

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.

PROGRAM PURPOSE

- Create or 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. More information regarding suitable expenses is included in the application.
- Workforce Training Grants are capped at \$100,000 per grant, and each entity can only have one open contract at a time.
- 50% of funds are disbursed after the workforce training grant agreement has been fully executed. The remaining funds are paid after the successful completion of training and the division has reviewed and approved all submitted documentation.



MINIMUM REQUIREMENTS CHECKLIST

- Employees trained under the funding contract must be full-time permanent and a minimum of 25% must be Delaware residents.

- Training programs should not include instruction that occurs due to the regular cost of doing business, such as company-specific policies and procedures.

- Training must be classroom-based and cannot exceed one year in length.

- Training programs can only begin when a fully executed contract exists. The Division does not fund programs retroactively.

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

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

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

- Applicant must be in good standing under the laws of the State of Delaware, and in each jurisdiction in which they conduct business.

- More information about the Workforce Training Grant can be found here: [Title29.pdf \(delaware.gov\)](#) under Section 8770A.