Jeff Lawrence Innovation Fund

MANUFACTURING GRANT GUIDELINES

2023 Round 2 Grant Application Period
Opens April 17, 2023
Closes May 16, 2023 at 4:00 PM EST

2023 APPLICATION

The application questions, guidelines, FAQ, and budget template are available on the FuzeHub website at *fuzehub.com/2023-manufacturing-grants*. Applications are submitted online at *SurveyMonkey Apply*.

If you have questions or require assistance with completing an application, please contact *fund@fuzehub.com* or 518-768-7030.

1. Eligibility

A. Eligible Applicants

New York State not-for-profit organizations[1] 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*)

  - 423510 Metal Service Centers and Other Metal Merchant Wholesalers

  - 488991 Packing and Crating

  - 541330 Engineering Services

  - 541380 Testing Laboratories

  - 541713 Research and Development in Nanotechnology

  - 541714 Research and Development in Biotechnology

  - 541715 Research and Development in the Physical, Engineering, and Life Sciences (except Nanotechnology and Biotechnology)

  - 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[2].

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

- While companies in any stage of development are eligible to apply, at least 4 awards will be granted to projects in which the industry partner is a start-up manufacturer; 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 May 16 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 SurveyMonkey Apply) – organizations' information and project questions. A copy of this form may be downloaded ahead of time for reference.

- **Project Abstract** (PDF file) – A high-level overview of the project and why it is worth pursuing. Include some background, explain the technology, define the product/ process, describe what problem it solves and, if alternatives exist, what makes this solution a better choice. Discuss the work done to date and the strategy for project completion. Pictures and diagrams may be included here. 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:

  - The match requirements clearly marked, including cash and in-kind portions.

  - If a match is not required but is included in the budget, awarded projects will need to substantiate the match as well.

- **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.

- **Media Package** - Media contact information for both the non-profit and the industry partner(s), plus a brief project description for media purposes only.

- **Payment** – $55 application fee must be paid by credit card.

3. Review Criteria

Past performance will be considered when scoring new applications. 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**

   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 project impact and resulting company growth**

   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. **Team's ability to deliver**

   Explain how the team expertise, availability and access to resources support the completion of the project, within the timeline allotted, and the accomplishment of its goals.

4. **Reasonableness of budget**

   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**

   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*.

For the FuzeHub Privacy Policy, click *here.*

Posted/Modified March 20, 2023. Please check back to this site for updates and modifications to these guidelines.