

## MANUFACTURING DAY ASSISTANCE PROGRAM

The Dakota Manufacturing Extension Partnership, Inc., (Impact Dakota), has limited funds available to organizations to assist with Manufacturing Day activities in North Dakota. Organizations may apply for funds up to \$1,500. The funds will be awarded on a **first-come, first-served basis**.

Goal: To raise awareness by students, parents, teachers, career counselors, job seekers, and the public about modern manufacturing and the exciting career choices in the industry.

Responsibilities of Parties: The parties intend to do the following to help them achieve this goal:

- [Organization] will be the leader in assembling a team and planning local event(s) with the high schools, higher education institutions, manufacturers, and other partners and supporters for their community.
- [Organization] will include the Impact Dakota logo as a sponsor/partner in the marketing and in all event publicity, including, but not limited to websites, social media, radio, newspaper, television, or other media outlets. Impact Dakota will provide a logo to [Organization].
- [Organization] will share a summary of event with Impact Dakota such as: description of event, number and demographics of participants (age, gender, grade, etc), list of participating companies, encourage completion of pre- and post-event surveys (Impact Dakota will provide prior to event), etc.
- [Organization] will register their event (no cost) on the National Manufacturing Day website. Instructions on how to register will be provided by Impact Dakota.
- [Organization] will use a "Record of Impact Dakota In-Kind Contributions" form to:
  - Maintain a log of their time donated to arranging the event(s), including but not limited to preparing and leading planning meetings with members of the community team, coordinating schedules of students and manufacturers, arranging publicity and media, developing materials, and the holding of all Manufacturing Day events.
  - Request members of the community team maintain a similar log of their donated time, as appropriate. **This does not include time by manufacturers for planning and holding events in their own facility.**
  - Provide a list of expenses donated for activities over and above the amount of funds requested.These signed forms will be provided to Impact Dakota for submission to the U.S. Department of Commerce, NIST MEP program.
- Impact Dakota will support the efforts of [Organization] as requested, including, but not limited to working with the ND Governor's Office on a proclamation, publicity of events through the Impact Dakota website, social media, etc.
- Impact Dakota will pay to [Organization] requested funds up to \$1,500, to offset expenses of the events. Expenses may include, but are not limited to, busing for students, local publicity, event materials, and miscellaneous event costs. **Payment will be made following receipt of the following:**
  - Record of Impact Dakota In-Kind Contributions Form(s)
  - Summary of Event as indicated above
- Both [Organization] and Impact Dakota will sign a Memorandum Of Understanding (MOU) detailing above responsibilities. Impact Dakota will provide MOU after receipt of Manufacturing Day Assistance Application\*.

*\*Impact Dakota has a limited amount of funds available for Manufacturing Day Assistance. Once the funding limit has been reached, further applications will not be accepted.*

**MANUFACTURING DAY ASSISTANCE APPLICATION**

**Applicant Information:**

Organization:

Name:

Title:

Address:

City:

State:

Zip:

Email:

Phone:

**Manufacturing Day Event/Project Information:**

Amount of funds requested: \$

Please describe your event/project:

Please describe how the funds will be used:

Signature:

Date:

Name: (printed)

Title:

**Return completed form to : [lauries@impactdakota.com](mailto:lauries@impactdakota.com)**