

Minnesota Dual Training Grant Resource Application Content

This document is for reference and not an actual application. The Dual Training Grant Application is available online at <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

Dual Training Grant Application

This application MUST be completed in entirety prior to submission. Partial applications cannot be save and returned to at a later date. Prior to completing the application, carefully read the 11th Round Request for application: <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>.

Applicant Information

- MN Dual-Training Pipeline Industry:
 - Advanced Manufacturing
 - Agriculture
 - Health Care Services
 - Information Technology
- Applicant (Employer/Organization) Name
- Are you an Employer or Organization of Employers?
 - Employer
 - Organization of Employers
- Street Address
- City, State
- Zip Code
- Name of Authorized Representative
*Person approved and designated by employer/organization to sign and act on behalf of the employer or organization of employers.
- Phone
- Email Address
- Organizational Type of Applicant
 - For-Profit
 - An organization formed for the purpose of earning a profit.
 - Non-Profit
 - A charitable organization, which is formed for the purpose of fulfilling a mission to improve the common good of society rather than to acquire and distribute profits. The organization meets the definition in Minn. Stat. 309.50 Subd. 4 and meets the definitions defined in the Internal Revenue Service code, with the most common type being a 501(c)(3).
 - Municipality
 - A county, town, city, school district, or other municipal corporation or political subdivision of the state. The organization meets the definition in Minn. Stat. 471.345 Subd. 1 (includes MN State Colleges & Universities system).

- State Agency
 - Any state officer, employee, board, commission, authority, department, entity, or organization of the executive branch of state government. The organization meets the definition in Minn. Stat. 16B.01 Subd. 2.
- Tribal Sovereign Nation
 - Any Indian tribe acknowledged as a sovereign nation by the U.S. constitution.
- Will the applicant be paying a match of 25% for costs of related instruction?
 - Yes
 - No, applicant will provide financial documents reflecting less than \$25,000,000 in 2021 (Jan. 1, 2021 – Dec. 31, 2021) annual gross revenue.

Dual Trainee Information

- Total number of dual trainees to be trained through the Dual Training Grant during this grant cycle (Est. August 2022 – August 2023)
- Priority Award Criterion
 - Of the total number of dual trainees, how many have participated in a prior Dual Training Grant cycle?

Important Notice – If this application is awarded a Dual Training Grant based solely upon this priority award criterion, and not the application score, you will only be able to train employees who meet the priority award criterion. Please check this box to acknowledge.

- Are permanent work locations for dual trainees in Minnesota?
 - Yes
 - No
- Total grant request amount
Note: The maximum grant request amount is \$150,000 (maximum \$6,000 per employee).

Related Instruction Information

- Minnesota Dual-Training Pipeline Occupation
- Training Providers
*Training Providers cannot be added after the application deadline
- [Industry]: [Occupation]
- Type(s) of Degree, Certificate, or Credential (check all that apply)
 - Academic Certificate
 - Diploma
 - Associate's Degree
 - Bachelor's Degree
 - Registered Apprenticeship Certificate
 - Occupational License or Registration
 - Industry or Professional Certificate
 - Other Please Specify
- Training Provider [select]

Checklist and Certification

- Select the additional documents that you will be submitting by **April 12th** separately to the Office of Higher Education to complete the application:
 - Dual-Training Program Outline (Document A) – applies to ALL applicants
 - Training Provider Selection (Document B) – applies to ALL applicants
 - Application for Exemption from Licensure (Document C) – applies ONLY to applicants with applicable training providers
 - Financial Review Match documentation – applies ONLY to applicants with less than \$25,000,000 in 2021 gross annual revenues
 - Financial Review Non-Profit documentation – applies ONLY to applicants who are non-profits
- As the Authorized Representative, you are certifying the following on behalf of the applicant:
 - Agree to provide and/or support on-the-job training and related instruction opportunities for dual trainees
 - Agree to encourage and support dual trainees to successfully complete the dual-training program
 - Will work with training provider(s) to ensure instruction aligns with Minnesota Dual-Training Pipeline competencies
 - Read and understand the 11th Request for Application
 - Understand that the Dual Training Grant is a competitive grant process and subject to the availability of funds
 - Understand and accept that: the grant amount may not be increased, the industry and occupations(s) cannot be changed, and related instruction training provider(s) cannot be added after the application deadline
 - Understand that some or all of the information provided in Dual Training Grant application may be made public.
 - Certify that information provided in the application is true and correct, and promise to provide additional documentation if requested. Any false or misleading information may result in the forfeiture of future participation in this program.
- Authorized Representative Signature
- Print Name
- Title

Dual Training Grant Application

Congratulations, you have successfully submitted an application for the Dual Training Grant.

Next Step?

Submit all additional documents to jacquelynn.mol.sletten@state.mn.us

Technical Assistance

Technical assistance is available for interpreting instructions or preparing applications by emailing Jacquelynn.mol.sletten@state.mn.us. Please review all available materials and responses to frequently asked technical questions before emailing your inquiry.

Each week, OHE will post responses to frequently asked technical questions online here: <https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>. Technical questions must be submitted no later than 4:00 p.m. central time, on April 1, 2022. This is in addition to the comprehensive frequently asked questions online here: <http://www.ohe.state.mn.us/sPages/faq.cfm>.

To ensure fair and equitable processing of applications, OHE will not review and/or comment on draft applications.