

WORKFORCE DEVELOPMENT

# VERMONT TRAINING PROGRAM

Helping Quality Employers Enhance the Skills of Their Workforce



The Vermont Training Program (VTP) is a flexible, nimble, and strategic workforce development program to enhance the skills of the Vermont workforce and increase productivity of Vermont employers. VTP leverages its grant budget to serve Vermonters across a broad range of industry sectors while putting a focus on new and innovative training projects or initiatives.

VTP can fund pre-employment, new hire, and/or incumbent employee training. Up to 50% of wages for each employee in training (on-site training) or up to 50% of the trainer expenses (classroom/vendor fees) can be funded. Grants are paid out on a reimbursement basis upon completion of employee training. Costs associated with travel, materials, equipment, consulting/coaching, and course development will not be considered.

Training projects should focus on a new and/or innovative:

**PRODUCT AND/OR EQUIPMENT  
TECHNOLOGY PROCESSES  
MARKET OPPORTUNITY  
SIGNIFICANT PRODUCTIVITY GAIN**

LIVE

GROW

WORK

PLAY

think! VT

FOR MORE INFORMATION VISIT:

[accd.vermont.gov/economic-development/funding-incentives/vtp](http://accd.vermont.gov/economic-development/funding-incentives/vtp)

## FREQUENTLY ASKED QUESTIONS

### Q: WHAT IS THE PROCESS TO APPLY?

The VTP applications are accepted on a “rolling” basis through our web-based IntelliGrants system. We strongly encourage employers to contact VTP staff to schedule a visit and have a more in-depth discussion regarding employee training needs prior to submitting an application. The general turn-around time for review of an application is 18 business days. Grant agreements must be signed before training begins.

### Q. WHAT DO YOU LOOK FOR IN A VTP APPLICATION?

Applications to VTP should focus on a new, specific, and strategic or innovative employee training project. Applications should have a targeted approach; the more specific a business can be about the proposed training project the better.

The VTP is now also able to fund work-based learning programs and activities with eligible employers to introduce Vermont students in a middle school, secondary school, career technical education program, or post-secondary school to manufacturers and other regionally significant employers.

### Q. CAN YOU PROVIDE AN EXAMPLE OF A VTP TRAINING PROJECT?

Sure. An advanced manufacturing company is developing a new product. The company applied for employee training to train Vermont staff in production and marketing of the new product. Without the VTP funds, these functions would be outsourced. The application included classroom/vendor training and upgrade training for incumbent employees.

### Q. DO YOU HAVE SPECIFIC ELIGIBILITY CRITERIA?

The VTP is open to all sectors of the Vermont economy. Priority is placed on the 12 target sectors identified in the “Vermont 2020: Comprehensive Economic Development Strategy.” The 12 target sectors and additional eligibility criteria can be found at: [accd.vermont.gov/economic-development/funding-incentives/vtp](http://accd.vermont.gov/economic-development/funding-incentives/vtp)



Vermont Department of Economic Development | [info@thinkvermont.com](mailto:info@thinkvermont.com)  
One National Life Drive, Davis Building, 6th Floor, Montpelier, VT 05620

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