



## Industrial Certifications Incentive Grant Program Guidelines

### PURPOSE

The Wyoming Business Council Industrial Certifications Incentive Grant program provides funding to defray costs for companies in Wyoming seeking advanced industrial certifications, with the goal of diversifying markets for their products, adding and retaining jobs in Wyoming manufacturing. The grant program provides matching funds to companies in two phases; 1. Certification pathway consulting. 2. Direct certification cost sharing.

### GENERAL PROGRAM INFORMATION

The Industrial Certifications Incentive Grant is a cost sharing grant; as such, the applicant must procure services of a third party consultant for phase 1, or begin certification process for phase 2, and present invoices from the third party consultant or certifying body to the WBC before the grant funding will be disbursed. The business shall function independently in performing this activity and shall assume sole responsibility for any debts or liabilities that may be incurred in relation to this effort. The grant award cannot be assigned.

### ELIGIBILITY REQUIREMENTS

Wyoming businesses are eligible to apply for Industrial Certifications Incentive Grant funds if they meet the following criteria:

1. Private-sector, Wyoming-based, for-profit manufacturer, interested in expanding into advanced manufacturing markets, requiring ISO or similar certifications.
2. Can demonstrate ability to capitalize on a market expansion activity.
3. Can provide simple justification for the chosen path toward reaching certification.

### ELIGIBLE CERTIFICATION ACTIVITIES

- **Certification Pathway Consultant:** Contract with chosen consultant to outline steps company needs to take in order to pursue the appropriate ISO or similar organizational certification, with the ultimate purpose of expanding opportunity to seek and secure markets outside current manufacturing capabilities.
- **Certification Process Cost Share:** Direct costs from certifying entity such as costs directly billed to Wyoming company. Once a company has determined the certification necessary to expand their markets, the WBC will cost share 50% of year-one direct certification charges, up to \$10,000.00.

### ELIGIBLE EXPENDITURES

Expenditures are limited to the following expenses: (For questions regarding this section, please contact Brandon Marshall at [brandon.marshall@wyo.gov](mailto:brandon.marshall@wyo.gov).)

### PHASE 1 – CERTIFICATION PATHWAY CONSULTANT

- **Pathway Grants will reimburse direct expenses, billed by the consultant for services only.** The WBC will provide funding of up to 50%, not to exceed \$10,000.00, of total charges for initial consulting work designed to identify steps necessary for a company to take to pursue ISO or similar certification for their manufacturing operation, in Wyoming. **This is a one-time award.**

### PHASE 2 – CERTIFICATION PROCESS COST SHARE

- **Process Grants will reimburse direct expenses, billed by ISO or certifying body directly to the awardee company.** No expenses related to salary or in-kind contribution by the company to the overall effort will be considered. The WBC will provide funding of up to 50%, not to exceed \$10,000.00, of total charges for year-one certification costs directly related to manufacturing operations in Wyoming. **This is a one-time award. Process Grants do not require completion of a Pathway Grant first.**



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### INELIGIBLE EXPENDITURES

The WBC will provide no reimbursement or cost share for expenses not directly related to consultant charges or certifying entity direct charges. No employee salary or other expenses will be paid with these funds made available by the WBC. No expenses incurred before date of signed contract with WBC will be paid (see line e. below).

### REQUIREMENTS OF THE BUSINESS PARTICIPANT

- a. **Application narrative** should include: Letter of interest addressing need and plans for certification, and goals once certification is complete (including estimated jobs added or retained, resulting from completion of certification), general company information, including industry/product information, employee/sales information. Please provide executive summary of business and marketing plan, investor pitch deck, or corporate brochure (if available.)
- b. **Proposed budget:** Estimate of eligible expenses with a copy (for Phase 1) of consultant's proposal or (for Phase 2) best estimate of direct cost to applicant for certification in year one.
- c. **Proposed timeline:** Estimate of timeline for consultant engagement and project completion (Phase 1) or estimate of timeline to receive certification (Phase 2).
- d. **Completion of IRS W-9** may be required if the applicant is not in the State's payment system. Appropriate forms will be mailed or emailed to the applicant.
- e. **Contract:** Once the application has been approved by WBC staff, the applicant will be required to sign a WBC contract to receive payment exceeding \$2,500.00. Contract template will be sent to applicant with notification of award.

**PROGRAM TIMELINE:** Applications are accepted at any time; in the order they are received. WBC will make award determination and notification to applicant within 30 days of application receipt.

***NOTE: Application packet will be reviewed by WBC staff. The applicant will be contacted with questions or concerns and approval status.***

***AWARDEES WILL RECEIVE A SEPARATE EMAIL REGARDING REIMBURSEMENT AND REPORTING.***

*Return application documents to:*

Wyoming Business Council

ATTN: Brandon Marshall, Business Development Director

214 West 15<sup>th</sup> Street • Cheyenne, WY 82002

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