



Jeff Lawrence Innovation Fund

# MANUFACTURING GRANT GUIDELINES

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**2022 Round 2 Grant Application Period**  
Opens April 1, 2022  
Closes April 29, 2022 at 4:00 PM EST

## 2022 APPLICATION

The application questions, guidelines, FAQ, and budget template are available on the FuzeHub website at [fuzehub.com/2022-manufacturing-grant](https://fuzehub.com/2022-manufacturing-grant). Applications are submitted online at [SurveyMonkey Apply](#).

If you have questions or require assistance with completing an application, please contact [fund@fuzehub.com](mailto:fund@fuzehub.com) or 518-768-7030.

# 1. Eligibility

## A. Eligible Applicants

New York State not-for-profit organizations<sup>1</sup> that partner with at least one New York State small to medium-sized manufacturer.

## B. Eligible Partner Manufacturers

Manufacturing companies in any stage of maturity with a:

- physical establishment in New York State, and no more than 500 employees worldwide;
- Dun & Bradstreet profile with a registered North American Industry Classification System (NAICS) code from the list below:
  - Manufacturing Sector - Any NAICS Code beginning with 3\* (see [census.gov](https://www.census.gov))
  - 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, consisting of a single 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 may apply<sup>2</sup>.
- A not-for-profit, or a specific department of a university, can only receive one Manufacturing Grants 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).

## D. Matching Funds

A financial match is required, according to the sliding scale below. The employee count includes all industry partners in the application, but not the not-for-profit's employees.

Total Across All Industry Partners	Match Requirement (at least 50% in Cash Equity)
0 - 49 Employees	No match required, but applicant must provide evidence of leveraged resources (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 Types of Projects (timeline must not exceed 12 months)

- 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
- Other projects to advance manufacturing or manufacturing capabilities

## F. Eligible Project Costs

Any project costs that were incurred prior to the grant agreement date are ineligible for reimbursement.

Eligible costs include, but are not limited to:

- Equipment
- Materials
- Engineering/design
- Travel (clearly defined, and directly related to the project)
- Personnel (costs must directly relate to the project)
- Other direct costs

Ineligible costs include, but are not limited to:

- Overhead and 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

## 2. Application Requirements

The application process is completely done in the [SurveyMonkey Apply](#) platform. **Both Stages 1 and 2 must be completed by April 29 at 4PM EST.**

**Stage 1** – fill out form in the platform for preliminary eligibility evaluation.

- Applicant teams deemed eligible will be moved to Stage 2; or
- If an eligibility issue is found, feedback and instructions will be provided via email.

**Stage 2** – the applicant team has access to all tasks necessary to fully submit the application:

- **Application Questions** (form in platform) – organizations' information and project questions. A copy of this form may be downloaded ahead of time for reference.
- **Project Description** (PDF file) – A concise narrative explaining the concept and context of the project from start to finish, including a high-level overview of the work to be executed and expected goals. The applicant should not copy and paste between the project description and the application questions, as it does not add value to the application. This document may not exceed two pages in a font of a legible size (12pt Times New Roman or Calibri font).
- **Project Budget** – Maximum FuzeHub grant award is \$50,000 (.xls or .xlsx file – the template must be downloaded from the FuzeHub website)

- The worksheet and any explanatory notes should not exceed two pages, and include:
  - a description of how all costs directly relate to the project;
  - the match requirements clearly marked, including cash and in-kind portions.
- **Signed Letter(s) of Commitment from the industry partner(s)** (PDF file):
  - affirming the need for and the anticipated benefits of the project;
  - Indicating approval of project description, scope of work and budget; and
  - Indicating the company's commitment to respond to the impact survey.
- **Conflict of Interest Acknowledgement (University/ College applicants only)** (PDF file) – Universities and Colleges must upload a conflict-of-interest acknowledgement letter signed by the University/ College official responsible for overseeing compliance with conflict-of-interest policies, regardless of conflict status. See FAQ for details.
- **Payment** – \$55 application fee must be paid by credit card.

### 3. Review Criteria

Applications will be evaluated 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 explain the transformative/disruptive/innovative potential of the project outcome compared to current industry options, such as 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; cost and time savings; product or process performance improvement; new customer base; new markets; new production partnership or supplier relationship; new investment or funding opportunity; and/or the number and type of 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, clearly describing: role, skill, ability, credentials (prior experience, degrees, awards) and availability. If there are gaps in the team, explain how they will be addressed. Include advisory team, if applicable.

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

The application should demonstrate that expenses are: relevant and necessary to accomplish the project goals; reasonable, justifiable amounts; and generally in line with the expected cost of a particular given item.

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 collaboration between the not-for-profit and the industry partner. Application materials should explain how the project will impact the manufacturing industry as well as how the not-for-profit and the industry partner(s) will benefit.

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. 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).

*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.*

### Contact Information

Questions should be sent to the Innovation Fund program at [fund@fuzehub.com](mailto:fund@fuzehub.com).

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

Posted/Modified March 18, 2022. Please check back to this site for updates and modifications to these guidelines.