

Frequently Asked Questions (FAQ's)

BUSINESS ELIGIBILITY

What documents will I need to prove I'm a licensed business/sole proprietor if I'm not registered with the Secretary of State [Search | Montana Secretary of State \(sosmt.gov\)](#)?

- A) You will be asked to send a business license from Business Standards https://ebizws.mt.gov/PUBLICPORTAL/searchform?mylist=licenses&pk_vid=3710a3f6ccb0f44715809303929df282 (cosmetology, massage therapy, yoga, etc) ;
- B) or an Independent Contractor Exemption Certificate <http://erd.dli.mt.gov/work-comp-regulations/montana-contractor/independent-contractor> ;
- C) or a City business license;
- D) or a Tribal ID card if you are an enrolled member operating on one of Montana's Indian Reservations

SUBMITTING AN APPLICATION

Can I apply for training that has already occurred?

- A) IWT funding is based on pre-approval. Applications must be submitted a minimum of 14-days before training commences. Trainings that have already occurred are not eligible for IWT funding.

WORKFORCE ELIGIBILITY

Can I use IWT funding for new hire training?

- A) New hires are not eligible for training grants. IWT is for the incumbent (existing) worker. Employees must be on the job a minimum of 6 months of consecutive employment, predominately year-round (defined as 11-months)

Am I eligible for IWT funding as a sole proprietor?

- A) As the working owner, you are the employee. However, as a sole proprietor you cannot claim an hourly wage match for time in training. You will need to demonstrate a 20% cash match. This usually is a reduction in the conditional award.

I own a business and hire independent contractors. Do they qualify for IWT?

- A) Funding requested by the employer would need to be for the owner of the business and/or its employees. If the independent contractors are registered sole-proprietors, each independent contractor would apply under their respective business name and business structure.

Our business is based in Montana, but we have a couple employees that live in another state. Are these employees eligible for IWT training funds?

- A) IWT funding is for Montana employees residing and working in Montana. Montana paid employees residing outside of the state of Montana are not eligible for IWT funding.

TRAINING ELIGIBILITY & BUDGET

I'm an employer and feel I'm the most skilled to train my employees. Can I request funding to train my own staff?

- A) IWT funding is specific to skills-based training provided by a third-party, contracted, certified trainer. Internal trainings for standard operations are the employers responsibility to provide for the job the employee was hired to perform.

I'm attending training the includes all-access to the trainer's platform/and or a subscription. Where do I provide this information on the budget?

- A) IWT funding cannot be applied to subscriptions. We will ask you to remove this cost from the overall budget request.

I am training for a certification that requires a test. Do I lose funding if I don't pass the test?

- A) I have you been awarded grant funding that applies to a test fee, you award is not based on whether you pass or fail. However, IWT will only pay for you to test once. If you do not pass the test and need to retake the test, you will be responsible for paying for any additional fees for the retake.

We were funded with IWT support last year for a training. Can we apply for the same training this year?

- A) IWT will not approve a training that was already funded previously.

We applied and received an award to attend a training that has been rescheduled or cancelled, what do we do?

- A) Send us an email at iwt@mt.gov letting the Program Manager know that the training has been postponed or cancelled. The Program Manager will send Amendments to Training form or Withdraw/Cancellation form for you to complete.

TRAVEL BUDGET

I plan to use my frequent flyer miles and/or lodging miles/e-credits towards travel. Will I be reimbursed for the cost of the ticket and/or lodging?

- A) Reimbursements are based on actual expenses/receipts. If you elect to use mileage and/or e-credits, you will only be reimbursed for the transaction fees you are assessed not the estimated cost of the airline ticket or night's lodging.

The training I'm attending is an all-inclusive package (includes food and drink), but funding doesn't allow for food. How do I proceed with applying?

- A) Food and drink are ineligible for reimbursement. We ask that you contact the trainer to provide a modified cost by removing food/drink. If they are unable to, we will remove a daily per diem state rate from your overall request.

The training is no cost, but there are costs to travel. Can I apply for travel only?

- A) IWT can support a percentage of your travel costs based on requirements for in-state travel and out-of-state travel. When you complete your application, indicate the training is provided at no-cost and upload supporting documentation in the Course Curriculum and Cost category.

We didn't budget for a shuttle/taxi or carshare while on travel. Can we submit as an expense in our claim?

- A) You can only submit claims that were budgeted at time of submission. You are encouraged to estimate all cells in the travel area of the Budget Calculation Worksheet as they can be removed/reduced after funding is awarded but they cannot be increased.

GRANT CAP

What if I qualify for up to \$1,000 in training, but only need \$250?

- A) Grants are based on a qualifying need and not for maximizing an allowable amount.