



Mountain Area Incumbent Worker Training Grant (IWTG)  
Call for Submission of Grant Applications to  
Mountain Area Workforce Development Board (MAWDB)

**KEY POINTS:**

- The Incumbent Worker Training Grant (IWTG) is a **competitive, cost reimbursement training grant** through which qualifying businesses can address employees' skills gaps. These skills gaps can be a result of a worker's changing responsibilities/requirements in her/his job, or for a worker whose job may potentially be eliminated and skill upgrading is needed to accept new responsibilities. Incumbent worker (IW) training should increase the knowledge and/or certifications of workers, and increase the competitiveness of the employee and the employer.
- North Carolina for-profit and not-for-profit businesses with an employer-employee relationship with at least five or more employees, that have been in operation for a minimum of one year prior to the Workforce Board's application date, are current on all federal and state tax obligations, and are financially viable are eligible to apply.
- IW Training Grants are awarded on a competitive basis. The maximum award amount is up to \$10,000 per grant.
- The IW Training Grant is administered through the Mountain Area Workforce Development Board. Applications are submitted directly to the workforce board. The board may request additional information or establish supplemental provisions and requirements for the training applications.
- For each grant application cycle, the MAWDB will set its' application due date.
- Only complete IW grant applications will be considered for this competitive grant process. Incomplete applications may be corrected if time allows prior to the due date or resubmitted the next grant application cycle.

***Call for Applications***

May 14, 2018

\*Nov. 12, 2018.,

\*Pending funding availability

***Application Due Date***

July 31, 2018

January 31, 2019

***Award Announcement***

September 4, 2018

March 5, 2019

**Who may apply for funds?** Any private for-profit or private non-profit business that has five or more employees, been in operation in the State of North Carolina during the entire twelve-month period immediately preceding the date of application, is current on all federal and state tax obligations and that proposes training at a facility it operates that is located in the State may apply. State agencies, local community colleges, labor unions and training providers are not eligible to apply for funding under this program.



**How is “incumbent worker” defined?** An incumbent worker is a paid employee of the applicant’s business who has been employed by the company in NC for a minimum of six months prior to the application date. The employee must be in an employer-employee relationship.

**How do I apply for funding?** To request the project application and guidelines, contact Barbara Darby at the Mountain Area Workforce Development Board at **(828) 231-6611** or [barbarad@landofsky.org](mailto:barbarad@landofsky.org). The application and guidelines may also be found at [www.mountainareaworks.org](http://www.mountainareaworks.org). Once a decision is made to submit an application, please notify Barbara Darby and schedule a phone appointment to discuss your businesses’ skill gaps and training needs.

**How much money is available?** The maximum funding per application is up to \$10,000 for a single business and up to \$12,500 for a collaborative application (two or more businesses).

**What types of training are allowable?** Two types of training are available:

- Occupational skills training that is designed to meet the special requirements of a business or group of businesses
- Educational training defined as short courses that address the identified skills gaps and could lead to a credential to an industry-recognized certification. The training may include a curriculum course, but cannot be part of a trainee’s pursuit of an educational degree.

**What are the requirements for employees participating in the program?** Your business will need to identify the individuals or groups of individuals eligible for participation in the Incumbent Worker Training Grant program. In addition, to be eligible for funding under the Workforce Innovation and Opportunity Act, individuals must be: at least 18 years old; and a U.S. Citizen or a non-citizen whose status permits employment in the United States; and if the individual is a male born after 12/31/1959, he must be in compliance with selective service registration requirements.

**When are funds made available?** There will be two funding rounds per program year. **The deadline for submission to the Mountain Area Workforce Development Board will be 4:00 pm on July 31, 2018 and 4:00 pm January 31, 2019.** Notification of awards will be made by the MAWDB by phone and/or email.

**Where do I submit my application?**

Please submit one electronic copy of your grant application in pdf format bearing the signature of the business’ authorized representative by email to [barbarad@landofsky.org](mailto:barbarad@landofsky.org). All sections requiring a signature may be handwritten or electronic signatures.



Applications must be received **at the Mountain Area Workforce Board Office at Land of Sky Regional Council, 339 New Leicester Hwy, Suite 140, Asheville, NC 28806 or by email to [barbarad@landofsky.org](mailto:barbarad@landofsky.org) by 4:00 pm on July 31, 2018 and 4:00 pm on January 31, 2019.**

Before submitting your application, please carefully review the business guidelines to ensure that your business is eligible for funding. Make sure you have made contact with your local community college for possible provision of part or all of the actual training for employees, and that you have included all required documentation.

**If my application is approved, what are the next steps?** If your application is approved the business will receive an Award Letter by email. The MAWDB will prepare a contract between the MAWDB and the business/employer) that will serve as the legal agreement for the Incumbent Worker Training Grant. The contract must be signed within 60 days of the Award Letter. Training can begin after the Contract is dually signed. All costs associated with the program will be on a **cost reimbursement arrangement**. The employer will also need to ensure that performance measures and outcomes from the grant are properly documented. Reimbursement can occur after one or more training components are completed and the business has submitted required documentation.

Grant funds can't be used to pay for training contracts that a business enters into prior to the signing of an Incumbent Worker Training Grant Contract for the approved training components.

GRANTS ARE COMPETITIVE AND PRIORITIZED BY THE LOCAL BOARD REVIEW COMMITTEE AND NO GUARANTEES ARE MADE OR IMPLIED THAT AN AWARD OF GRANT FUNDS WILL BE FORTHCOMING AFTER THE SUBMISSION OF A GRANT APPLICATION.

The IWTG Application and Business Guidelines will be available at [www.mountainareaworks.org](http://www.mountainareaworks.org) on May 14, 2018.

For questions, contact Barbara Darby at [barbarad@landofsky.org](mailto:barbarad@landofsky.org) or 828.231.6611.