



Eligibility Checklist for Montana Incumbent Worker Training Grants

The Montana Incumbent Worker Training Program (IWT) is a wonderful resource for many Montana companies and Prospera is eager to help our members secure these funds. However, not all companies, employees or trainings qualify for this grant. We have compiled a checklist for vetting whether it is appropriate for Prospera members to apply for this grant. More detailed information is provided at the Montana Department of Labor website: <http://wsd.dli.mt.gov/employers/incumbent-worker-training-program>.

Qualifying Businesses

- In operation in Montana at least one year
- No more than 50 employees statewide
- Must be registered with the Montana Secretary of State's Office as a(n): Association, Corporation, LLC, Partnership, or Sole Proprietor. *Some exceptions apply*
- Have a need to upgrade skills of their employees to remain competitive in their industry or the economy
- Can meet the match requirements

Qualifying Employees

- Are permanent
- Have been employed at least six months with the employer
- Work an average of at least 20 hours a week year round

Qualifying Training

Training should be **short-term** in nature (completed less than a year), and must be either:

- Skills-based training: training a new task or a new way of performing an old task; or
- Certified education: resulting in an industry-recognized credential or is offered through Montana's two-year college and university system.

The following cannot be funded:

- Training that begins before a determination is issued;
- Continuing Education required to maintain a professional certification or licensure;
- Training customarily required or provided by the business or industry; and
- Conferences and training affiliated with conferences.

Qualifying Costs

Grant funding may reimburse all or part of the costs of training eligible employees.

Reimbursable expenses include:

- Tuition, registration, fees, and required materials. *Asset purchases are not eligible.*
- Transportation required to attend training such as mileage or airfare.
- Lodging required to attend training.

Qualifying grant award amounts vary depending on the benefiting employee status. Employees that work between 20 and 34 hours per week can be reimbursed for up to \$1,000. The award cap is \$2,000 for employees that work over 35 hours per week.

IWT grants require employers to match reimbursements, which depends on the location of the training. A 20% match is required for instate transportation and lodging, while a 50% match is required for out of state. The match for training is 20%, which may be met in kind using wages paid while in training and travel status, except for sole proprietors.

Please contact David Atherton at 406-587-3113 or datherton@prosperabusinessnetwork.org with any questions that you may have.