

### Grant Application Questions

#### Step 1 - Basic Information

To be eligible, applicants must be a manufacturer with less than 500 employees and located in the McHenry County. Email Kristy Johns at [kjohns@imec.org](mailto:kjohns@imec.org) if you have a question about your eligibility.

- **First Name**
- **Last Name**
- **Title**
- **Email Address**
- **Phone Number**
- **Company Name**
- **Company Street Address**
- **Company City**
- **Company Postal Code**
- **Company Website**
- **Is your business 51% owned, operated and controlled by any of the following: Minority, Female, Veteran, Disabled?:**
  - Yes
  - No
- **Years in operation:**
  - 10+
  - 3-9
  - Less than 3
- **Number of Employees:**
  - Less than 20
  - 21-75
  - More than 75
- **2021 Annual Revenue**
- **Revenue trends since 2020:**
  - Increasing
  - Flat
  - Declining

#### Step 2 - Urgent Priority Area

Select the most pressing priority for your organization out of the categories below:

- **Leadership:** Shape your company's future success by strategically planning and growing your business while guiding and coaching your future leaders.
- **Workforce:** Boost productivity and enhance engagement to develop a more resilient, motivated team.
- **Growth:** Implement sales and marketing tools to grow your business and capture new opportunities.
- **Operations:** Leverage continuous improvement measures and streamline production, maintenance, and administrative processes.

## Step 2 (cont.) Urgent Priority Area - Project Selection ALL CATEGORIES

**Which Project Best Fits your needs?** (Project Descriptions found on website at [www.imec.org/advancemchenry](http://www.imec.org/advancemchenry) )

- **Which Project Best Fits your needs?** (Project Descriptions found on website at [www.imec.org/advancemchenry](http://www.imec.org/advancemchenry) )
  - Leadership: Talent Succession Planning and Coaching for Experienced Leaders
  - Leadership: Business Transition Planning
  - Leadership: Strategic Planning
  - Leadership: Leadership Daily Management and Dashboards
  - Growth: Lead Generation
  - Growth: Branding
  - Growth: Virtual Business Card
  - Growth: Managing Social Media
  - Growth: Search Engine Optimization
  - Growth: Selling Online
  - Operations: Total Productive Maintenance Training with kaizen
  - Operations: Lean Training with kaizen
  - Operations: TWI Job Methods
  - Operations: Internal Auditor Training (ISO 9001 or AS9100)
  - Operations: Automation Assessment and Training
  - Operations: Safety assessment and training
  - Operations: Supply Chain Management Assessment with Kaizen
  - Operations: Cybersecurity Assessment and Gap Analysis
  - Workforce: Talent acquisition and retention
  - Workforce: Employee engagement survey and action planning
  - Workforce: Career Pathways
  - Workforce: Leadership Skills Training

## Step 3 - Circumstances from Covid-19

- **What are your company's current challenge(s) that this project will address(between 1-3 sentences)?**
- **How has the pandemic effected this challenge? (1-3 sentences)**
- **What is the business impact of this challenge? (1-3 sentences)**
- **Why is conquering this challenge important for the ongoing success of your business? (1-3 sentences)**

## Step 4 - Anticipated Program Outcomes

List the following estimated outcomes for participating in this program.

- **Estimated number of jobs created that will result from this project. (Percent of current employment size)**
  - Greater than 25%
  - 10%-24%
  - Less than 10%
- **Estimated number of jobs retained will result from this project. (Percent of current employment size)**
  - Greater than 75%
  - 25%-74%
  - Less than 25%
- **Estimated new sales that will result from this project. (Percentage of increase of current sales)**
  - Greater than 20%
  - 10%-19%
  - Less than 10%

## Step 4 (cont.) - Anticipated Program Outcomes

- **Estimated retained sales that will result from this project. (Percentage of current sales)**
  - Greater than 75%
  - 25%-74%
  - Less than 25%
- **Will this project result cost savings (waste reduction/equipment repair/efficiency gains/etc.)**
  - Yes
    - If Yes estimated amount of cost savings from answer above:
  - No

## Step 5 - Company Investments

- **What is your BEST ESTIMATE for total dollars of potential investments?**
  - This amount should include future estimates for:
    - Total Employee Wages
    - Operation and Capital Investments (Plant Equipment)
    - Training Time Cost and/or Cost of Training
    - New Products or Processes
    - Information Systems or Software
    - Other Investments Not Identified Above

## Step 6 - Verify Sign & Submit

If you would like additional information or have any questions, please contact Kristy Johns, [kjohns@imec.org](mailto:kjohns@imec.org)

- **I attest to the best of my knowledge, that:**
  - the company is a manufacturing entity
  - facility located in McHenry County Illinois
  - the company meets the eligibility requirements
  - the selected project addresses critical priorities that occurred related to the pandemic
  - all information provided herein is accurate.
- **I also understand, if awarded funding that there will be a post-project evaluation and project reporting and your company and project may be highlighted in a press release or other marketing platforms by IMEC.**
  - Company proprietary or trade secret information will not be disclosed.
- **I Certify the Above Conditions.**
- **Electronic Signature:**
  - By typing your name below, you are signing this application electronically and confirming the above certification
  - Full Name (Electronic Signature)
  - Date Completed