



Grant Funding for Worker Training

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Checklist – Read All Instructions on WebGrants to Ensure Your Application is Complete

- Legal business name, as registered with Montana Secretary of State
- Business start date
- Total number of permanent employees who are working at least 20 hours/week
- Federal Employer Identification Number (FEIN)
- North American Industry Classification System (NAICS) code (link provided for industry look-up)
- Unemployment Insurance (UI) Tax ID
- List employees to be trained
 - First and last name of employee
 - Working job title
 - Occupational Information Network (O*Net) code (link for lookup)
 - 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 – must begin at least 20 days after application submission and before June 30 of current state fiscal year (July 1 through June 30)
 - End date – must be completed in less than 1 year. Must have a hard end date.
- Proof of completion – how the trainer will provide notice of completion (certificate, letter from trainer)
- Detailed costs associated with training
 - Cost for training per person
 - Cost of training materials per person
 - Cost of eligible travel related expenses for training
- Justification of training needs – written paragraph of why the training is needed
- 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:

- Employee List – a list of all permanent employees working in Montana (including those not attending training)
- Grant Calculation Worksheet – detail expenses and provides summary for the budget form
 - Employee wages count toward employer match for training.
- Application Certification Form – must be signed by the business owner or someone with signing authority.

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

- Training course description
- Course curriculum/schedule of activities
- Cost of training as quoted by trainer or copied from trainer's website
- Trainer's professional biography
- Trainer's credentials



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