

# Specific Instructions

## Making an Application for Incumbent Worker Training Funds

The **local approval committee meets every Monday at 1 pm** to consider all complete applications submitted since the last Monday.

Response to this funding opportunity is expected to be strong. A complete application meeting the qualifications of the IWT eligibility guidelines is required for consideration at the local approval meetings.

ALL required application documents are available on the NW Montana Small Business Development Center website.  
<http://www.nwmontanabusiness.com/index.php/business-services/training/>

1. **Access** to Incumbent Worker Training funds is through the local Business Expansion and Retention (BEAR) program, Small Business Development Center (SBDC), or Montana Manufacturing Extension Center (MMEC). If you are not a participant in one of these programs see the contact numbers below for no-cost access to the programs.
2. **Read** the Incumbent Worker Training Summary to see if your business, your employee(s), your training provider, and the specific training meet the eligibility guidelines.
3. **Complete** the Incumbent Worker Training Application.
  - Page 1 of the Application: Note that the top half of the application requires specific information about your business and the bottom half includes information to be included in a cover letter which is an integral part of the application.
  - Page 2 of the Application requires specific information about each employee for which training funds are sought.
4. **Write** your cover letter.
  - Your cover letter may be addressed to: BEAR c/o Kalispell Chamber of Commerce, 15 Depot Park, Kalispell, MT 59901
  - Your cover letter should have at least one paragraph for each of the bullet points identified on page one of the application.
5. **Complete** all columns and totals of the Incumbent Worker Training Match Worksheet. You may find the IWT Example Scenarios and calculations helpful.
6. **Sign** the application and the cover letter.
7. **Submit** all 3 documents (cover letter, application, and match worksheet) to:  
BEAR c/o Kalispell Chamber of Commerce  
15 Depot Park  
Kalispell, MT 59901
8. Notification
  - You will be notified within 24 hours if your application is incorrect or not complete.
  - You will be notified by 5 pm on Monday afternoon if your completed application is approved.

Small Business Development Center	Chris Parson	758-2802	<a href="mailto:sbdc@kalispellchamber.com">sbdc@kalispellchamber.com</a>
NW Montana BEAR	Chris Parson	758-2802	<a href="mailto:sbdc@kalispellchamber.com">sbdc@kalispellchamber.com</a>
MT Manufacturing Extension Center	Bill Nicholson	756-8329	<a href="mailto:bnicholson@coe.montana.edu">bnicholson@coe.montana.edu</a>