



Maryland Business Works Grant Funding

Meeting the Training Needs of Local Businesses

Q. WHY WAS THE Maryland Business Works (MBW) Grant CREATED?

A. **MBW** is a Maryland Department of Labor, Licensing and Regulation (DLLR) program to support existing Maryland businesses in the retention and growth of their workforce. \$1 million of incentive grants have been awarded to Maryland under the Workforce Investment Act (WIA) earmarked for training incumbent workers. MBW projects will be employer-based, targeted at specific demand occupations, and require a dollar-for-dollar match from the employer. This employer match, in conjunction with the federal WIA dollars, allows for the development of training projects valued at two million dollars.

Q. WHATS THE CATCH?

A. Quite simply there is none – **MBW** was created to encourage promotion, create additional job opportunities, and improve worker retention by increasing the skill level of the existing workforce.

Q. WHICH EMPLOYERS CAN USE *MBW Grant FUNDING*?

A. Maryland companies that operate under the provision of Maryland law, including Small Businesses, Healthcare industry, and other Demand Occupations located within the county. This includes For-Profit, Non-Profit and Private Sector Employers. All applicants must be headquartered or have at least one permanent physical location in Maryland; MBW funds must be expended on employees working at the applicant's Maryland facilities.

Q. WHAT TYPE OF TRAINING DOES *MBW APPROVE* & HOW LONG IS THE TRAINING?

A. Employers specify the training (certifications) and the training provider (i.e. local universities, accredited training institutions, etc.); training programs must be completed in **6 months**.

Q. WHAT ARE THE CRITERIA FOR APPROVING FUNDING?

A. Training should meet the **Following Requirements:**

- Increase the occupational skills level of existing workers.
- Be specific to the job of the worker.
- Relate to the strategic goals and objectives of the company.
- Needs and costs must be reasonable and clearly related to the project as described in the training plan.
- Maximum award is \$4,500 per employee and \$30,000 per company
- **See local area contact for salary and training cap requirements.**

Exceptions to this requirement are initiatives directed at English as a Second Language (ESL) courses or activities designed to improve Workplace Literacy.

Q. WHO PAYS FOR THE TRAINING?

A. The Employer pays for all training and/or certification costs for approved projects up front. **MBW** reimburses **50% upon completion of training**. **MBW** must pre-approve all training.

Q. WHAT IS THE PROCESS TO GET TRAINING APPROVED?

A. An **MBW** representative will help the employer to complete a short application. Project applications are forwarded to state-review team for approval. The **MBW** Management Team will review and act on the project proposal within one week.

Q. WHERE DO I GET MORE INFORMATION?

A. Contact a Montgomery Works Business Services Representative at (301)929-6880