

# WORKFORCE TRAINING GRANT

## Fact Sheet



**Mission:** The Workforce Training Grant is a matching grant program available to eligible Delaware companies. It is designed for Delaware employers who need to raise the skill levels of their existing workforce through customized training.

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### PROGRAM PURPOSE

- Create and retain quality jobs for the State of Delaware and,
- Create advancement opportunities for Delaware employees

### FUND DISBURSEMENT

- Workforce Training Grants are matching grants. The Division will reimburse up to 50% of eligible costs, including instruction, classroom space or facilities and other directly related costs of training (Wages paid to participants during training are not eligible for reimbursement).
- Workforce Training Grants are capped at \$100,000 per grant, and each eligible entity can only have one contract in the 'Performance Period' at any given time.
- 50% of funds are disbursed after the workforce training grant agreement has been fully executed, and the remaining funds are disbursed after the successful completion of training and submission, review, and acceptance by the Division of all supporting documentation.



# MINIMUM REQUIREMENTS CHECKLIST

- Employees trained under the funding contract must be full-time permanent Delaware employees of the applicant prior to the commencement of training, and of these employees, a minimum of 50% must be Delaware residents.

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- Training programs should be related to new and innovative processes or programs, machinery, or technology- related upgrades, and not training that occurs due to the regular cost of doing business.

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- Training cannot occur during the trainee rendering a service for which the employer is compensated.

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- Training programs cannot begin until a fully executed contract exists (the Division does not fund programs retroactively) and cannot exceed one-year in length.

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- Applicant must demonstrate a business need for the training. Training projects that will create new jobs within the State will be given priority.

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- Applicant must be registered through the Delaware Division of Unemployment Insurance and be in compliance with all requirements.

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- Applicant has business and professional licenses required under Titles 24 and 30 of the Delaware Code. See <http://delcode.delaware.gov> for more information.

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- Training relates to employment and industry trends that will support Delaware's economy.

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- Applicant must be in good standing under the laws of the State of Delaware, duly qualified to do business.

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- Applicant must be in good standing in each other jurisdiction in which its conduct of business requires such qualifications.

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