

Jeff Lawrence Innovation Fund

2018 Manufacturing Grant Guidelines

The Manufacturing Grants are designed to encourage collaboration between NYS non-profit organizations and NYS manufacturers or early stage companies with a project that will benefit the manufacturing industry.

Eligibility

- Non-profit organizations in New York State¹
- Applicants must partner with a **New York State small and medium sized manufacturer (less than 500 employees), or early stage company with a project relevant to the manufacturing sector.**
- All team members, including the company benefiting from the project, must be located in New York State.²
- Applicants may only submit one application. Community Colleges are eligible to submit one application. In the case of a university, up to three different centers or departments at a given university may apply.³

Eligible Uses/Project Types

Funding will be used by the applicant to assist companies with the following types of projects:

- Adoption on new technology to enhance a process and/product
- Prototype development
- Design for manufacturing
- Proof-of-concept manufacturing
- Manufacturing scale-up
- Manufacturing-related equipment purchases^{4 5}
- Other projects to advance manufacturing or manufacturing capabilities

The project must be clearly defined and ready to be undertaken. Any project costs that were incurred prior to the grant agreement date are ineligible for reimbursement. Projects must be completed within two years of an award, and smaller projects may require earlier completion.

¹ As part of FuzeHub's mission, FuzeHub has contractual and other relationships with many for- and non-profit entities throughout the State. The entities with which FuzeHub may have relationships include, but are not limited to, the following: universities and their underlying departments and schools; and economic development entities and/or non-profits such as Manufacturing Extension Partnership centers; all of which are also eligible for the grants.

² In limited cases, FuzeHub will consider awarding projects with a non-New York State industry partner, if that company can demonstrate that they are in the process of moving production/jobs to New York State. Out-of-state companies and their non-profit applicant should discuss the project with FuzeHub prior to submitting an application in order to confirm eligibility. Companies may be required to submit additional supporting documentation outlining their plans in New York State.

³ In the case of the SUNY system, only three applications may come from a single campus.

⁴ Eligible use when a not-for-profit or industry partner has demonstrated: the need for such equipment and relevance to the proposed project; a utilization rate of fifty percent or more; an agreement on location; and a willingness to allow use by other New York State companies, as appropriate.

⁵ In general, equipment-related proposals will be viewed most competitively if equipment ownership is maintained by the non-profit applicant and the equipment benefits more than one company. However, proposals in which a manufacturer would own the equipment will also be considered, and FuzeHub will work with awardee teams to negotiate mutual agreement on this issue.



Award Details

Applicants may apply for up to \$50,000. The number of awards made may vary by funding round depending on other uses of the Fund and the quality of applications received. FuzeHub maintains the right to award less than is being requested.

A not-for profit, or in the case of a university- a specific department, can only receive one Manufacturing Grant award per year.

Applicant teams involving companies with 50 or more employees combined are required to contribute a match according to the sliding scale below, with at least 50% of the match in the form of cash equity. If an application includes multiple companies, the match requirement is based on the total employees of combined companies.

Total employment at the establishments of all companies	Match Requirement
0-49 employees	No financial match required, but applicant must provide clear demonstration of resources leveraged in the project (e.g. staff time, equipment, etc.)
50-99 employees	0.25 to 1 match
100-249 employees	0.5 to 1 match
250-499 employees	1 to 1 match

Application Process

Applications and attachments must be submitted through the on-line application. No application items will be accepted via email or postal mail, even if they are received prior to the application deadline. There is a \$75 fee for each submitted application.

