Attachment 2: MWBE Support Grant Application Form

*Please fill in the tables below.*

*Note: Portions of grant-winning applications may be shared on the Workforce website to promote idea sharing and potential future partnerships under the Program.*

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| **1. Grant Proposal Summary**  |
| **Funding Amount Requested** | **$** Click or tap here to enter text. |
| **Focus of your proposal**  |[ ]  Assist existing MWBEs expand into climate critical business sectors |
|  |[ ]  Assist in the creation of new MWBEs to work in climate critical business sectors |
| **Target Sector** | *Describe any business sector focus of your proposal. Check all that apply:* |
|  | [ ]  High-Performance Buildings | [ ]  Net-Zero Grid |
|  | [ ]  Offshore Wind | [ ]  Transportation |
| **Target Populations** | *Please check all target populations that your MWBE participants will be servicing. Check all that apply:* |
|  | [ ]  EJ Neighborhoods | [ ]  Low-Income Neighborhoods |
|  | [ ]  Fossil Fuel Workers | [ ]  Federally Recognized and State Acknowledged Tribes |
|  | [ ]  Underrepresented Communities |
|  | *Identify the Underrepresented Communities:*Click or tap here to enter text. |
|  | *List all geographic regions (cities, towns, regions, etc.) targeted:*Click or tap here to enter text. |
| **How many MWBE’s will your proposal support?**(Minimum requests must support at least 6 MWBEs over 3 years) | **Year 1** | **Year 2** | **Year 3** |
|  | Click here | Click here | Click here |
| **What other metrics will you track to gauge success of your effort?**(e.g., net revenue gain, increase in contracts, job creation, access to capital, etc.) | *Click or tap here to enter text.* |
| **Executive Summary** | ***In a three (3) to five (5) sentence paragraph,*** *provide a high-level summary of the planned MWBE support effort you are proposing. Executive Summaries from winning applications may be shared in press releases, social media, on the MassCEC website, etc.*Click or tap here to enter text. |
| **Average Per MWBE Cost** | **$**Click or tap here to enter text. |
|  | *Provide a brief justification for your per participant cost. Note that proposals proposing an average cost >$50K per MWBE are unlikely to score competitively.*Click or tap here to enter text. |

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| **2. Applicant and Partner Information** |
| **Lead Applicant Organization** | Click or tap here to enter text. |
| **Type of Organization** | *Select the type of organization represented by Lead Applicant:*[ ]  Non-Profit Organizations including Chambers of Commerce, trade associations, clean energy incubators/accelerators, environmental justice organizations, and organizations representing tribes[ ]  Academic Institutions with a business support program[ ]  For-Profit Entities[ ]  Other Click or tap here to enter text. |
| **Contact Person** | Click or tap here to enter text. |
| **Pronouns** | Click or tap here to enter text. |
| **Title** | Click or tap here to enter text. |
| **Street Address** | Click or tap here to enter text. |
| **City, State** | Click or tap here to enter text. | **Zip Code** | Click or tap here to enter text. |
| **Contact Email** | Click or tap here to enter text.  |
| **Contact Phone** | Click or tap here to enter text. |
| **Prior MassCEC Funding** | *Lead Applicant has received prior funding from MassCEC in the last three years:*[ ]  Yes [ ]  NoList all prior funding by grant name:Click or tap here to enter text. |
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| **Partner Organization 1 (optional)** | Click or tap here to enter text. |
| **Contact Person** | Click or tap here to enter text. |
| **Pronouns** | Click or tap here to enter text. |
| **Title** | Click or tap here to enter text. |
| **City, State** | Click or tap here to enter text. | **Zip Code** | Click or tap here to enter text. |
| **Contact Email** | Click or tap here to enter text.  |
| **Contact Phone** | Click or tap here to enter text. |
| **Prior MassCEC Funding** | *Partner has received prior funding from MassCEC in the last three years:*[ ]  Yes [ ]  NoList all prior funding by grant name:Click or tap here to enter text. |
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| **Partner Organization 2 (optional)** | Click or tap here to enter text. |
| **Contact Person** | Click or tap here to enter text. |
| **Pronouns** | Click or tap here to enter text. |
| **Title** | Click or tap here to enter text. |
| **City, State** | Click or tap here to enter text. | **Zip Code** | Click or tap here to enter text. |
| **Contact Email** | Click or tap here to enter text.  |
| **Contact Phone** | Click or tap here to enter text. |
| **Prior MassCEC Funding** | *Partner has received prior funding from MassCEC in the last three years:*[ ]  Yes [ ]  NoList all prior funding by grant name:Click or tap here to enter text. |
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| *Add additional fields for partners as needed* |

