

Michigan Innovation Fund (MIF) – Application Process & Proposal Instructions

Application Deadlines

- **Round 1:** Wednesday, July 16, 2025 @ Noon ET
(awards expected to be announced by end of August 2025)
- **Round 2:** Friday, August 8, 2025 @ Noon ET
(awards expected to be announced by end of September 2025)

Who May Apply

Refer to the eligibility criteria in the Request for Applications (RFA). Applicants must be Michigan-based 501(c)(3), 501(c)(6) nonprofit organizations, or university-affiliated foundations proposing to lead one of the funding opportunity categories outlined in Section 1 of the RFA.

How to Submit

1. Choose **one** proposal format (see “Proposal Formats” below).
2. Export your proposal and any required attachments as a **single PDF** (max file size <15 MB to ensure e-mail compatibility).
3. File name format:

MIF_2025_<OrgName>_<CategoryShorthand>.pdf

(e.g., MIF_2025_MEDC_FirstCustomerMatchmaking.pdf)

4. E-mail your PDF to MIF@michigan.org with the subject line:

MICHIGAN INNOVATION FUND: <Org Name>

Note: Proposals will not be accepted via U.S. Mail or any other method.

5. You will receive a confirmation e-mail within 24 hours after the deadline for each round. **Late or incomplete submissions will not be reviewed – no exceptions.**

Proposal Formats (Pick One)

1. **5-Page Written Proposal:** Maximum 5 pages, 11 pt minimum font, reasonable margins (~1”), clear section headings, exported and submitted as a PDF.
2. **10-Slide Proposal Pitch Deck:** Maximum 10 slides, 14 pt minimum font, exported and submitted as a PDF. Each key proposal prompt (e.g., Need, Solution, Team, Budget, etc.) should correspond roughly to at least one slide. If you cannot explain it clearly in 10 slides, you may want to use the written format instead.

Use simple, clear language and active voice. Avoid jargon and buzzwords. Focus on specifics, not generalities. Use visuals where helpful.

Required Proposal Content (For Either Proposal Format)

- **Applicant Information** *(not counted toward page / slide limits)*
 - Proposal title
 - Organization name, address, and phone number
 - Proposal category / sub-category
 - Requested funding amount and period of performance
 - Primary point of contact (name, e-mail, phone)
 - Name, title, and digital signature of authorized signer
- **Eligibility Validation** *(not counted toward page / slide limits)*
 - Clearly state how your organization meets all eligibility requirements in the Request for Applications. Include / insert any necessary documentation (e.g., IRS determination letter).
 - Applicants must meet all eligibility criteria at the time of proposal submission – e.g., you cannot submit if you are pending nonprofit status.
- **Proposal Prompts**
 - **Need & Opportunity:** What specific problem or gap are you solving, and why does it matter right now?
 - **Solution & Activities:** What exactly will you do, for whom, and where?
 - **Team & Partners:** Who's doing the work, what are their roles, and how much time will they commit? Be specific.
 - **Milestones & Timeline:** What are the key steps and when will they happen? (Mandatory Progress Reports are due April 15 and October 15 each year)
 - **Budget Summary & Match (if required):** How will you use MIF dollars? What other cash or in-kind resources are already committed? (applicable only for categories requiring matching funds)
 - **Outcomes & Metrics:** List 3-5 measurable results you'll deliver by grant end.
 - **Long-Term Options:** After the MIF funding ends, how could the work keep going or scale? What are your specific plans to build a future funding pipeline that extends beyond state funding?
- **Appendix** *(optional; not counted toward page / slide limits)*
 - Detailed budget spreadsheet (recommended for complex proposals)

- Match funding documentation (if applicable)
- Optional letters of commitment by collaborating partners.

Review & Decision Process

- All complete applications will be screened for eligibility.
- Proposals are reviewed holistically by a leadership review team based on alignment with MIF priorities, funding availability, and portfolio balance.
- Reviewers may contact applicants for clarification, or to discuss potential adjustments to scope based on available funds and competing proposals.
- Reviewers cannot give advice or feedback on draft or submitted proposals.
- MEDC will recommend selected proposals to the Michigan Strategic Fund Board for final approval.
- All decisions are final and not subject to appeal.
- Additional attachments beyond those requested will not be reviewed.

Questions & Technical Assistance

- Send administrative or technical questions to MIF@michigan.org with the subject line beginning: "MIF QUESTION:"
- Questions must be submitted by July 9, 2025 (Round 1) or Aug 1, 2025 (Round 2).
- MEDC cannot review or provide feedback on draft proposals.
- Feedback will not be provided on proposals that are not selected.