



Jeff Lawrence Innovation Fund

MANUFACTURING GRANT GUIDELINES

2022 Round 1 Grant Application Period

Opens January 4, 2022

Closes February 4, 2022 at 4:00 PM EST

MANUFACTURING GRANTS OVERVIEW

The Manufacturing Grants are designed to encourage collaboration between not-for-profit organizations and small to medium-sized manufacturing companies in New York State. The grants serve as a resource to help companies achieve success from early stage, proof of concept through maturity. The partnership created with the not-for-profit organization serves as a pathway to technology transfer, adoption and implementation of new manufacturing processes, as well as the creation of enhanced products and services.

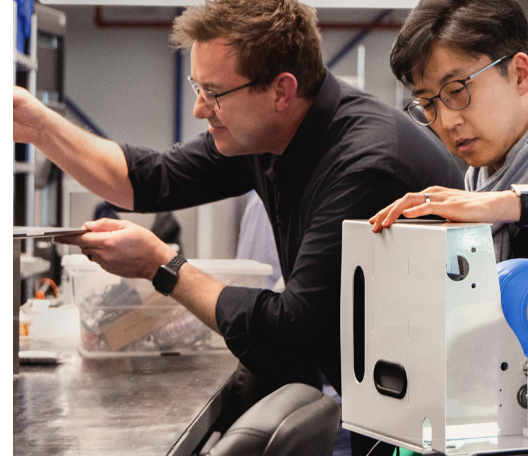
The U.S. Economic Development Administration is now providing additional support to FuzeHub's Manufacturing Grants program, with a focus on projects that benefit start-up companies. As a result, out of the Manufacturing Grants being awarded in this round, at least 4 will be made for projects benefiting start-up companies; of those, at least 2 awards will be made to projects that exclude the purchase of equipment (see Eligibility Factors for details). Up to 5 awards will be made to projects that benefit eligible companies of any stage of maturity, and equipment costs are eligible under those awards.

PROGRAM GOALS

To identify innovative projects that support the collaboration of not-for-profit organizations and New York State small to medium-sized manufacturers, leading to the creation of valuable economic impacts in our communities, and the growth of New York's manufacturing sector.

AVAILABLE FUNDING

Individual grants will not exceed \$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.



2022 APPLICATION

The application questions, guidelines, FAQ, and budget template are available on the FuzeHub website at <https://fuzehub.com/2022-manufacturing-grant>. Applications are submitted online at [SurveyMonkey Apply](#). If you require assistance with completing an application, please contact fund@fuzehub.com or 518-768-7030.

There is a \$55 application fee. **Application deadline is February 4, 2022 at 4:00PM EST.**

1. Eligibility

A. Eligible Applicants

New York State not-for-profit organizations¹ that partner with at least one New York State small to medium-sized manufacturer.

B. Eligible Partner Manufacturers

Each manufacturer (industry partner) identified in the application will need to evidence:

- The manufacturer has at least one physical establishment in New York State, and no more than 500 employees across the entire firm or enterprise worldwide;
- Registration with Dun & Bradstreet evidenced by a D&B account number. The D&B profile must include an eligible North American Industry Classification System (NAICS) code from the list below:
 - Manufacturing Sector - Any NAICS Code beginning with 3* (see http://www.census.gov/manufacturing/numerical_list/)
 - 541714 Research and Development in Biotechnology
 - 541715 Research and Development in the Physical, Engineering, and Life Sciences
 - 423510 Metal Service Centers and Other Metal Merchant Wholesalers
 - 488991 Packing and Crating
 - 541330 Engineering Services

- 541380 Testing Laboratories
- 561910 Packaging and Labeling Services
- 811310 Commercial and Industrial Machinery & Equipment (except Automotive & Electronic) Repair & Maintenance

C. Eligibility Factors

- Applicants may only submit one application.
- Each application must consist of only one project
- A manufacturer can only be the industry partner in one application per round
- In the case of a university, up to three different centers or departments at a given university may apply². University applicants must provide the subset of the university such as college, school or department in the application form.
- A not-for-profit, or a specific department of a university, can only receive one Manufacturing Grant award per year.
- At least 4 awards will be granted to projects in which the industry partner is a start-up manufacturer; a minimum of 2 of these awards will be made to projects in which FuzeHub funds will not be used to purchase equipment. For the purposes of this grant, a start-up is a company that:
 - Has had less than \$2M in revenue to date; and
 - Has been in business for less than 5 years (7 years if the company is in the life sciences, biomedical, or medical device industries)

¹: As part of FuzeHub's mission, FuzeHub has contractual and other relationships with many for- and not-for-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 not-for-profits such as Manufacturing Extension Partnership (MEP) centers, all of which are also eligible for the grants.

