

# Vermont Training Program: Business Grants

The Vermont Training Program (VTP) has been offering performance-based workforce training grants for over 30 years. The VTP provides up to 50% of the training cost for: pre-employment, new hire, and/or incumbent employee training. Grants are paid out on a reimbursement basis upon completion of employee training.

The VTP took its long standing record of success and moved the program to the next level. Going forward the VTP will leverage its \$1.2M grant budget to serve Vermonters across a broader range of industry sectors while putting a focus on new and innovative training projects or initiatives.

## Vision:

The Vermont Training Program will be a flexible, nimble, and strategic workforce development program to enhance the skills of the Vermont workforce and increase productivity of Vermont employers.



## Eligibility

- Trainees must be full-time permanent employees working in Vermont
- Types of training can be for:
  - Pre-employment (with guaranteed hire post training)
  - New Employees
  - Incumbent Employees
- VTP is open to all sectors, priority is placed on the Vermont 2020 CEDS target sectors (see back side)
- Employers and training providers must show that the use of VTP funds supplement training efforts, not replace or supplant training efforts
- Training shall be directly related to the employment responsibilities of the employee
- VTP funds shall not duplicate other state and/or federal funds for employee training
- Employee compensation (hourly wage), at the completion of training, must equal or exceed the livable wage as defined by the Vermont Legislative Joint Fiscal Office (JFO). Currently set at \$13.34 per hour *\$17*
- Employees must be offered a minimum of three of the following employee benefits: health insurance (w/ 50% or more of the premium paid by the employer), dental assistance, paid vacation, paid holidays, child care, retirement benefits, other paid time off excluding paid sick days, other extraordinary employee benefits.

## Application Process

VTP applications are now in our IntelliGrants system. We strongly encourage you to contact VTP staff prior to submitting an application, so that we can discuss the specifics of your training project.

Applications are accepted by the Department of Economic Development and reviewed on a "rolling" basis. The VTP Review Team, made up of members of the Vermont workforce development community, will review applications and make recommendations to the DED Commissioner. Grant agreements must be signed before training begins.

*18 Business Days Review 1 year period*

## Vermont Training Program: Business Grants

The VTP may fund up to 50% of wages for each employee in training (on-site training) or up to 50% of the trainer expenses (classroom/ vendor fee). Costs associated with travel, materials, equipment, consulting/coaching, and/or course development will not be considered.

### Application Focus

VTP is placing first priority on employers operating in or training skills that fall in the Vermont 2020 CEDS target sectors of: Advanced Manufacturing, Software Development & IT, Biotechnology, Clean Energy, Efficiency & Electricity Innovation, Financial Services, Health Care, Food Systems, Environmental Consulting, Green Business & Building, and Forest Products.

Additional priority will be placed on applications that show:

- New Hires
- Retained Employees
- Wage Increases for Employees Upon Completion of Training
- Significant Investment in the Long Term Success of the Company in Vermont

Examples of a training project may be:

“An advanced manufacturing company is developing a new product. The company applied for employee training in order to train Vermont staff in production and marketing of the new product. Without the VTP funds, these functions would be outsourced. The application included classroom/vendor training and upgrade training for incumbent employees.”

“A bioscience firm is considering the purchase of a new piece of diagnostic equipment. The purchase will allow the company to significantly increase productivity and move into a new area of the market. The firm applied for vendor training associated with the equipment, and lean manufacturing training that would identify the new value stream and ensure it is as efficient as possible.”

Feel free to be in touch with the VTP Staff to schedule a visit and have a more in-depth discussion regarding employee training needs and a potential application.

For more information: <http://accd.vermont.gov/economic-development/funding-incentives/vtp>

John Young  
Director, Workforce Development Programs  
802-355-2725 – john.young@vermont.gov