiting period before a company is eligible to apply for another General Program grant.</li> </ul>	<ul style="list-style-type: none"> <li>Training must be completed in 24 months or less</li> <li>There is no waiting period to apply for additional funding</li> </ul>	<ul style="list-style-type: none"> <li>There is no waiting period to apply for additional funding</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). (revised 5/20/19)

# 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 / Process Improvement
- Six-Sigma
- Adult Basic Education
- Productivity Skills
- 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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