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.imanet.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@imanet.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.

• 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

630.824.9375