



Grant Funding for Worker Training

www.iwt.mt.gov • (406) 444-3351

Check Eligibility Before Applying

Is my business eligible?

- For-profit or nonprofit business operating in Montana for at least one year
- No more than 50 employees statewide
- Registered with Secretary of State (sole proprietor, LLC, Association, Corporation, Partnership)
- Can meet employer matching funds requirement

What employees are eligible?

- Predominately year-round employees (average 20 hours/week or more)
- Completed at least six months of employment
- Montana residents or working in Montana

What training expenses are eligible?

- Skills-based training
- Lodging, mileage or airfare, shuttle/taxi, baggage (standard rates apply) for in-state or out-of-state trainings

What training is not eligible?

- Continuing education required to maintain professional certification or licensure
- Training customarily required or provided by the business or industry
- Conferences, and training affiliated with conferences
- Training that occurred prior to the grant request or award

What employees are not eligible?

- Public, state or federal government employees
- Tribal government or tribal enterprise employees
- Temporary or seasonal employees
- Employees with less than six months employment

What training expenses are not eligible?

- Per diem or meal allowances
- Asset purchases
- Employee wages
- Reimbursement for use of airline miles

The Application is a Four-Step Process

1. Register on WebGrants www.funding.mt.gov

- If you're a new user, initiate registration
 - Fill in required fields and select Montana Department of Labor & Industry from funding category
 - Wait for confirmation emails with an assigned username and password
 - Log into www.funding.mt.gov to initiate application

2. Complete Application and Submit

- See checklist of items on back before starting application
- Complete all fields and upload required attachments
- Review process occurs. Items that require additional information will require re-submission of section noted by reviewer

3. Submit Financial Agreement

- If awarded, instructions will be emailed to upload your completed and signed W-9
- This will be verified by a reviewer and designated as underway for claim in the WebGrant system

4. Submit Claim for Reimbursement

- Instructions for filing a claim will be emailed upon completion of the financial agreement
- Anticipate providing Proof of Completion (written note from trainer, certificate), eligible travel related receipts (as indicated in your grant budget) and receipt for 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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