Jeff Lawrence Innovation Fund

MANUFACTURING GRANT GUIDELINES

2025 Round 1 Grant Application Period
Opens January 20, 2025
Closes February 19, 2025 at 11:59 PM EST

2025 APPLICATION

The application questions, guidelines, budget template and FAQ are available on the FuzeHub website at *fuzehub.com/2025-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.

Award Details

Up to $390,000 in funding is available. Applicants can choose an award between $30,000 and $65,000. The remainder of the available funding may be allocated to one or more runners-up. FuzeHub maintains the right to award less than is being requested. Funds provided to awarded organizations are distributed on a reimbursement basis. All awards are subject to the availability of funds from Empire State Development.

NEW FOR 2025

We have separated the rounds for established companies and startups. Established companies are eligible industry partners to Round 1 only (this round); startups are eligible industry partners to Round 2 only (opening April 15). Read on for details.

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 established manufacturer.

B. Eligible Partner Manufacturers

At least 1, and up to 5 established manufacturing companies as described below:

- An established company is a company that meets any of these criteria:
    - Annual revenue is more than $100K, or total revenue to date is more than $500K;
    - Total investments received to date exceed $2M (excluding grants); or
    - Has been in business for more than 5 years (more than 7 for life science, biomedical, or medical device industries).

- Is physically established in New York State, and has no more than 500 employees worldwide;

- Has a 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

    - 4841 General Freight Trucking

    - 4842 Specialized Freight Trucking

    - 488510 Freight Transportation Agreement

    - 488991 Packing and Crating

    - 4931 Warehousing and Storage

    - 541330 Engineering Services

    - 541380 Testing Laboratories

    - 541420 Industrial Design Services

    - 541511 Custom Computer Programming Services

    - 541512 Computer Systems Design Services

    - 541713 Research and Development in Nantechnology

    - 541714 Research and Development in Biotechnology (except Nanotechnology)

    - 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

    FuzeHub encourages participation by military veterans, women, minorities, and socially or economically disadvantaged businesses.

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.

- A manufacturer can only be the recipient of up to $250,000 from the Jeff Lawrence Innovation Fund in the life of the company, directly or indirectly, across all tracks and rounds.

- In the case of a college or university, up to three different centers or departments may apply[2].

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

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 February 19 at 11:59 PM 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 – applicant teams deemed eligible on Stage 1 receive 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 Video (.avi, .mp4, .mov file, or YouTube or Vimeo link) –** a video up to 10 minutes long that addresses the following:

- Describe the not-for-profit organization, its role in the project, and the benefits that the organization expects to achieve as a result of this project. This session MUST be presented by the not-for-profit representative.

- Describe the industry partner(s), its/their role in the project, and the benefits that the organization(s) expect to experience as a result of this project. This session MUST be presented by a representative of the industry partner company/companies.

- **Describe the technology and the product being developed. Include as many details as relevant, without getting deeply technical. How does it work? What makes it exceptional?**

- What stage of development is it in? What stage will it be after the completion of the project?

- How does the product / technology impact its users, stakeholders, and the world at large? Discuss all the ways in which this project makes the world a better place.

- Video submissions that do not comply to this description will be deemed incomplete, and the application will be rejected.

- **For more "dos" and "don'ts" for this task, refer to** *Project Video Dos and Don'ts*.

- **Project Budget – Maximum FuzeHub grant award is $65,000** (.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 appropriate.

- **Conflict of Interest Acknowledgment (University/ College applicants only)** (PDF file) – Universities and Colleges must upload a conflict-of-interest acknowledgment 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 and images for media purposes only.

- **Payment** – $65 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 economic impact and resulting company growth**

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

   Impacts described should be specific, including timeline to achieve each impact (e.g. "1 engineering job in 1 year. In 3 years, add 2 technician jobs and 2 line workers" as opposed to "5 jobs").

3. **Team's ability to deliver**

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

4. 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 emphasize the collaboration between the not-for-profit and the industry partner, describing how the organizations will coordinate their efforts in order to improve the quality of the project's outcomes.

5. Expected impacts and improvements on the world

Does the product/technology directly contribute to creating a better world? Include aspects such as environmental sustainability, industry shifts into better practices, disruption of harmful systems, inclusivity measures, prioritizing the needs of underserved or vulnerable populations, ethical consumption, etc.

6. 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. Award costs must fall within the Eligible Costs categories described above.

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.

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).

Contact Information

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

For the FuzeHub Privacy Policy, click *here.*

Posted/Modified January 17, 2025. Please check back to this site for updates and modifications to these guidelines.

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 university. In the case of the CUNY system, only three applications total may be submitted.