²: In the case of the SUNY system, only three applications may come from a single campus.

D. Matching Funds

Applicant teams 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 number of employees of the combined companies. The not-for-profit lead applicant is not considered in determining the number of employees.

Total Across All Industry Partners	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

The list of eligible/ineligible costs in the guidelines also applies to the match requirement.

E. Eligible Projects

Applicants must assist the industry partner with a proposal that falls into one or more of the following types of projects:

- Adoption of new technology to enhance a process and/or product
- Prototype development
- Design for manufacturing
- Proof-of-concept manufacturing
- Manufacturing scale-up
- Manufacturing-related equipment purchases^{3,4}
- Other projects to advance manufacturing or manufacturing capabilities

Project timeline must not exceed 12 months. The project must be clearly defined and ready to be undertaken. Applicants should be aware that **any project costs that were incurred prior to the grant agreement date are ineligible for reimbursement.**

F. Eligible Project Costs

- Eligible costs include, but are not limited to:
 - Equipment (at least 2 awards will be funded to projects that do not include equipment purchases – see Eligibility Factors);
 - Materials;
 - Engineering/design;
 - Travel (travel costs must be clearly defined; a justification narrative describing how the travel costs directly relate to the project must be included);
 - Personnel (costs must directly relate to the project);
 - Other costs directly related to executing the defined project.
- **Ineligible costs include, but are not limited to:**
 - Overhead;
 - Administrative costs;
 - Indirect costs (e.g.: office rent, utilities, or non-project-specific personnel costs);
 - Executive salaries for the not-for-profit applicant and/or any industry partner, regardless of the type of work to be performed (i.e., executive director, president, CEO, or other leadership roles);
 - Marketing/Business development.

³: Manufacturing-related equipment purchases are eligible when a not-for-profit or industry partner has demonstrated: the need for such equipment and relevance to the proposed project; an agreement on location; and a willingness to allow use by other New York State companies, as appropriate.

⁴: In general, equipment-related proposals will be viewed most competitively if equipment ownership is maintained by the not-for-profit applicant and the equipment benefits more than one company. However, proposals in which a manufacturer would own the equipment will also be considered.

2. Application Requirements

The application process is completely done in the [SurveyMonkey Apply](#) platform.

In **Stage 1**, the applicant team provides some initial information. FuzeHub will either:

- Confirm preliminary eligibility and advance the applicant to Stage 2; or
- Provide feedback on what is needed to become eligible to apply, and allow the applicant to start a new application once those items are addressed, if appropriate.

In **Stage 2**, the applicant team has access to all application tasks and has the ability to upload required documents needed to submit a full manufacturing grant application.

A. Required Documents and Tasks

- **Application Questions** - Basic team information and project-related questions.
 - This is a form to be filled out in SurveyMonkey Apply
- **Project Description** - 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.
 - The project description must be uploaded as a PDF file
- **Project Budget - Maximum FuzeHub grant award is \$50,000** - The worksheet and any explanatory notes should not exceed two pages.
 - The budget should include **costs and explanations detailed** enough for reviewers to be able to determine reasonableness of use of funds;
 - The project budget must include a justification narrative describing how any personnel and/or travel costs directly relate to the project;
 - The match requirements should be clearly marked, including any required cash and in-kind portions;
 - The budget template must be downloaded from the FuzeHub website; the completed budget must be uploaded as an .xls or .xlsx file.

