

**2025 Indiana Technical Assistance Program (INTAP) Practice Application**

**NOTE:** This document is intended to help business owners organize their application materials and is for preparation purposes only. Filling out this document does NOT count as an official INTAP application. To submit an INTAP application, please visit [isbdc.org/programs/INTAP](http://isbdc.org/programs/INTAP) to apply online. Final application questions are subject to change.

Thank you for your interest in the Indiana Technical Assistance Program (INTAP), an annual program of the Indiana Small Business Development Center. Each year, INTAP helps small Indiana businesses complete growth and improvement projects by providing up to \$15,000 for services from a qualified professional and technical vendor. INTAP helps small businesses secure the necessary expertise, skills, or qualifications needed to execute these projects. Before you begin, please review the program website for eligibility requirements, eligible project types, and frequently asked questions. We recommend gathering the following materials before beginning the application. If the following materials are gathered this application will take approximately 30 minutes to complete:

- [INBIZ Business Entity Listing](#)
- Vendor contact information
- Vendor proposal with project budget and scope of work

If you have any additional questions about the application, please contact your local [Indiana SBDC](#) office.

**This application closes at 4:59pm ET on February 21st, 2025.**

<b>Applicant business has a physical presence in the state of Indiana.</b>
Yes / No

<b>Applicant is a for-profit business entity registered with the Indiana Secretary of State.</b>
Yes / No

<b>Applicant is a client of the Indiana Small Business Development Center (SBDC).</b> Reminder - you must be an Indiana SBDC client prior to submitting your INTAP application. There is no cost to become a client of the Indiana SBDC. If you are not yet a client, please review the program website <a href="#">FAQ</a> section. If you are unsure of your client status, please visit <a href="http://isbdc.org">isbdc.org</a> and reach out to your local Indiana SBDC office.
Yes / No

<b>Applicant will use a vendor physically located in Indiana to complete the INTAP project.</b> The Vendor must be a person or business independent from the applicant that is also registered as a business entity with the Indiana Secretary of State.
Yes / No

<b>Applicant business has not received INTAP funding twice before.</b> Businesses are eligible to receive funding for up to two projects. Limit one per year.
True / False

**Which category best describes your project type?**

- *Prototype Development / Product Testing / Product or Service Development*
- *Innovation Grant Research, Technical Assistance, and Implementation (SBIR/STTR, Value Added Producer Grant, etc.)*
- *Business Operations Improvement (Lean 6 Sigma, CMMC, Inventory Control Systems)*
- *Upskilling Staff / Training Program Creation*
- *Certifications for Quality Control (ISO, GMP, QMS, CMMC 2.0, etc.)*
- *Trademarking and Patent Securing Services*
- *Software Development / Implementation (Cloud integrations, Inventory and POS tracking systems, Browser Extension Tools, Automations)*

**Reminder: You must upload a project proposal from your selected vendor to complete this application. The proposal must include a budget.**

**Would you like to proceed?**

*Yes/No*

**BUSINESS INFORMATION**

**Business Name**

*Short Answer*

**Business Address**

*Short Answer*

**Business County of Operation**

*Select Option*

**Provide a link to your business's website.** If you do not have a website, please provide a link to a business social media account or LinkedIn page.

*Short Answer*

**Short Description of Business**

*Short Answer (300 characters or less)*

**Type of Entity**

*Select Option (Sole Proprietorship, General Partnership, LLC, Corporation, LLP, Other)*

Please upload your [INBIZ Entity Listing](#) from the Indiana Secretary of State's INBiz Portal. (Sole proprietorships exempt, but subject to other means of verification)

*Short Answer*

### **APPLICANT CONTACT INFORMATION**

Contact information provided will be the applicant's main point of contact throughout the application process and, if selected, the project. The listed contact must be an essential position within the business.

**Key Contact First Name**

*Short Answer*

**Key Contact Last Name**

*Short Answer*

**Title (i.e., CEO, Technical Officer, etc.)**

*Short Answer*

**Email**

*Short Answer*

**Phone Number**

*Short Answer*

### **PROJECT PROPOSAL**

**Description**

Describe your proposed project in detail. Include a concise explanation of the identified problem, the proposed solution, and any elaboration necessary to provide a better understanding of the project.

*Long Answer (2000 character limit)*

**Performance Measures**

Describe how you will measure the success of your proposed project if it receives INTAP funding.

*Long Answer (600 character limit)*

**Project Impact**

Describe how successful completion of your proposed project would positively impact your business. Impact can include an increase in sales or production, new sales channel, better workflow, or hiring new employees.

*Long Answer (600 character limit)*

**Timeline**

Describe the timeline to complete your proposed project if it receives INTAP funding.

*Long Answer (1300 character limit)*

**Estimated Financial Costs**

Describe the total estimated costs to complete your proposed INTAP project in detail. Indicate specifically which costs you plan to cover with INTAP funds, if selected.

*Long Answer (600 character limit)*

**INTAP Funds Requested**

Enter the amount of INTAP funds requested for your proposed INTAP project.

Reminder: INTAP can provide up to \$15,000.

\$

**Request Rational**

Describe how the funds would be used.

*Long Answer (1300 characters)*

**Matching Funds**

Describe the matching funds, if any, you will apply toward your proposed project. Matching funds of at least 50% of the INTAP funds requested, while not required, are strongly encouraged.

*Long Answer (600 character limit)*

**VENDOR INFORMATION**

Reminder: You must identify a vendor and provide a vendor quote to complete this application. If you need assistance finding a vendor, contact your Indiana SBDC regional office.

**Vendor Business Name**

*Short Answer*

**Vendor Address**

*Short Answer*

<b>Vendor Contact Name</b>
<i>Short Answer</i>

<b>Vendor Contact Email</b>
<i>Short Answer</i>

<b>Vendor Contact Phone</b>
<i>Short Answer</i>

<b>Short description of vendor services</b>
<i>Long Answer (300 character limit)</i>

<b>Link to vendor's website</b> (If vendor does not have a website, please provide a link to a business social media account or LinkedIn page.)
<i>Short Answer</i>

**PROPOSAL UPLOAD**

<b>Upload the project proposal from your vendor.</b> Upload the project proposal from your vendor. Accepted file types: pdf, doc, docx, csv, xls, xlxs. Email threads/screenshots will not be accepted.
<i>Document upload</i>

<b>How did you hear about INTAP?</b>
<i>Short Answer</i>

**TERMS AND CONDITIONS**

<b>I agree that the information included in this application is accurate and true.</b>
Yes / No

<b>I understand that, if selected for funding, contract execution is managed by Ivy Tech and that I should NOT enter into a contract directly with my selected vendor.</b>
Yes / No

<b>I understand that, if selected for funding, all payments will be made to the selected vendor, in arrears for work completed, and will not be paid to my business directly.</b>
Yes / No

I agree to execute the contract, managed by Ivy Tech, no later than August 29, 2025.

Yes / No

**MEDIA RELEASE:** I hereby grant permission to the Indiana Small Business Development Center and the Indiana Economic Development Corporation to use my information in articles, public service announcements, press releases, education, speeches, etc. Information may include, but is not limited to, success story information, still photographs, audio and video, and/or film of me, my business, and its employees. Opting out of the media release will not impact application eligibility.

Yes / No

**SUBMIT**

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