

THE EXPRESS GRANT PROGRAM

What is the Express Grant?

The Express Program provides employers fast, simple access to grant-funded training, helping businesses in Massachusetts respond to emerging needs.



Which companies are eligible for an Express Grant?

While **any eligible businesses** may receive an Express Grant,

- **Under 100 employees**—upon completion of an approved course, you may receive full reimbursement of the cost of training, up to \$3,000/person/course.
- **Over 100 employees**—upon completion of an approved course, you may receive reimbursement of as much as half the total cost of training, up to \$3,000/person/course.
- **Training is not already underway** on this topic and employees participating in the training program have not previously participated in the same or similar training that was funded by the Express Program.
- Trainees are **non-government workers** and **business contributes to the Workforce Training Fund**.
- All trainees are **employed in MA** (not required to live in MA)
- Submission of a current Department of Revenue Certificate of Good Standing for the business (issued within past 6 mos.) with the application.

HOW TO GET STARTED

1

Pick a Course from our Training Catalog

Schedule a clarity call with [Kelly McInnis](#) to plan your training for the next 12 months

2

Gather Application Materials

- Get a **Certificate of Good Standing** (COGS). [Click here to request your COGS.](#)
- Your organization's **Federal Employer Identification Number** (FEIN)
- **Current # of Employees** Working in Massachusetts (both part-time and full-time employees)
- **Training Start Date(s)** for each course (must be at least 3 weeks after an application is submitted)
- **Course ID Number** found in our Training Catalog

3

Apply for funding

[Start the Application](#)

4

Request Reimbursement

In order to have your request for Express Program funding approved, you must meet ALL of the following criteria:

- The **total** amount of funding requested, within this calendar year for all Express Program funding requests combined, **does not exceed \$30,000**
- The amount of funding requested **per trainee**, per course **does not exceed \$3,000**
- For companies with over **100 MA employees**: The applicant agrees to pay for at least **half of the total cost** of the approved training
- All of the employees to be trained using grant funding are **payroll employees who work in Massachusetts**
- The **company is not legally mandated** to provide the training to employees
- The Express Grant Agreement start date selected, and the start of training, is at least **21 days from the date of submission**

Look for these **Icons** next to the sessions you are interested in.



MASSACHUSETTS
EMPLOYEE ONLY



MOST
POPULAR



NEW COURSE
THIS YEAR

QUESTIONS?

Contact Kelly McInnis at KMcInnis@AIMHRSolutions.com or 617.488.8321.