**Innovate Alabama Network Program Application**

**Section 1. Instructions for Application Submittal**

* 1. Applications should be submitted electronically to Innovate Alabama. Applicants should submit applications to partners@innovatealabama.org.
	2. Submissions should contain the subject line: “Innovate Alabama Network Application”. The subject line should also contain the name of the applying organization.
	3. Applications should be submitted in PDF format, except for the required Excel document.

**Section 2. Required Information**

2.1 Each application must include the following sections.

* Section 1. General Information
* Section 2. Innovation Asset Inventory
* Section 3. Narrative Application
* Section 4. Executive Summary
* Section 5. Capacity Assessment (ONLY REQUIRED FOR NON-PROFIT APPLICANTS)

2.2 Section 1 (General Information) must contain the following information.

* Name, position, organization, address, email, and phone number of the point of contact.
* Name of the applicant seeking the designation.
* Short biography about the applicant and its relationship to innovation.
* The applicant should acknowledge understanding and compliance with the reporting requirements if awarded a designation.
* The applicant should acknowledge that it has read and understood the program guidelines found on the Innovate Alabama website.

2.3 Section 2 (Innovation Asset Inventory) must contain an acknowledgement that the applicant has completed and attached the required Asset Inventory Excel Document to the applicant’s email submission. This Excel document can be found on the application website. Applications without an Asset Inventory will not be accepted.

2.4 Section 3. (Narrative Application) must contain the applicant’s responses to the following questions:

* 1. How does the applicant’s existing or planned programming or assets advance Innovate Alabama’s people focus?
	2. How does the applicant’s existing or planned programming or assets advance Innovate Alabama’s place focus?
	3. How does the applicant’s existing or planned programming or assets advance Innovate Alabama’s resources focus?
	4. How does the applicant leverage its assets and programming to create or contribute a regional innovation ecosystem?

Responses must be limited to 500 words for each response. In this section, applicants should seek to tell a story about the community’s relationship to innovation, specifically highlighting the community’s synergy with the organizational goals of Innovate Alabama. Responses should be factual and should contain quantitative information if available.

2.5 Section 4. (Executive Summary) must contain an acknowledgement that the applicant has completed and attached the required Executive Summary to the applicant’s email submission. This form can be found on the application website. Applications without an Executive Summary will not be accepted.

2.6 Section 5. (Capacity Assessment) must answer the following questions:

1. Does the organization have a mission statement? If yes, please explain.
2. Does the organization have a vision statement? If yes, please explain.
3. Does the organization have a leadership structure? If yes, please explain.
4. Does the organization have a governance structure? If yes, please explain.
5. Does the organization have a financial plan? If yes, please explain.
6. Does the organization have key performance indicators or an evaluation plan? If yes, please explain.
7. During the last fiscal year, how many participants did your organization impact? Please explain.
8. Does the organization have a plan related to expanding innovation? If yes, please explain.

The capacity assessment is NOT required for community or educational institute applicants.

**Section 4. Supplemental Information**

Applicants may submit up to three additional files as supporting documentation. In the submission, the applicant should directly reference or indicate where supporting documentation has been included. Files larger than 10 MB will not be accepted.

**Section 5. Additional Information**

If you have questions about the Innovate Alabama Innovative Designation Programs, please email at partners@innovatealabama.org or visit Innovate Alabama’s website at [www.innovatealabama.org](http://www.innovatealabama.org).