



Wisconsin Fast Forward Reference Guide

Website: http://wisconsinfastforward.com/wff_standard.htm

Email: WisconsinFastForward@dwd.wi.gov

- Worker Training Grants
- Grants are reimbursements – grantee does not get a lump sum of money up front.
- Project Requirements:
 - Will train and employ (or retain) Wisconsin workers;
 - Proposed training has not been previously offered by the Applicant/consortium;
 - Training must be customized to address a documented business need;
 - Grantees must match grant funds 50 cents to the dollar for Small Business grants and dollar for dollar for all other grants;
 - Must include one or more Wisconsin employers who commit to hire or retain the trainees who complete training;
 - Training must be 12 months or less;
 - Funds may not be used for the purchase of real estate or other capital assets/equipment, facility construction or remodeling, K–12 education, tuition or trainee wages, stipends or fringe benefits; and
 - Funding cannot replace existing federal, state or local government funding.
- Effective July 1, 2017, grant applications are accepted year-round. Intent to award will occur within 60 days of the end of each quarter as shown below. Training should start no earlier than the Intent to Award date.

| Submission Date | Intent to Award on or Before |
|-------------------------|------------------------------|
| January 1 – March 31 | May 31 |
| April 1 – June 30 | August 30 |
| July 1 – September 30 | November 30 |
| October 1 – December 31 | February 28 |

- As applications are entered:
 - Staff will provide Technical Assistance. Applicants should contact OSD prior to submitting their application if they have questions or would like assistance.
- After applications are submitted:
 - Background checks will be done;
 - Staff will ask for any clarifications needed prior to grant evaluations;
 - Staff will verify that the jobs being trained are in-demand occupations; and
 - An impartial evaluation committee will score grant submissions and make funding recommendations.
- For assistance:
 - Email OSD: WisconsinFastForward@dwd.wi.gov
 - Andy Heidt Andrew.Heidt@dwd.wisconsin.gov 608.266.0174
 - Rita Atkinson Rita.Atkinson@dwd.Wisconsin.gov 608.266.2721
 - John Roos John.Roos@dwd.wisconsin.gov 608.266.5536
 - Therese Schmidt ThereseM.Schmidt@dwd.wisconsin.gov 608-267-3803

- Useful links on the Wisconsin Fast Forward Grants landing page:
http://www.wisconsinfastforward.com/wff_standard.htm

STATE OF WISCONSIN DWD Department of Workforce Development

Fast Forward

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WISCONSIN FAST FORWARD GRANTS

Wisconsin Fast Forward Grants

Open Grants

Worker Training Grants for Wisconsin for All Sectors
 Company size: any
 Award amount: \$5,000 to \$400,000
 Match: \$1:\$1 (\$1 applicant / \$1 WFF)

Apply Now View My Applications

Worker Training Grants for Wisconsin Small Business Occupations
 Company size: 50 full-time employees or less
 Award amount: \$5,000 to \$50,000
 Match: \$.50:\$1 (\$.50 applicant / \$1 WFF)
 Small Business Application Example

Apply Now View My Applications

These grants both open for application on July 1, 2017 and are open for application throughout the year, with anticipated "Intent to Award" announcements occurring quarterly within 60 days of the end of each quarter as outlined below:

| Submission Date | Intent to Award on or Before |
|----------------------|------------------------------|
| Januarv 1 - March 31 | May 31 |

Grant Application Tools:

- Application Instructions
- Project Planning Guide
- Designation of Confidential and Proprietary Information
- Administrative Rules
- Grantee Tools

Program Resources:

- Fact Sheet
- Logo
- Webinars
 - WFF Program Overview
 - Creating an Account
 - Submitting a Successful Grant

Stay Connected

Receive Grant Announcements and Program Updates:

- Sign up today!

Scoring information is found under Application Information at the bottom of the landing page, which includes a webinar on how to submit a successful application:

All grants submitted during the prior quarter will be evaluated after each quarter ends. During each quarter, grant staff will be reviewing applications and reaching out to applicants to request any necessary clarifications or additional information. You are encouraged to apply early in each quarter to allow time for us to assist you in providing complete information prior to the evaluation date. Applicants may also request assistance when preparing their grant applications by contacting us at WisconsinFastForward@dwd.wisconsin.gov. Applicants are encouraged to contact us if they have questions or need assistance **prior to submitting** their applications. Grant specialists will be able to offer this assistance until the final two weeks of each review quarter.

Read [grant award summaries](#) to learn more about WFF-funded projects.

Administration Tools for Grantees

OSD provides Grant Administration training opportunities to new and existing grantees after new grant awards are announced. Grantees are encouraged to use the Grant Administration Handbook resources below to effectively manage grant projects:

Application Information

- Wisconsin Fast Forward Application Instructions
- Wisconsin Fast Forward Budget Guidelines
- Requesting Changes to your Grant Plan or Contract
- Requirements to Request a Change
- Curriculum Submission
- Grant Evaluation Rubric
- Small Business Application Example
- Submitting a Successful Application

Communication

Financial Management

Reporting

Audits