

Steps to Apply for Workforce Development Training Fund Business Training Grants

- 1. Your business *must* have accounts set up and be in good standing with the following entities before registering with Workforce Development Training Fund**
 - [Secretary of State](#) -allow up to 7-15 day for processing
 - [Workers' Compensation and Unemployment Insurance](#) -allow up to 2-4 weeks for processing
 - [Wyoming at Work](#) -allow up to 5 business days for processing; however, if Workers' Compensation or Unemployment Insurance accounts are not set up, the Wyoming at Work verification process may take longer as these accounts are required to complete the Wyoming at Work account set up.

- 2. Create an account for your business with Workforce Development Training Fund – Business Training Grants**
 - Create your business account at <https://trainingfund.wyo.gov/>
 - Receive confirmation of business activation from the WDTF Team via the message center

- 3. Register your business as a vendor with the Wyoming State Auditor's Office**
 - Forms can be manually downloaded here: <http://sao.wyo.gov/vendor-resources>
 - If you prefer:
 - i. your reimbursement mailed to you, *email* your completed W9 form to dws-wdtf@wyo.gov.
 - ii. electronic deposit of funds, fill out the W-9 Form, attach banking documentation and *mail via US Mail* to Department of Workforce Services:

WDTF
5221 Yellowstone Road
Cheyenne, WY 82002
 - *NOTE: Only businesses registered as a **vendor** with the State Auditor's Office can receive payments from the Workforce Development Training Fund*

- 4. Begin application process for Business Training Grants**
 - Fill out and save your application. Be ready to submit when the application submit button is visible!
 - Application submit button will be visible on the **first business day of the month at 9 a.m.** Submission will remain open until funds have been exhausted for the month. *NOTE: this could happen as quickly as within the hour or could remain open for multiple days depending on the volume of applications received.*
 - The first date of training must be a minimum of 30 calendar days and no more than 110 calendar days from date of application submission.
 - Submit supporting documentation, within 24 hours of application submission, via email to: DWS-WDTF@wyo.gov. Failure to provide supporting documentation may result in application denial.

- 5. WDTF Team reviews submitted applications**
 - Applications are processed on a first come, first serve basis and will be sorted by training date to prioritize processing.
 - Once an application is processed, WDTF Team will notify business if additional information is required, or if approved or denied.
 - If the application is approved, the Department of Workforce Services will enter in a contract with the business. The contract is not fully executed until all signatures are obtained. No payment will be made without a fully executed contract.

****Grant approval is NOT guaranteed and is based on availability of funds****