

2011 Innovation Partnership Zone Designation

The Department of Commerce is pleased to release this 2011 application for the designation of Innovation Partnership Zones (IPZ).

Background

RCW 43.330.270 mandates that the Department of Commerce designate IPZs every odd-numbered year. Designations for this designation round will be made on October 1, 2011. The next designation opportunity will be in 2013. IPZ designation carries for four years.

Eligible Applicants

Cities, counties, ports, workforce development councils and economic development councils may apply for IPZ designation.

Application – IPZ Designation

September 1, 2011 – The application is due.

September 19, 2011 (location TBD) – Applicants will be required to provide a 15 minute oral presentation to the IPZ selection team; and also be available for a 15 minute Q & A. **See page 2 for a description of the oral presentation.**

October 1, 2011 – IPZ designations will be made.

See page 3 for instructions for submitting your application.

Please note: The application process includes a significant number of required signatures. We advise that you begin to collect these signatures as soon as possible.

Notice of Intent to Apply

July 15, 2011 – Notice of intent due.

Although there is no required, formal letter of intent, we ask that you notify us of your intent to apply for designation at IPZ@commerce.wa.gov.

Applicant Teleconferences

Join us to help you determine your eligibility and improve your application process. Please RSVP your participation at IPZ@commerce.wa.gov.

Designation overview and Q & A

June 27, 2011 (10:00-11:00 a.m.) – RSVP by 6/24/11.

- Call 360-407-3780, enter the “pin” number = 283779# (You must include the # sign.)

In-process technical assistance and Q & A

July 12, 2011 (10:00-11:00 a.m.) – RSVP by 7/8/11.

- Call 360-407-3780, enter the “pin” number = 283779# (You must include the # sign.)

NOTE: If you have problems getting into the conferencing system, stay on the line and the State Conferencing Operator will be alerted and will assist you; or please call 360-902-3310.

IPZ Funding

No operating funds have been provided by the state legislature for the IPZ program. Some capital funds were provided in the 2007 state capital budget for competitive grants. In 2009 \$1.5 million in capital funds was awarded through a competitive grant process to existing IPZs. At this time there is no new operating or capital funds designated for IPZs.

Reasons to Apply for IPZ Designation

- Marketing. The power of a brand.
- Future funding potential. As the State places greater emphasis on regional economies, innovation, and cluster development, IPZs may be well-positioned for funding.
- Grant applications. Designation may give you a competitive advantage for federal funds or foundation grants.
- Create a knowledge-economy in your region.
- Facilitates collaborative partnerships.

IPZ Key Criteria

IPZs are areas that possess (or show substantial planning toward):

- Commercially valuable research capacity (i.e., college, national lab)
- Globally-competitive firms in a research-based industry
- Education/training capacity

Designated IPZs are eligible to use the Washington State IPZ brand. Additionally, designated IPZs are eligible to levy authority under sales and use tax for public facilities in rural counties, and are eligible for the state Job Skills Program.

Designation Application Materials

Several documents are included in the application materials to help you evaluate whether an IPZ may exist in your community and if it is ready to apply for designation.

- RCW 43.330.270
- IPZ Criterion

The complete IPZ Designation Application packet includes the above two documents and the following two documents. We have included a sample MOU because we found that this is one of the most challenging aspects. Prior applicants have requested models.

- IPZ Designation Application
- Sample Memorandum of Understanding (MOU)

15 Minute Oral Presentation

- Applicants will provide a 15-minute, oral summarization of their business plan.
- A 15-minute Q & A period will follow for the review team to present questions to the applicant for response.

The location and other information about the presentations will be provided to applicants in early September.

Other

Check the IPZ website regularly for an updated Q&A as well as information about the IPZ program. www.choosewashington.com/business/partnership/Pages/default.aspx
Program staff can be reached at IPZ@commerce.wa.gov.

Looking for business plan resources? These sources may be helpful. There are also a lot of free resources on the internet. www.inc.com/guides/write-a-great-business-plan.html
www.nwen.org (Upcoming business plan writing workshop)

Innovation Partnership Zone Application Submission Instructions

Electronic Submittal – Due September 1, 2011

Your completed application and attachments must be received by the Dept. of Commerce no later than **5:00 p.m.** on **September 1, 2011**.

Electronic Submission

- Submit your application electronically to IPZ@commerce.wa.gov.
 - To email the application, send the completed application and attachments as a single PDF document.
 - Attachments should be clearly marked as “Attachment X” at the top, right-hand corner of the documents.
 - The order of the application and attachments should be as follows:
 - Completed application
 - Attachment A – Management Team Bios
 - Attachment B – Map of the IPZ Boundaries
 - Attachment C – Memorandum of Understanding
 - Attachment D – Letters of Support
 - Attachment E – Business Plan
 - Business Plan attachments, if any
 - Signatures
 - The Memorandum of Understanding must be fully executed upon submission.
 - The Application Certification (last page of application) must be signed.

NOTE: To receive notification of delivery: Use the message “Options” function for your email service and select “Request a Delivery Receipt”.