

STATE OF VERMONT  
Department of Labor  
Workforce Development Division  
**Work Based Learning and Training Granting Plan FAQ**

- ❖ **Do participants have to be enrolled in school (high school or college)?**
  - No, participants do not need to be enrolled in school to be eligible. Work Based Learning and Training program grantees should ensure that State and Federal labor laws are adhered to, especially with regard to child labor laws, hazardous occupations limitations, and wage and hour provisions. Grantees may need to consult their own legal counsel to ensure their programs are compliant.
- ❖ **What should be included in my application?**
  - Please submit all documents included in the Application Packet download available on the VDOL website. This includes Attachments A, B, C, and D. Please also include your organization's Certificate of Insurance completed in accordance with the certificate holder requirements outlined in the granting plan.
- ❖ **How should I submit my application?**
  - All completed applications should be emailed to [labor.grants@vermont.gov](mailto:labor.grants@vermont.gov) in Word Document format. If you have questions about how to submit the correct file type, please reach out to the email above.
- ❖ **How much money can I request?**
  - An organization can request anywhere between \$5,000 and \$75,000. Requests above \$75,000 will not be considered. Please note that there is no guarantee that, even if selected, you will receive the full amount requested.
- ❖ **What can I use the money for?**
  - Grant funds are, first and foremost, available to pay program participants directly. This means that 80% of funds should be used to pay the people that your organization hires under this program. The other 20% can be used for programmatic and organizational costs as outlined in Attachment C of the Application Packet.
- ❖ **Who can I contact with more questions?**
  - Please reach out to our Grants Administrator at [labor.grants@vermont.gov](mailto:labor.grants@vermont.gov). Please reference Work Based Learning and Training Grant in your subject line.
- ❖ **If my organization received a grant from VDOL in the past, can we apply again?**
  - Yes, you may apply. However, prior funding is not a guarantee of additional funding.
- ❖ **If my organization applied previously and was not awarded a grant, can we reapply?**
  - Yes, we welcome you to reapply.

❖ **Who can apply?**

- Any registered Vermont business or organization can apply. Applicants must be in good standing with the Vermont Department of Taxes, Workers Compensation, and Unemployment Insurance. Applicants cannot be on the Vermont debarment list. Applicants must have a valid EIN. All of these requirements are outlined in the Granting Plan.
- At this time, we are not issuing these grant funds to individuals, however the Department does have funding available to support paid on-the-job training experiences for eligible individuals. Interested individuals should create an account on [www.vermontjoblink.com](http://www.vermontjoblink.com) AND connect with a Job Center Specialist at the American Job Center closest to them. The office locator is here: <https://labor.vermont.gov/workforce-development/job-centers>

❖ **Where are updates posted?**

- The VDOL website: <https://labor.vermont.gov/grants/work-based-learning-and-training>

❖ **How are applicants chosen?**

- The Granting Plan outlines the selection process including the rubric that the selection committee will use to score all applications. The Granting Plan is available on the VDOL website.

❖ **If my application is chosen, how do I get program participants?**

- If selected, you will recruit and hire program participants per your organizations policies. VDOL does not need to be involved in the hiring process. However, if you would like assistance in the recruiting process, your local Job Center will be happy to assist with posting the job opportunity. You can find a list of state-wide job centers here.

❖ **How do I receive the grant money?**

- Grant funds are paid out on a reimbursement basis. This means that as you spend towards the grant you will submit cash requests with receipts that will be reimbursed. In limited situations funds can be paid up front with a reconciling process afterward. In no situation can grant funds be used to pay for expenses incurred before or after the period of performance.

❖ **Will this program be offered again in the future?**

- The Work Based Learning and Training Program is paid for with state funds allocated by the legislature. While funding is never guaranteed, VDOL is hopeful to offer grant opportunities with this funding on a regular basis.

❖ **How will I know if my application has been selected?**

- On or by March 29, 2024, the Grants Administrator will reach out via email to all applicants with their status. If selected, you will be informed of the amount awarded and the next steps. All selected applicants will also be listed on the VDOL website, and included in a press release announcing the grant recipients.