



How to Apply for an OSD Workforce Development Grant

STEP 1: VISIT THE OSD WEBSITE

Navigate to www.arkansasosd.com

Before getting started, review our website categories and standard funding levels. Committee members make the decision for each category. However, this gives applicants an idea of what funding their grant may receive, if approved. Once a basic understanding of the grants has been gained, please click on the "Training Grants" tab at the top of the homepage.

On the Training Grants page, click the "Apply Now" button. You will be redirected to the Formstack grant application.

STEP 2: ELIGIBILITY AND REQUIRED FORMS

Confirm you are eligible to apply based on the listed criteria.

Agree to the required financial forms for state agencies:

- Israel Boycott Certification Form
- Contract and Grant Disclosure Form

There is an instructional sheet attached to each form. You may either upload completed forms or confirm that they have already been submitted.

Affirm your agreement by signing and dating at the bottom of this section.

Click "Next" to proceed

STEP 3: ENTER PRIMARY CONTACT INFORMATION

*Note: This section refers to the company receiving the training, not the training provider.

STEP 4: FILL IN COMPANY INFORMATION

Enter details about the company applying:

- Company Name
- Mailing Address (City, State, Zip Code)
- County
- Industry Type
- Total Number of Employees

Please provide the headquarters address. We need this information to verify if the company location is the same as the headquarters' location.

STEP 5: FISCAL AGENT INFORMATION

Provide details for the fiscal agent, if applicable. This is someone within the company (not the training provider) who handles financial matters.

If there is no additional contact, select "No" to proceed.

STEP 6: SUBMITTER INFORMATION

Submitter information is only required if the person filling out the grant application does not work for the company or organization (for example, a training provider).

*All contact information is obtained for grant correspondence purposes.

STEP 7: TRAINING INFORMATION

Enter the Project Title and provide a short description of the training. Add the expected start and end dates for the training.

Note: You must submit the application before the training begins.

You can upload additional documents, such as:

- A more detailed description of the training
- Invoices
- Flyers or brochures

Indicate whether the training will be done in-house or by a third-party provider. Provide details about the specific training course.

Enter the Total Requested Amount. This should include all training-related costs, such as materials, facilities, travel, and administrative fees. Make sure this amount matches the total training cost listed at the bottom of the application.

STEP 8: TRAINING BREAKDOWN

For each training session, provide a detailed breakdown of the cost associated. The Hourly Billing Rate is calculated by dividing the total cost by the number of training hours. All fields must be completed; no blank fields are allowed

After completing the breakdown for the first training:

- Click "Submit" if done, or
- Click "Next" to add another training.

STEP 9: CONFIRMATION

Once submitted, you will receive an email confirmation within 5 minutes verifying your application has been successfully received. Afterwards, you will receive another email requesting the financial forms. These forms are only obtained once per fiscal year, which is July 1 - June 30. If you have already submitted them once this fiscal year, please ignore the email.

Application Terms Explained

Hourly Billing Rate: Training cost divided by Training hours

Training Hours: Number of hours to complete the training, not the number of hours per trainee

Facility Cost: Any cost associated with renting a facility

Equipment Cost: Equipment purchased solely for training purposes and will ONLY be used for training purposes

Administrative Cost: Third-party costs associated with completing the grant process. OSD will not cover more than 10% of these fees

Materials Cost: The cost of books, handouts, certifications, and other materials required for the training.

Other Cost: Any necessary cost that doesn't fit under the scope of the other categories of costs