

# Training Grant Client Guide

[idaireland.com](http://idaireland.com)



## IDA Ireland sees talent development through upskilling as central to our clients ability to grow and future proof their business.

IDA Ireland will co-fund the delivery of client company training plans that seek to do the following:



Uplift the skills capability across the entire organisation.



Increase the company's productivity, resilience and innovative capacity.



Provide the company with the talent to take advantage of emerging technologies and business models.



Enhance the company's competitiveness and enable them to win new investment and/or functions for the Irish site.



Increase the national pool of highly skilled, high value talent and prepare employees for the future of work.

## IDA Ireland identifies four priority areas of focus for building skills and capability

### 1 Digitisation

Data analytics, IoT, Robotics, AI, Cloud Computing skills, Machine Learning or Modelling Skills, Big Data Management.

### 2 Innovation

Management skills for leadership and for identifying insights and opportunities, creation of ideas, developing and validating concepts and new solutions to realise value.

### 3 Sustainability & Climate Action

Understanding environmental risks and opportunities, reducing carbon emissions, enhancing resource efficiency and management, pollution prevention, control and legislation.

### 4 Organisational Agility & Resilience

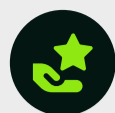
Skills to lead with digital, remote and distributed team building, change management, developing future leaders, high performing teams, team resilience and performance embedding cultural change; transversal skills.

## Applying for Training Grant Support

- ✔ Discuss the strategic challenges of the site with your IDA Ireland Project Executive (PE).
- ✔ Undertake relevant Diagnostics - your IDA Ireland Project Executive (PE) will provide access. Discuss Diagnostics results and strategic challenges with PE. They will then advise if training grant support is the appropriate response.
- ✔ PE issues training grant application to client.
- ✔ Access to a Training Advisor Service is also available.
- ✔ External training assessor reviews the plan for scale, scope, ambition and impact including the four IDA Ireland priority areas listed earlier.
- ✔ Grant aid is available up to 50% with a maximum grant of €3m.



# Eligibility for Training Grant Support



Training support is provided for existing employees. (as classified under Irish Employment Law)



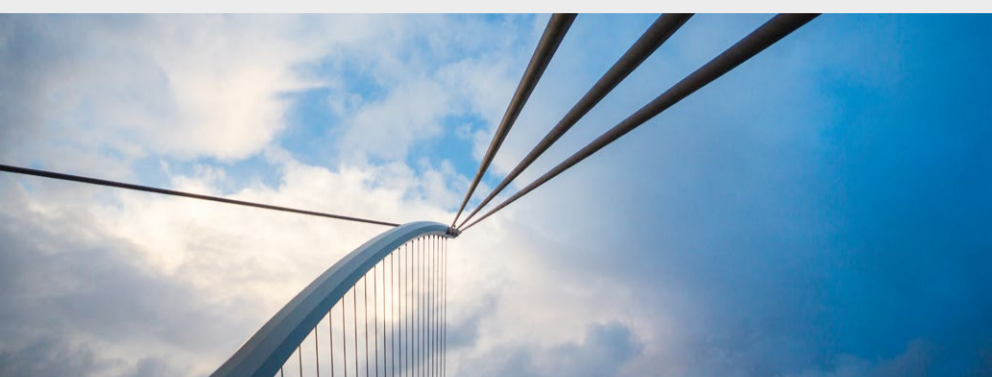
Training for newly recruited staff is eligible but must be specific up-skilling required that could not be recruited in the market place.



Training grants cannot be awarded for training required to comply with national mandatory standards.

# Eligible costs

- ✓ Course costs.
- ✓ Training Advisory Service.
- ✓ Trainer's salary and indirect costs for training hours.
- ✓ Trainees' salaries.
- ✓ Cost directly related to the training delivered such as travel expenses and supplies.



## The Assessment of a Training Grant submission considers the following:

1

Level of scale, scope, improvement and uplift in capability that is likely to occur.

2

How rigorous the client performance output is.

3

How clearly the company can outline the expected business outcomes resulting from the investment. (i.e KPIs).

4

A Company's ability to change and grow in key areas such as strategy, people, performance, processes, technology, innovation and environment.



## Training Grant Application Form – FAQs

### What is the timeline on the IDA Ireland side from when you receive a grant application to a grant being paid?

Grants are paid upon completion of training. Typically, clients submit a request for payment on an annual basis.

