

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
- 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

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