

## **Boston Chapter Massachusetts Workforce Training Funds FAQ's**

### **What is the Massachusetts Workforce Training Funds program?**

The Workforce Training Fund is a state fund enacted into law in July 1998 and financed entirely by Massachusetts employers.

### **Who is eligible to receive benefits from the Workforce Training Fund Programs?**

All trainees must be employed in Massachusetts. Trainees cannot be government employees. The business applying for a grant must pay into the Workforce Training Fund and must be current with its unemployment insurance payments.

### **Who can apply?**

Companies of any size are eligible to apply under the “*General*” grant program. Businesses with 50 or fewer employees will use the “*Express*” grant program”.

### **What is the difference between the *Express* grant program and the *General* grant program?**

#### **Express Grant Program:**

- The express grant program is only available to small companies with 50 or fewer employees and there are no deadlines; application can be submitted at anytime.
- Grant decisions are made within 21 days from filing the application.
- Training may begin 6 weeks from the date of application.
- The business or labor organization must pay at least 50 percent of the training costs. It will be reimbursed 50 percent of the total cost of training after the training is completed.
- Applicant will chose from database of pre-qualified courses.
- Total grant request cannot exceed \$15,000; \$3,000 per course per trainee.
- Training must be completed in 12 months or less.

#### **General Grant program:**

- Applications may be submitted at any time but will be reviewed according to published deadlines. Grant decisions are made approximately 60 days after the application deadline
- Grant match by the applicant and/or its partners can be cash or in-kind.
- Grant payments are made throughout the life of the grant.
- Grants over \$250,000 and up to \$1 Million may be awarded. These grants will be awarded in exceptional circumstances. Criteria for these grants are the same as for all WTF grants; however, those training programs resulting in significant job creation and job retention will receive additional consideration.
- Training programs must be completed within 24 months.

#### **How can I learn more?**

- [www.bostonapics.org](http://www.bostonapics.org): See *Workforce training fund program* on home our page.
- [www.Mass.gov/wtf](http://www.Mass.gov/wtf): 50 Employee Company or less use *Express* otherwise *General*.
- To set up a phone conference and/ or a meeting at your place, e mail Boston APICS at [drivers3@verizon.net](mailto:drivers3@verizon.net).