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| **3. Experience & Track Record** |
| ***In 250 words or less****, describe prior experience and track record in working with small businesses or minority and women owned businesses. Include outcomes such as completion rate and scale/size of support, if available. (Optional) Describe any specialized experience or knowledge in climate critical business sectors.*Click or tap here to enter text. |
| *If you are applying as a partnership, please use the following table to clarify roles and functions of partners listed and how each contributes toward project development and implementation.* |
| Organization | Program Role(s) | LoS/MOU |
| Organization | Roles | Status |
| Organization | Roles | Status |
| Organization | Roles | Status |
| Organization | Roles | Status |
| ***In 250 words or less,*** *describe activities, such as research or stakeholder engagement, that have been completed in preparation for this application (e.g., meetings with MWBE remodeling companies to discuss barriers to their expansion into net zero renovation and addition market)?*Click or tap here to enter text. |

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| **Attestation of Good Standing in Massachusetts** | [ ]  Lead Applicant is currently in good standing with the Commonwealth of Massachusetts and can provide certification if requested (COGS).[ ]  Lead Applicant currently has an office and/or staff based in Massachusetts. |

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| **Optional DEI Qualifications** |
| *If you are considered a business enterprise, does your company have any of the following certifications from Massachusetts’* [*Supplier Diversity Office*](https://www.mass.gov/certification-program-for-sdo)*:*☐ Minority Business Enterprise☐ Women Business Enterprise☐ Service-Disabled Veteran Business Enterprise☐ Veteran Business Enterprise☐ Lesbian, Gay, Bisexual, and Transgender Business Enterprise☐ Disability-Owned Business Enterprise***In two (2) to three (3) sentences,*** *identify if you believe that your organization meets the criteria for any of the business enterprises above but has not completed certification with the Supplier Diversity Office:*Click or tap here to enter text.***In three (3) to five (5) sentences,*** *please describe what your organization is proactively doing to promote diversity, equity, and inclusion at the organization and what steps you plan to take in the future:*Click or tap here to enter text.***In 250 words or less,*** *please describe external organizational practices designed to promote diversity, equity, and inclusion in the sector and communities the organization operates within:*Click or tap here to enter text.***In 250 words or less,*** *please provide similar DEI information and qualifications for partners (if applicable):*Click or tap here to enter text. |

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| **4. Demonstration of Market Opportunity** |
| ***In 500 words or less****, identify the market opportunity for MWBE work in a particular climate critical business sector and include references to data, reports or other resources related to expected growth of this business opportunity that supports the need for expansion in the number and size of businesses (See Section 8 of the RFP for examples of relevant reports and resources).*Click or tap here to enter text. |

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| **5. Scope of Work - Objectives** |
| ***In 250 words or less,*** *provide a summary of the more specific (compared to the higher-level Executive Summary) plan of service and goals for the proposed program, and describe the anticipated pathway for MWBE participants for the proposed project (e.g., standing up a boot camp to train contractors on high-performance building retrofit procurement processes, providing supportive administrative services for small EV infrastructure MWBEs, matchmaking for access to capital, a comprehensive program providing all of the above, etc.).*Click or tap here to enter text. |

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| **5.1 Scope of Work – Partnerships / Subcontracts** |
| *Use the following table to identify proposed partner organizations and subcontractors responsible for delivering the program and note the proposed role(s) of each partner or subcontractor by section/task number (e.g., 5.2. Curriculum Modification / Development).* |
| Organization | Program Role(s) | LoS / MOU |
| Organization | Roles | Status |
| Organization | Roles | Status |
| Organization | Roles | Status |
| Organization | Roles | Status |
| Organization | Roles | Status |
| ***In 250 words or less,*** *describe prior experience successfully providing components of the proposed programming. Provide performance metrics and examples where possible.*Click or tap here to enter text. |

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| **5.2 Scope of Work – Curriculum Modification / Development** |
| ***In 500 words or less,*** *describe the planned curriculum, listing the topics and courses covered; identifying source(s) of the curriculum; and highlighting current standards and best practices applied, as identified by independent and nationally recognized subject matter experts.*Click or tap here to enter text. |

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| **5.3 Scope of Work – Recruitment of MWBEs** |
| ***In 500 words or less,*** *describe the plan for marketing the program and recruiting MWBEs interested in entering climate critical business sectors.*Click or tap here to enter text. |

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| **5.4 Scope of Work – Training Delivery** |
| ***In 250 words or less,*** *describe planned delivery method for the training (e.g., remote, hybrid, hands-on, etc.) and outline the timeline for delivery.*Click or tap here to enter text. |

