<u>**2026 Indiana Technical Assistance Program (INTAP) Practice Application**</u>

***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* <u>this link</u> *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:

- <u>INBIZ Business Entity Listing</u>
- Vendor contact information
- Vendor proposal with project budget

If you have any additional questions about the application, please contact your local <u>Indiana SBDC</u> office.

The INTAP application closes on Wednesday, February 18th

**TERMS AND CONDITIONS**

*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.
*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.
*I agree to execute the contract, managed by Ivy Tech, no later than August 28th, 2026.

**Notice: 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* |

| Applicant business has headquarters with a physical presence in the state of Indiana. |
|---|
| **Yes** / No |

| Applicant is a for-profit business entity registered with the Indiana Secretary of State. |
|---|
| **Yes** / No |

**Applicant is a client of the Indiana Small Business Development Center (SBDC)?**

**Please note- you must be an Indiana SBDC client to receive INTAP funding if selected. There is no cost to become a client of Indiana SBDC.**

**If you are not a current client, you will be required to sign up by March 31st, 2026. [Sign up here.](#)**

*Yes* / No

---

**Applicant will use a vendor physically located in Indiana to complete the INTAP project.** 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

---

**Applicant business has not received INTAP funding twice before.** Businesses are eligible to receive funding for up to two projects. Limit one per year.

*True* / False

---

## 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 |
|---|
| Jane |

| Key Contact Last Name |
|---|
| Doe |

| Title (i.e., CEO, Technical Officer, etc.) |
|---|
| CEO |

| Email |
|---|
| Jane.Doe@testbusinessllc.com |

| Phone Number |
|---|
| 888-472-3244 |

**APPLICANT BUSINESS INFORMATION**

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

| Business Name |
|---|
| Test Business LLC |

| Business Address |
|---|
| 123 Main Street<br>Small Town, IN 46220 |

| Business County of Operation |
|---|
| Lake |

| Provide a link to your business website. |
|---|
| If you do not have a website, please provide a link to a business social media account or LinkedIn page. |
| *TestBusinessLLC.com* |

| Short Description of Business (300 characters or less) |
|---|
| **Test Business LLC** is a dynamic and innovative company dedicated to providing top-notch solutions in the tech industry. We specialize in developing cutting-edge software and offering comprehensive IT consulting services to help businesses streamline their operations and achieve their goals. Our team of experienced professionals is committed to delivering exceptional results and ensuring customer satisfaction. At Test Business LLC, we believe in the power of technology to transform businesses and drive success.<br><br>\* Alternatively \*<br><br>**Test Business LLC** is a charming and welcoming retail store located on Main Street, dedicated to providing high-quality products and exceptional customer service. Our store offers a wide range of unique and |

carefully curated items, including home decor, gifts, and artisanal goods. We pride ourselves on creating a warm and inviting atmosphere where customers can enjoy a pleasant shopping experience. At Test Business LLC, we believe in the power of community and strive to be a beloved local destination for residents and visitors alike.

| Type of Entity |
| --- |
| LCC |

| Please upload your business entity listing from the Indiana Secretary of State's INBiz Portal. |
| --- |
| (Sole proprietorships exempt, but subject to confirmation) |
| **Business Information_Test Business LLC.pdf** |

## 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. |
| Test Business LLC has experienced significant growth and increase in sales over the last 18 months, with projections showing continued growth. To accommodate the increase in sales, we have needed to increase the amount of inventory on hand. We have also hired 3 new full-time employees.<br><br>With such exciting but fast-paced growth, Test Business LLC seeks to take pro-active measures to create effective and efficient inventory management systems and provide training to our staff, both new and existing, to make sure we are maximizing our operations.<br><br>Inventory management directly impacts an organization's bottom line, affecting factors such as operational costs, customer satisfaction, and overall profitability. Mismanagement of inventory can lead to stockouts, delays in fulfilling orders, increased carrying costs, and inefficient use of resources.<br><br>Our project aims to upskill our staff on effective inventory management and optimization techniques through the Effective Inventory Management and Optimization training offered through Vendor State University, which will equip our team with the knowledge and tools necessary to streamline inventory processes, reduce waste, and improve overall operational efficiency. This training will include four 1-hour sessions with Vendor State University Extension Staff John Doe, focused on assessing the significance of effective inventory management and its impact on organizational performance, applying various inventory forecasting and demand planning techniques, familiarization with the fundamental parameters of inventory management and optimization, and developing effective inventory optimization strategies. and will not only elevate the skills of our employees but also ensure that our business remains competitive and capable of meeting the evolving needs of our customers. The INTAP funds will enable us to invest in comprehensive training that is crucial for the successful growth of Test Business LLC. |

**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.

By investing in upfront training for our employees on inventory management and optimization, Test Business LLC will improve inventory turnover and reduce excess stock, which will contribute to reduced costs and higher revenue. Effectively managing inventory also reduces order delays due to products being out of stock and increases customer satisfaction by ensuring accurate and on-time delivery.

We also believe that investing in employees' professional development contributes to higher employee retention and reduces costs associated with regular staff turnover.

**Timeline**

Describe the timeline for completing your proposed project if it receives INTAP funding.

*Long Answer*

**Performance Measures**

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

*Long Answer*

**Estimated Financial Costs**

Describe the total estimated costs to complete your proposed INTAP project in detail.

*Long Answer*

**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*

**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*

## 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* |

| Vendor Contact Name |
|---|
| *Short Answer* |

| Vendor Contact Email |
|---|
| *Short Answer* |

| Vendor Contact Phone |
|---|
| *Short Answer* |

| Short description of vendor services |
|---|
| *Short Answer* |

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

## PROPOSAL UPLOAD

| **Upload the project proposal from your vendor.** Upload the project proposal from your vendor. Accepted file types: pdf, doc, docx, csv, xls, xlxs. Email threads will not be accepted. |
|---|
| *Document upload* |

| How did you hear about INTAP? |
|---|
| *Short Answer* |

## TERMS AND CONDITIONS

| **I agree that the information included in this application is accurate and true.** |
|---|
| Yes / No |

**By writing my name in the box below, I agree to the following:**

- The information included in this application is accurate and true.
- 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.
- 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.
- I agree to execute the contract, managed by Ivy Tech, no later than August 28th, 2026

Space for Name

---

**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**

*NOTE: This document is designed 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. Final application questions are subject to change.*