

Michigan Innovation Fund (MIF) Program

Application Process

Application Deadline: Friday, May 30, 2025

1. Application Format

Applications will be accepted until the budget is exhausted. To be considered, each Applicant must submit a COMPLETE application using the format specified. There should be no attachments, enclosures, or exhibits other than those considered by the Applicant to be essential to a complete understanding of the proposal.

A. Complete Application

1. **Contact Page** – State the Organizations full name, address, and phone number. Also included should be contact information, including phone number, email, cell number and fax numbers. Please also include signature of the authorized signor of the applicant organization.

2. **Proposal – (up to 2 pages)** – provide a proposal to include the following:

- **NAME OF THE APPLICANT ORGANIZATION**
- **ELIGIBILITY CRITERIA.** Clearly identify how they are eligible to apply and fulfill all criteria identified in the Program Guidelines. **Identify the Track** you are applying under. Attach supporting documentation to demonstrate eligibility (if necessary).
- **PURPOSE OF THE FUNDS.**
 - a. **Purpose/Proposed Services.** The applicant must clearly describe:
 - i. The purposes the funds will be used for AND
 - ii. Specify whether you intend to invest in one or multiple Industry Sectors, as this will affect award allocation.
 - iii. Provide a detailed plan showing how at least 5% of investments will support Geographically Disadvantaged Business Enterprises (GDBEs).
 - b. **Team.** Summarize key personnel, including leadership, their time commitment to the project, their specific responsibilities, and their value.
- **TARGETED METRICS**

Identify semi-annual milestones/deliverables that the Applicant will commit to as a result of providing the proposed services. Progress Reports are due April 15 and October 15 every year throughout the 5-year award, therefore provide milestones/deliverables that will be completed in April and October over the course of the grant. Include a “targeted metrics” milestone for each reporting period. Considering a \$500,000 investment cap per company, the applicant should indicate a targeted number for each of the following metrics:

- i. companies invested
- ii. new jobs created
- iii. follow on funding.

B. Application Submittal

Submit separately marked electronic versions of your Proposal to the MSF via email to MIF@michigan.org by **Friday, May 30, 2025**. Please note: **Proposals will not be accepted via U.S. Mail or any other delivery method.**

APPLICANTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE SUBJECT LINE OF YOUR EMAIL: *"MICHIGAN INNOVATION FUND with Applicant Name."*