

**Leveraged Equipment Funding FY2023**

**THE INTENT**

The leveraged equipment funds are intended to provide resources to acquire state-of-the art instructional equipment on which to train student in areas of high employer need. The program is intended to help colleges and universities build long term partnerships with communities and employers in high need sectors. High employer job categories can be defined by DEED’s occupational demand data at: <http://www.iseek.org/jobs/hotcareers?sort=rq&page=0>

**THE MATCH**

State funds must be matched dollar-for-dollar by cash or in-kind contributions from non-state sources. Match must be related to the program equipment purchased with state funds.

1. Examples of eligibility for cash match funds include:

* Grant funds from non-profit, private or federal sources awarded to the university
* Cash donations made directly to the university or through its foundation

1. In-kind contributions are non-cash gifts that have a calculable cash value. Examples of in-kind match include:

* The value of donated instructional equipment
* The value of donated materials, software, curriculum products and supplies for the equipment
* The value of donated training provided by industry experts on the new equipment to MnSCU faculty, staff or students
* The value of donated labor and materials required to install the equipment
* The value of vendor discounts on equipment purchases. Vendor discounts are defined as any reduction in price below the lowest bid price received after the procurement process.

1. The following sources may not be counted as match:

* Cash from state funds, included state appropriated funds
* Student paid tuition or fees
* Physical enhancements or updates to a facility, such as construction or modification of a science lab

The match must be received in the fiscal year of the equipment acquisition, not just pledged, before funds can be spent. All leveraged equipment funds should be spent or encumbered by June 30, 2023.

**EQUIPMENT GUIDELINES**

* Equipment purchases shall be for instructional purposes for programs that produce graduates with skills for which there is high employer need. Also eligible is commuter equipment or software to support distance learning or to protect testing integrity, including equipment that supports non-campus based learning.
* An example and current list of high employer job categories as defined by the MN Department of Employment and Economic Development (DEED) occupational demand data, which can be found here: <https://apps.deed.state.mn.us/lmi/oid/Results_9Columns.aspx>
* Appropriated funds can be used to cover shipping costs.
* The intent of the program is to provide state-of-the-art equipment for student learning. While purchase of used equipment is not prohibited, colleges and universities should be certain that the used equipment is considered state-of-the-art, and is widely used or is expected to be widely used in the work place of a high need area.
* Computer that are used by students in high employer demand programs may be purchased. Examples include computers for diagnostic technologies or computer aided design. Equipment for smart classrooms or computers for general college-wide use are not eligible.
* Leveraged equipment funds may not be used to purchase transportation for a program. The intent of the program is to purchase instructional equipment for direct student learning.
* Instructional videos may be purchased only if the videos can be directly related to current state-of-the-art practices and procedures that otherwise would be difficult to present in a classroom format.

**PROPOSAL SUBMITTALS**

Please consult with the Foundation Executive Director Nathan Polfliet prior to solicitation of donations for equipment match. Connections with local businesses may already have occurred therefore more expedient contacts may be available through the Foundation. Because of limited funds we want to maximize the match so additional match, more than dollar-for-dollar funding is acceptable and encouraged. Proposal should not be submitted unless business partner is identified.

Review of proposals will begin as soon as they are received. Proposals not accepted will be held in the event additional funding is made available.



**Leveraged Equipment Proposal Form FY2023**

**Submit to the Vice President for Finance and Administration, FH 215  
or by email to deb.kerkaert@smsu.edu**

**Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Department Contact Person:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Partner**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Business Partner Contact Person**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Business Partner Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_ **E-Mail**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
**Proposal/Equipment Description**: use narrative to describe how this leveraged equipment partnership meets the following standards: (attach pages if additional room needed)  
  
Supports instruction with state-of-the-art equipment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supports producing graduates with skills for which there is high employer need within the state:

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**Total cost to acquire equipment:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**State leveraged equipment funds needed for equipment**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe match and its value:**

Match Value

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Additional costs relevant to new equipment not included above:

Item Cost Source of Funds

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**Approved by Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**