

Workforce Training Fund General Program
Budget Template for Training Grant Application

Expense Items	Grant Funds Requested	Matching Funds
Salaries	<ul style="list-style-type: none"> • Wages for in-house trainers and other employees providing instruction based on the number of training hours provided x their straight hourly wage. (Cost of instructor preparation should not be included.) <p><u>Example:</u></p> <p>Process Improvement Training: 1 in-house lead engineer X 12 hrs/wk x 6 wks x \$28/hr = \$2,016</p>	<ul style="list-style-type: none"> • Wages paid to employees while being trained, including cost of employee benefits. (Do not use fully burdened wage rates, which typically include administration, utilities and other built in costs.) <p><u>Example:</u></p> <p>Process Improvement Training: 6 employees x 12 hours/wk x 6 wks x \$24.30/hr* = \$10,498</p> <p>* \$18/hr average wage x 35% employee benefits = \$24.30/hr</p>
Materials	<ul style="list-style-type: none"> • Cost of purchased course materials. (See note 2 below.) • For online application, enter costs under Consultant row if materials are purchased from training provider/consultant. (See note in online application.) 	<ul style="list-style-type: none"> • Cost of purchased course materials. (See note 2 below.)
Supplies	<ul style="list-style-type: none"> • Consumables such as stationary, classroom supplies, and items required for training practicum such as gloves for medical assistant training. (See note 2 below.) 	<ul style="list-style-type: none"> • Consumables such as stationary, classroom supplies, and items required for training practicum such as gloves for medical assistant training. (See note 2 below.)
Equipment	<ul style="list-style-type: none"> • Use of grant funds for equipment (such as equipment and machinery) purchase is very infrequent and not recommended. • The cost of lab kits, however, may be requested • Cost to lease computer equipment for software training may be entered under either grant (infrequently) or matching funds (most often) depending on other budget priorities. 	<ul style="list-style-type: none"> • Cost of equipment required to deliver training such as laptop & LCD projector. Use pro-rated cost for usage during training grant, e.g., \$100 per session x 6 sessions for laptop and LCD projector = \$600. <p>In most cases, equipment costs should be used as Matching Funds, since the WTF does not usually cover these items under Funds Requested</p>

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Other		<ul style="list-style-type: none"> • Cost of travel, lodging and meals for trainees to attend offsite training. • Cost of food and refreshments provided to trainees during on-site training. • Pro-rated cost of on-site space that is not usually used for training or the cost to rent training space offsite. <p><u>Example:</u></p> <p>Conference room use x \$125/session x 20 sessions = \$2,500</p> <p>20 sessions x \$150/session at hotel = \$3,000</p> <ul style="list-style-type: none"> • Wages for management and administration of training grant program, which should be based on time estimates and not as a percentage of wage. A general guideline is to plan on 2 to 4 hours per week for the life of the training project depending on the complexity of the program. <p><u>Example:</u></p> <p>1 Manager x 16 hrs/month x 18 months x \$35/hr = \$10,080</p>
Consultant	<ul style="list-style-type: none"> • Cost of third-party consultant to deliver training, not including the cost of travel, course development, or certification exams, all of which may be entered as a matching expense. • Costs to deliver training should be calculated based on the vendor's rate structure, such as cost per person, cost per hour, day or session, or a flat fee schedule. <p><u>Example:</u></p> <p>Supervisor Training: six sessions (4 hours per session) x \$850 per session = \$3,400</p> <ul style="list-style-type: none"> • Individual employee assessment costs can be included only for workplace ESOL training grants. Other costs for assessment or certification may be entered as a matching expense. <p><u>Example:</u></p> <p>0.5 hr/assessment x 40 workers x \$150 hr = \$3,000</p>	<ul style="list-style-type: none"> • Consultant costs other than training such as consultation, course development, certification exams, and travel may be used as a matching expense providing they occur during the grant period. <p><u>Example:</u></p> <p>2 days curriculum development x \$2,000 day = \$4,000</p> <ul style="list-style-type: none"> • Consultant charges for travel, meals and lodging should be identified separately from the cost of training and should always be borne as a matching expense. <p><u>Example:</u></p> <p>\$95 per day travel for 12 days = \$1,140</p> <ul style="list-style-type: none"> • A portion of consultant costs may be absorbed as a matching expense if needed to yield a satisfactory overall matching expense.

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Total		<ul style="list-style-type: none"> • Total matching funds should be greater than total grant funds requested. While the minimum requirement is a 1:1 match, competitive applications typically have a 1.5:1 ratio. • Matching expense for individual training activities may be less than grant funds requested for those activities as long as total match exceeds total grant funds requested.

Notes:

1. All expenses should occur during the contract period. Costs will not be reimbursed retroactively.
2. Costs for Materials and Supplies required for training may be fully allocated to Grant Funds Requested or to Matching Funds, or they may be split between the two. The best choice depends on a number of factors such as the margin between Matching Funds and Grant Funds Requested, and the number of sources of Matching Funds. For example, if the ratio of Matching Funds to Grant Funds Requested is less than 1.5:1, some or all of these costs should be absorbed as a matching expense. The same would be true if the only source of Matching Funds is from Salaries.