



Illinois Department of Commerce & Economic Opportunity

JB Pritzker, Governor

Innovation Vouchers Program

NOFO ID: 3126-2527

Directions: Complete this program application and submit as part of your application to the Innovation Vouchers Program. Detailed information on the program and submission requirements can be found in the Notice of Funding Opportunity. If necessary, additional pages may be attached. Please provide specific examples or attach documentation for the questions below.

Legal/Common Name: _____

1. Summary of the structure of the applicant organization, including (1) identification of the organization's leadership team and a description of their responsibilities, (2) a summary of the organization's core skills and competencies, (3) identification of relevant experience and skills sets of staff who will be assigned responsibility over the program, and (4) other factors that make the application organization well-suited for overseeing a program to support and disburse Innovation Vouchers to promote development of new products and services.

2. An assessment of the applicant's technical capacity to run the Innovation Vouchers program, including (1) expertise in modern technology and promoting commercialization of new products and services, and 2) expertise in collaborating with researchers in higher education.

3. An assessment of the applicant's administrative capacity to run the Innovation Vouchers program in a manner consistent with the Grant Accountability and Transparency Act, including (1) the organization's experience providing technical assistance promoting commercialization of new products and services, and (2) a demonstration the applicant has a good understanding of grant program management requirements and will commit resources necessary to successfully complete responsibilities.

4. A demonstration of need for the Innovation Vouchers program, including (1) identification of the types of small and medium-sized businesses facing obstacles to commercialization of new products and services, and (2) identification of relevant expertise, procedures, and services that could be provided through the Innovation Vouchers program.

5. A description of the intended outreach program and the applicant's plan to reach a diverse pool of potential program participants.
6. An overview of the applicant's proposed process for selecting and administering vouchers, including a proposed application template and schedule, recommended program guidelines to enhance the quality of voucher applications, and procedures to prevent "self-dealing" by the applicant.

7. A description of the applicant's plan for evaluating and selecting the most promising applications for innovation vouchers, including proposed evaluation criteria.

8. A description of the applicant's plan to provide assistance and support to voucher recipients to complete successful projects.

9. A description of the applicant's plans for identifying and evaluating meaningful metrics for project and program success, including a proposed reporting template for voucher recipients.
10. A description of the applicant's plans for collecting and maintaining supporting documentation regarding voucher recipient performance, how subgrantee records and documentation will be shared with DCEO, and how the grantee will oversee program participants' consistency with program guidelines