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| **5.5 Scope of Work – Coaching and Mentoring (if applicable)** |
| ***In 500 words or less,*** *describe 1-on-1 or community of practice coaching and mentoring being offered. Describe the focus of the sessions, method of delivery, and identify the coaches or mentors responsible for each topic or session. Identify how the effectiveness of these sessions will be monitored.*Click or tap here to enter text. |

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| **5.6 Scope of Work – Business Support Services (if applicable)** |
| ***In 500 words or less,*** *describe the menu of business support services offered to MWBEs in the program (e.g., access to capital navigation, QuickBooks training, discounted professional services, strategic planning support, refinement of employee recruitment and retention, consulting on marketing, etc.).*Click or tap here to enter text. |

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| **5.7 Scope of Work – Strategic Introductions and Networking (if applicable)** |
| ***In 500 words or less,*** *describe how MWBE participants will be connected to other businesses or entities in the Clean Energy Sector that may utilize the MWBE’s services and/or to existing procurement pipelines in the Clean Energy Sector. Describe the kinds of relationships and knowledge your team has of pipelines of work, procuring agencies, or large companies seeking diversity in supply chain businesses that would benefit MWBEs engaged in your proposed project and business sector focus?*Click or tap here to enter text. |

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| **5.8 Scope of Work – Certification Assistance (if applicable)** |
| ***In 250 words or less,*** *describe the process used to assist MWBE participants attain state or other certifications (e.g., advising, filing assistance, capital grants, etc.).*Click or tap here to enter text. |

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| **5.9 Scope of Work – Wraparound Support Services (if applicable)** |
| ***In 500 words or less,*** *describe the wraparound social support services provided to MWBE participants to address barriers that may limit establishment of a new MWBE or growth of an existing MWBE (e.g., transportation assistance, training stipends, extended career counseling, referrals to other supportive services, etc.).*Click or tap here to enter text. |

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| **5.10 Scope of Work – Reporting, Revision of Scope of Work, and Post-Program Tracking** |
| ***In 250 words or less,*** *detail the planned elements to be included in quarterly, or more frequent, progress reports to MassCEC, and describe the process for ongoing revision of the program components described in the Scope of Work to ensure continuous improvement.*Click or tap here to enter text.***In 250 words or less,*** *describe how MWBE participants will be tracked following completion of the program for at least one year.*Click or tap here to enter text. |

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| **6. Proposed Milestones and Deliverables (by Task)** |
| *Based on the Scope of Work detailed in Section 5, please list specific deliverables and metrics by specific task.* ***Please also fill tab 2 of Attachment 3. Budget and Proposed Payment Schedule.*** |
| Task # | Task Description | Milestones / Deliverables | Completion Date | Responsible Staff / Partner |
| *(e.g., 1.1)* | *(e.g., Partnerships / Subcontracts)* | *(e.g., training vendor agreement to MassCEC)* | *(e.g., Q2)* | *(e.g., Project Manager)* |
| *(e.g., 3.3)* | *(e.g., Outreach and Recruitment)* | *(e.g., number of recruits for 1st cohort)* | *(e.g., Q3)* | *(e.g., Recruiting Partner)* |
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| **7. Leveraged Resources and Long-Term Success** |
| ***In 250 words or less,*** *describe how does your proposed project address gaps in current services for MWBEs by building on project and services that already exist?* *Click or tap here to enter text.****In 250 words or less,*** *describe how you are leveraging other funding, organizations, or existing MWBE support to amplify your proposed project? List those resources in the table below:* Click or tap here to enter text. |
| Organization Type | Organization Name | Grant Name / Support Type | Notes | Status |
| Type | Org | Name | Notes | Status |
| Type | Org | Name | Notes | Status |
| Type | Org | Name | Notes | Status |
| Type | Org | Name | Notes | Status |

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| **8. Attachment 3: Budget and Proposed Payment Schedule** |
| *Have you completed and attached Attachment 3: Budget Sheet and Proposed Payment Schedule (Refer to Section 8 of the RFP for instructions on filling Attachment 3)?*☐ Yes |

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| **9. Review of Attachment 4: Sample Grant Agreement** |
| *Have you reviewed Attachment 4: Sample Grant Agreement?*☐ Yes |
| *Are there any changes to this template contract agreement that would be necessary before the Applicant could sign the contract (Note: MassCEC has limited ability to change our contract terms)?*☐ No☐ Yes*If yes, please elaborate below and/or provide an annotated version of Attachment 4 with your application.*Click or tap here to enter text. |