### What training costs are eligible?

Costs that can be covered are:

- Salary costs of trainees while they are participating in training.
- Internal Trainers' salary costs and indirect costs for training hours.
- External Trainer Course Costs.
- Travelling expenses, materials and supplies directly related to the training.
- Cost of scoping service linked to the training.
- Cost of any tangible assets can only be included for the extent and for the period they are used for the project.

Excluded is any training required to comply with national mandatory standards.

### How much of the training cost is covered by the grant?

Each grant will be assessed on a case-by-case basis. The grant rate is determined by assessing the scope and ambition of the project and how well it meets IDA Ireland's four priority areas for a skills uplift (Organisational Agility and Resilience, Sustainability and Climate Action, Digitisation, and Innovation). A maximum of 50% of the training cost may be grant aided, not exceeding €3,000,000 within 3 years.

### Does it include the employees salary if they are being released for training?

Yes, employees' salaries while at training will be supported under the grant.

### What types of courses are covered by the training grant?

The purpose of the training grant is to support the transformation (strategic change and growth) agenda of the Irish site and any course deemed suitable by the client and the assessor is eligible. Excluded is any training required to comply with national mandatory standards.

### Is it only accredited courses which will be covered?

No. However, IDA Ireland has a preference for certified courses.

### Is there a min/max number of people required to complete training to be eligible to apply for the grant?

IDA Ireland's preference is that all staff are included in a training plan for a site. 250 staff or 10% of the workforce must be trained to be eligible for the training grant.

### What is the min/max amount one could receive from their grant application?

The maximum amount grant aided is €3,000,000 or 50% of the total training spend, whichever is lesser. There is no minimum threshold.

### Will the company need to pay for the cost of training upfront and get reimbursed by the IDA Ireland if their application is successful?

Yes. Only training costs incurred after IDA Ireland approval date are eligible for grant aid.

### Can we include internal training in the grant application form?

Yes.

### Is there a timeframe for how soon we need to complete the training or spend the funds?

Yes. You will indicate in your training application the timeframe that you expect to deliver the training, e.g. 3 year programme. Your grant agreement will reflect this and you are required to deliver the training as agreed in the grant agreement.

## Training Grant Application Form – FAQs (Continued)

### What if our circumstances change and we can no longer afford to give people time to complete training due to unforeseen circumstances with the organisation - can we still use the grant the following year?

You can only deliver the training in the timeframe agreed in the grant agreement. You can schedule the delivery time for the programmes in any sequence within this timeframe.

### What advice can you give me in terms of ensuring I have a solid application form to present?

You can consider the following as guidelines:

- Have you clearly linked your corporate strategy to your Irish site strategy and then link this to the challenges you are seeking to address through upskilling?
- Is the scale and scope of the proposal ambitious?

- Have you considered IDA Ireland's four priority for skills uplift (Organisational Agility and Resilience, Sustainability and Climate Action, Digitisation, and Innovation)?
- Have you utilised IDA Ireland's diagnostic tools (Innovation and Digitalisation)?
- Impact of the training – how will the impact of the training be demonstrated through KPIs?
- How does this training future proof your site?

### What is the claims process, requirements and timeframe?

<https://www.idaireland.com/training-grants>

Upon approval of a training grant, IDA Ireland's grant claim department will meet with you to provide guidance on how to best structure your recording systems to ensure smooth payment of grant.

### Can staff travel costs and associated expenses be covered by the Grant?

Yes, trainer and trainee operating costs directly related to the training such as travelling expenses, materials and supplies can be covered.

### Does the grant application only apply to current staff numbers, we plan to increase staff over the next 3 years, can we include them in the training grant?

Yes, new hires can also be included where you can demonstrate a skills gap and rationale for inclusion.

### Can one company with multiple sites apply for multiple grants?

Each site may submit their own individual training grant application as long as they operate as individual businesses.

### If we develop our own training can the cost of the development be covered as well as the training delivery?

Yes, as internal trainer costs are eligible.

### In the case of MSc or Undergraduate courses, if the employee has to attend the college each week or for specific days during term is this covered?

Yes, employees salaries while participating in training is an eligible cost.

For further information contact your Project Executive or a member of the IDA Team.

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