1. **Meeting Objective:** Create a partnership of businesses and educators to foster the development of additive manufacturing in Vermont.
2. **Introductions:**
3. **Partnership Overview:** Create an organization comprised of Vermont businesses and Vermont Technical College that will purchase a metals-based deposition printer, which will be located at VTC and available for student education during class hours and available to participating businesses during non-class hours for research and development and prototyping.
4. **Office of Economic Adjustment (OEA) Grant:**
	1. Grant Abstract
		1. Grant Amount: $146,100 in Federal Funds
		2. Timeframe: 7.1.18 thru 6.30.19
		3. Scope of Work/Budget (Approach & Timeline Section attached for more detail)
			1. Feasibility, Planning and Execution to be managed by a Program Manger retained under contract. Approximately $81,600
			2. Curriculum Development under sub-grant to VTC. Approximately $59,000
			3. Travel approximately $5,500
	2. Issues
		1. Supporting Defense Related Businesses – at least 10% of revenues ultimately to US Department of Defense
		2. Funds are generally not available to pay for physical assets
5. **Department of Economic Development (DED) Role:**
	1. Facilitate the partnership
		* 1. Coordination
			2. Partner organizations ie America Makes – Center of Excellence
	2. Administer the grant
		* 1. Undertake reporting
			2. Manage funding
6. **Grant Next Steps:**
	1. Create a Partnership Steering Committee
	2. Create a workplan
		1. VTC workflow
		2. Industry workflow
	3. Draft and issue an Request for Proposal for a Program Manager
	4. Review and Submit a Program Manager recommendation
	5. Engage Program Manager
7. **Other Business:**
	1. Other funding sources?
8. **Next Meeting:**

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| **Approach and Timeline** |
| The proposed grant will allow the partners to complete the Scope of Work outlined below over a one-year grant period from July 1, 2018 to June 30, 2019.Task 1 – Project Management (to be provided by a Contractor yet to be determined)• Feasibility is estimated to take four-months to complete. This sub-task will include:o Procurement of a Project Manager (One month prior to the subsequent tasks)o Contacting potential business partners and secure the commitment of a group of participants. (Three months)o Securing the equipment requirements of business participants and produce an equipment list (One month)o Defining the technical requirements (One month)o Defining the installation requirements for the equipment and confirm availability of a location (Three months)o Deriving cost estimates for the projecto Creating an economic model for the project including equipment costs, installation costs, operating and maintenance costs (One month)o Creating an operational model for formalizing machine availability, responsibilities and understandings (One month)o Securing commitments for the project from the project partners (Three months)• Planning is estimated to require three-months to complete. This sub-task will include:o Creating a project timeline (Two weeks)o Creating an outline for an educational curriculum (One month)o Creating fit-out plans (Three months)o Preparing required documentation materials (One month)• Implementation is estimated to take six-months to complete. This sub-task will include:o Secure quotes for equipment and fit-out work (Two months prior to the subsequent tasks)o Procure equipment and execute a contract for fit-out (The costs of procuring the equipment and its installation will be funded by participating businesses - no OEA funds will be used for equipment or related costs) (Three months)o Schedule training on operation and maintenance (One Month)o Complete installation and testing (Two months)o Organize a outreach event for the kick-off (One month)The participants expect that at the end of the grant the equipment will be operational and the fees paid by the participating businesses will support the cost of paying off the equipment and the on-going operation and maintenance costs so that the program will be self-sufficient.Task 2 – Curriculum Development/Implementation (to be undertaken by VTC as a sub-grantee) (Approximately one-year to complete)• Professional development required to create the new additive manufacturing curriculum (Three months) • Researching the curriculum (Six months)• Implementing the curriculum (six months)• Installation, start-up and testing of the equipment will require the involvement of VTC staff (two months)VTC expects that the additive manufacturing curriculum will be complete and ready for inclusion in the Fall 2019 course offerings. At that point, tuition and fees will cover the cost of offering the coursework so that the offering will be self-sufficient. |