- **Letter(s) of Commitment from the company/ companies benefiting from this project.** Any company listed in the “Company Information” section of the application must provide a letter of commitment. Commitment letters must:
 - Affirm the need for and the anticipated benefits of the project;
 - Indicate approval of project description, scope of work and budget; and
 - Indicate the company’s/companies’ commitment to respond to the impact survey.
- The letter(s) of commitment must be uploaded in PDF file format.
- **Conflict of Interest Acknowledgment (University/ College applicants only)** - Universities and Colleges must upload a conflict-of-interest acknowledgment letter regardless of conflict status. See FAQ for details.
 - If applicable, the conflict-of-interest letter must be uploaded as a PDF file.
- **Payment** - credit card is the only acceptable payment form for the \$55 application fee.

3. Review Criteria

Eligible applications will be evaluated by a selection panel based on, but not limited to, the following criteria:

1. Degree to which the project is transformational, unique, and/or will lead to new or improved products or technologies (7 points)

The application should fully describe the transformative/disruptive/innovative potential of the project or project outcome compared to current industry options and existing commercialization potential.

Examples of innovative projects include: improvements in a current manufacturing process or product; a completely new, break-through product, process or technology.

2. Expected impact on the company/companies involved in terms of new/retained sales, cost savings, new investment, and/or jobs (7 points)

The applicant should clearly outline economic impacts including, but not limited to: new sales; operational cost and/or time savings; quantifiable product or process performance improvement; new customer base opportunity; new markets; new production partnership or supplier relationship; new investment or funding opportunity; and/or the number and type of new hires/positions created or retained.

The application should show how the impacts claimed are in line with the proposed project activities and timeline, and clearly define the success evaluation criteria.

3. Project readiness, team qualifications, and team capacity (5 points)

The applicant should identify every project team member. For each team member, clearly define: role, skill, ability, credentials (prior experience, degrees, awards) and availability. If there are gaps in the team, describe how these gaps may be addressed to successfully complete the project. Include advisory team, if applicable. The application should provide details to evidence whether the team has the ability to implement the project immediately if awarded.

For current awardees, delinquent grant reporting is taken into consideration when evaluating application proposals.

4. Reasonableness of budget and use of resources (3 points)

The application materials, as well as the project budget, should demonstrate that the individual expenses are relevant and necessary to accomplish the project goals, and that the budget expenses are reasonable, justifiable amounts and generally in line with the expected cost of a particular given item. The application materials should explain how the applicant team is leveraging the resources available to them in the most effective way.

If consultants and vendors are not located in New York State, it is recommended that the applicant explain why the products, services, or expertise are being procured out of state.

5. Alignment with the FuzeHub Manufacturing Grant mission to encourage collaboration between not-for-profit organizations and small to medium-sized manufacturing companies (3 points)

The narrative should highlight the cooperation between the not-for-profit and the industry partner. Describe the benefits that each organization will gain as a consequence of this project. Application materials should explain how the project will impact the manufacturing industry as well as how the not-for-profit applicant and the industry partner(s) will benefit from FuzeHub manufacturing grant funding.

In anticipation of a high volume of applications, FuzeHub will not commit to providing debriefs to unsuccessful candidates; when and if available, the debrief will be delivered electronically.

4. Grant Agreement Requirements

If awarded, the applicant will be required to enter into a grant agreement with FuzeHub. The agreement will detail project start and end dates, scopes, milestones, payment schedules, and commitments to participate in post-award project tracking and surveys.

A. Reporting

FuzeHub will require milestone reports in order to confirm that project progress is consistent with the budget and scope of work. The grantee and their industry partner(s) will be asked to report on the level of satisfaction and project impact(s). The company/ companies will be contacted by FuzeHub and/or an independent survey house up to three (3) times over the following three (3) years after the completion of the project to assess their satisfaction with the project and its business impact.

B. Method of Disbursement

Award funds will be disbursed on an award-by-award basis. Payments will be made on a reimbursement basis and are dependent on the approval of milestones that contain appropriate and sufficient documentation, including but not limited to: reports, invoices for project work completed, documentation to support salary costs, proof of payment/receipts.

C. Availability of Funds

All grants are subject to the availability of funds from Empire State Development, Division of Science, Technology & Innovation (NYSTAR) and from the U.S. Economic Development Administration (EDA).



Contact Information

Questions should be sent to the Innovation Fund program at fund@fuzehub.com.

For the FuzeHub Privacy Policy, click [here](#).

Posted/Modified December 29, 2021. Please check back to this site for updates and modifications to these guidelines.