A complete application must include the following uploaded documents:

1. **Project Description** – A detailed project description may not exceed two pages, including any graphics, and must be in a font of a legible size (12pt Times New Roman or Calibri font). Any pages in excess of the two-page limit will not be reviewed. This must be in PDF file format.
2. **Budget** –The worksheet template provided by FuzeHub is the only acceptable format. Applicants should propose a project budget of up to \$50,000, including matching funds as required. The worksheet and any explanatory notes should not exceed two pages. Please include details and explanations sufficient for reviewers to determine reasonableness of the budget and use of funds. The budget should make clear how the applicant is satisfying the match requirements, including any required cash and in-kind portions. Please upload a single Excel file that includes a conflict of interest letter that documents the university support of the project.
3. **Letter(s) of commitment** – Upload letter(s) of commitment from the company/companies benefiting from this project as a single PDF file. Letters should affirm the need for and the anticipated benefits of the project, and the anticipated impact relevant to each company involved. If this letter is not provided, the application will be deemed incomplete and not be reviewed. Please note: A letter from the non-profit applicant is not required.
4. **Conflict of Interest Letter** – (If applicable.) In cases where an applicant that is a university employs an individual who is also an employee of or has a financial stake in a company that is part of the applicant team, FuzeHub considers such applicants to be eligible, provided that the application receives a letter of support from the university official responsible for overseeing compliance with the institution's conflict of interest policies. In these cases, the university administrator should submit a letter with the application affirming the university's understanding of the employee's private sector interests as they relate to the project, and affirm that the university supports the project and deems it compliant with the institution's conflict of interest policies. Please

upload a single PDF file that includes a conflict of interest letter that documents the university support of the project.

Criteria and Review Process

Applications that do not include all required items will be deemed incomplete and will be rejected without further review. Applications are considered incomplete if any of the aforementioned items in the Application Process section are omitted or do not follow the instructions provided. Complete and eligible applications will be evaluated by a selection panel according to the following criteria:

- 10 points: Expected impact on the company/companies involved in terms of new/retained sales, cost savings, and/or new investment, jobs (provide supporting information if available)
- 15 points: Degree to which the project is transformational, unique, and/or will lead to new or improved products or technologies
- 15 points: Project readiness, team qualifications, and team capacity
- 10 points: Reasonableness of budget and use of funds⁶

FuzeHub may ask applicants for additional information or clarification, or to present to the panel, as needed. In some cases, FuzeHub may discuss an application with an expert in the relevant technology field.

No awards will be made to applicants with final scores of less than 35.

In anticipation of a high volume of applications, FuzeHub will not commit to providing debriefs to unsuccessful candidates.

Agreements

FuzeHub will enter into an agreement with each grant recipient. The agreements will detail agreed-upon project scope, milestones, match requirements, payment schedule, and commitment to participate in post-award project tracking and surveys. Payment schedules will be determined on an award-by-award basis and may involve reimbursement payments, milestone payments, and/or advance payments. Payments are made based on the approval of milestone reports that contain appropriate and sufficient documentation, including but not limited to receipts and invoices for project work completed.

FuzeHub Privacy Policy

- I. FuzeHub is a not-for-profit corporation under the laws of the State of New York. Other than as may be specifically stated herein or in any other FuzeHub documents, it is the position of FuzeHub that any materials and communications related to applications, the application process, or consideration or judging thereof is proprietary and confidential.
- II. To the extent disclosure of any FuzeHub materials is sought by process of law, FuzeHub has no obligation to notify affected parties, nor to defend against any such disclosure, but may so notify and/or defend to the extent FuzeHub in its sole discretion, deems practicable and advisable.

⁶ Funding cannot be used for overhead or administrative rates; indirect costs (that is, operational expenses that are not directly related to executing the project, for example office rent, utilities, non-project-specific personnel costs). Salaries are eligible expenses to the extent that personnel time is directly involved in the project and the project budget must include a justification narrative describing how the costs directly relate to the project.

- III. Notwithstanding any other provisions hereof, FuzeHub has full rights to communicate regarding all funded projects on our website, social media pages, and in annual publications. FuzeHub reserves the right to include an award grantee's name and/or logo in any and all reports published in print or online.
- IV. To the extent New York State entities that work with FuzeHub, including but not limited to Empire State Development, may have privacy or other policies regarding this subject, interested parties are referred to those policies.

Posted/Modified

December 27, 2017. Please check back to this site for updates and modifications to these guidelines.