



# Grant Funding for Worker Training

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## Checklist – Read All Instructions to Ensure Your Application is Complete

- Legal business name
- Business start date
- Total number of employees statewide
- Federal Employer Identification Number (FEIN) North American Industry Classification System (NAICS) code (link provided for industry look-up)
- Unemployment Insurance (UI) Tax ID (if applicable)
- List employees to be trained
  - First and last name of employee
  - Working job title
  - City of Residence
  - Date of hire
  - Average number of hours worked year round
  - Base pay converted to hourly wage
- Type of training provider
  - Indicate if: Montana University System, Montana Community College, Montana Accredited Tribal College, Montana Registered Apprenticeship Program
  - Indicate if: Other workforce training professional (Be prepared to provide supporting documents)
- Training dates
  - Start date – submit application at least 20 days before training start.
  - End date – must be completed in less than 1 year from start date.
  - Test dates – must be included in the end date (as applicable).
- Proof of completion – how the trainer will provide notice of completion (certificate, letter from trainer)
- Detailed costs associated with training
  - Cost of training materials per person
  - Cost of eligible travel related expenses for training
  - Cost for training per person
- Justification of training needs – narrative response that meets purpose and intent of funding
- Benefits to the business of training – retain workforce, increase industry competitive edge, averting layoffs
- Benefits to the employee attending training – increase productivity, efficiencies, wages

## Required Attachments

**Download standardized forms** from the grants page, complete required areas and attach saved forms:

- Grant Calculation Worksheet – detail expenses and provides summary for the budget form
  - Employee wages count toward employer match for training.

**Upload the documents** you prepared in advance (can be PDF, Word, Excel format):

- Training course description
- Course curriculum/schedule of activities
  - dates must match proposed start and end dates
- Cost of training as quoted by trainer or copied from trainer’s website
- Trainer’s professional biography/credentials



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