

# Grant Informational Meeting December 14, 2021



- Introduce New Grant Manager
- July 1, 2021 through June 30, 2022
- Grant process overview – 2 phases
  - Application
  - Reimbursement
- Program Eligibility and Changes for FY22
- Tips to make the process easier for all participants

# Grant Application Process

- You may download FY22 application schedules and company profile at the IMA website [www.ima-net.org/etip](http://www.ima-net.org/etip)
- Company profile
- ETIP Multi-Schedules (Schedules A & B)
- Training conducted (July – Dec 2021)
- Six months of projected training (Jan – June 2022)
- Applications DUE & REC'D BY Dec 31, 2021
  - Email to [etip@ima-net.org](mailto:etip@ima-net.org)

# Submit

- Application Phase –
  - Due 12/31/21
  - Replace “IMA” in file name with company name first.
  - Complete and email the ETIP multi-schedules A & B in excel format and a pdf of the signed company profile to [etip@ima-net.org](mailto:etip@ima-net.org).
- Reimbursement Phase –
  - Due 1/15/22
  - Forms must be submitted by hard copy
  - Provide two copies of complete set

# Grant Eligible Costs/Training

- Training related to:
  - New or changing technology or equipment
  - Total quality management, continuous improvement, or safety
  - Both external and internal training qualifies for FY22
  - Materials – listed separately, purchased not developed
  - Trainee must be FT Illinois based employee

# Grant Ineligible Costs/Training

- Travel costs
- Training Development/Preparation/Planning
- Credit, Degree – Certifications are OK
- Conference/Seminars/Workshops – unless certified training certificates issued
- Soft Skills
- Sales, Marketing or HR related
- Leadership
- Strategic Planning
- PT, seasonal, contractual or temporary employee
- One on one or OJT

# Reimbursement Form Completion

- Required information needed on an ongoing basis:
  - attendance sheets
  - course description by provider
  - paid invoices, proof of payment
  - certificates of completion (external training only)
  - retention
- Verify that your company name is on every form
- Combine multiple sessions of the same class into one training
- Training hours equals length of the session
- Work with training vendors upfront to ensure their invoices meet grant program requirements (list materials separately)
- Internal trainer wages & fringe benefits needs supporting documentation

# Tips For Success

- Ensure submissions are on time and complete
  - First Report Due January 15, 2022
  - Replace “IMA’ in file name with company name first.
- Submissions must be packaged as follows:
  - Expenditure Summary Report
  - Course outline or Table of Contents from provider
  - Individual Course Expenditure Report
  - Attendance sheet
  - Internal Trainer Hourly Wage/Benefits support
  - External Trainer Invoice/Proof of Payment
  - Materials Invoice & Proof of Payment
- Reimbursement Paperwork must be returned in hardcopy (2 complete sets; Paperclips only no staples)
- Notify the grant manager ASAP if unable to use requested allocation



# Grant Contact Info:

[etip@ima-net.org](mailto:etip@ima-net.org)

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