

# Writing a Successful Workforce Training Grant



## Choose one of these half-day sessions:

**Holyoke at The Delaney House**  
 Wednesday, September 17  
 Presented with Commonwealth Corp.

**Bridgewater AIM Office**  
 Tuesday, September 16  
 Presented with Commonwealth Corp.

**Burlington AIM Office**  
 Tuesday, September 9  
 Presented with Commonwealth Corp.

**Marlborough AIM Office**  
 Wednesday, September 10  
 Presented with MassMEP

### Time:

Continental breakfast and networking  
 from 8:00 to 8:30 a.m.  
 Workshop runs from  
 8:30 a.m. to 12:00 p.m.

## It's your money...

The Workforce Training Fund (WTF) provides money to Massachusetts businesses to train and develop their employees. This Fund is financed entirely by a portion of the unemployment insurance paid by Massachusetts' employers. This workshop will explain the requirements of a training grant application in detail and will help you to develop a competitive application for grant funds.

Associated Industries of Massachusetts (AIM), the Commonwealth Corporation and the Massachusetts Manufacturing Extension Partnership (MassMEP) will present a workshop designed to familiarize employers specifically with the General Grant program of the Workforce Training Fund. At these sessions, you will learn the key to writing a successful application for a Workforce Training Grant.

## Session Goals and Objectives:

- Develop a competitive grant application, including recommended attachments to the application, and required supplementary documents
- Draft an initial description of one training component of your training plan, including how it is aligned with business needs and demonstrates a return on investment for both the employer and its employees
- Draft a typical training budget with the aid of a budget template and learn how to develop a satisfactory balance of grant funds requested and matching expenses
- Critical insight on defining a key business goal, a training objective, and a business measure of success
- Checklist for information you'll need to collect

## Who Should Attend

Individuals with responsibility for workforce training and development—owners and CEOs, operations managers, HR managers, training directors, etc. from employers of all sizes—as well as anyone who might be involved in preparing a grant application. The workshop is designed for those who have a basic understanding of the Workforce Training Fund. Please contact AIM or CommCorp for an overview if necessary.

## Cost & Registration

\$50 Member or \$75 Non-Member. Register at [www.aimnet.org](http://www.aimnet.org) or complete and fax the form below to Bill Baldino at 617.536.1552.

## Writing a Successful Workforce Training Grant Application

**Please check one:**     AIM Member \$50     Non-Member \$75

**Location Requested:**     Holyoke     Bridgewater     Burlington     Marlborough

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

For more information you may contact Bill Baldino at 617-899-4951 or [wbaldino@aimnet.org](mailto:wbaldino@aimnet.org).

**Please call 617.262.1180 or visit [www.aimnet.org](http://www.aimnet.org) to register.**