

# Instructions for How to Apply for an Express Grant from the MA Workforce Training Fund

**PLEASE NOTE: Grant applications must be submitted 21 days in advance of the start of this training. Exceptions will not be granted (per the Express Program Team).**

Please also note that while NEHERS is an approved training provider within the Express Grant program, we do not handle the administrative paperwork involved with this grant, except for the invoice needed in order to apply (details below). We are providing the information below for your convenience, but **if you have specific questions about the application process, please direct your questions to the Express Team at [express@commcorp.org](mailto:express@commcorp.org).**

- 1) Step one is to get a **certificate of good standing** (must be issued within the last 6 months to be valid) [here](#).
- 2) Step two is to **fill in the application** [here](#).
  - The course ID # is: 1104902
  - The assigned C-Record Number is: C-1136.

An **overview of the application process can be found [here](#) and [here](#).**

Once a grant application is approved, a "**service agreement**" is issued from the Express Team and it contains a "project number" and an "award" amount. The agreement will be emailed to the point of contact via DocuSign and must be reviewed and e-signed prior to the start of the training.

**Grant funding is dispersed in the form of a reimbursement**, once the course is completed and paid in full by the grantee. **Not all fees are reimbursable** by this grant, exam fees, training manuals or books, and meals are not included. Therefore, the Express Grant has approved the reimbursable costs for this training at \$2631 (without the Early Bird Discount) and at \$2331 (with the Early Bird Discount).

All grant requests must include 4 documents:

1. **Completed Reimbursement Request Form** (this document is attached to client's service agreement that is automatically sent to the primary contact after signature).
2. **An invoice** from the provider that reflects:
  - a. the provider's organization name exactly as it appears in the provider's course registration;
  - b. the exact course name registered by the provider; and
  - c. the exact name of the business that is the recipient of the grant.
  - d. Email Betsy at [betsy@nehers.org](mailto:betsy@nehers.org) to request this invoice.**

Note: If a grantee submits a reimbursement request with an invoice that reflects a different training provider, course name, or business name, it will delay review and/or result in the dismissal of the request altogether. Grantees whose request has been voided will be instructed to submit a corrected and completed reimbursement request.

3. **Proof of Payment** must depict funds leaving the business's account to pay for the training. Acceptable documentation includes a copy of one of the following:
  - a. Cancelled check
  - b. Bank statement
  - c. Credit card statement or a screenshot of credit card activity showing charge(s) for course(s) paid
  - d. Statement from Quickbooks or a similar accounting software that the grantee generates to show that courses have been paid
4. **A list of trainees.**

Please direct questions about the grant application process to the Massachusetts Workforce Training Fund Application Express Team at [express@commcorp.org](mailto:express@commcorp.org).

Please direct requests for your invoice formatted according to the Express Team's requirements to Betsy at [betsy@nehers.org](mailto:betsy@nehers.org).