



Maryland Build Our Future Grant Pilot Program

Phase 1 Application

August 2024

Program Intent

- The intent of the Maryland Build Our Future Grant Pilot Program is to support innovation in eligible technology sectors through grant funding for infrastructure projects that are impactful and transformative to the ecosystems of those sectors.

Eligible Applicants

- Grants may be awarded to the following entities in the State:
 - Private companies
 - Nonprofit entities
 - Local governments
 - Colleges and universities

Eligible Technology Sectors

An “Eligible Technology Sector” must be one of the 12 technology sectors referenced in the authorizing legislation:

- Advanced manufacturing
- Aerospace
- Agriculture
- Artificial Intelligence
- Biotechnology
- Blue Technology
- Cybersecurity
- Defense
- Energy and Sustainability
- Life Sciences
- Quantum
- Sensors and Robotics

Eligible Uses of Funds

- State Grant awards may be used to defray the cost a Grantee incurs to acquire, construct, rehabilitate, install, improve, or equip an eligible infrastructure project.

- That portion of the total cost of the project to be funded by the Grant award must be "hard costs" for real property, buildings, infrastructure, machinery and equipment, leasehold improvements, and furniture and fixtures. The cost of installing such improvements is also an eligible cost of Grant funds.
- Funds from the Grant award may not be used for indirect or "soft" costs. Funding for soft costs must therefore be sourced from the Applicant's/Grantee's contribution of matching funds to the project. Examples of soft costs include operating costs, program costs, management fees, consulting fees, administrative fees, curriculum development, or salaries of new positions created by the project. The salaries of the Grantee may only be included if they are new costs associated with the execution of the approved project.
- Funds provided by the Grantee to match the Grant award may be used for other costs, including "soft" costs associated with the project, as described above. In addition, hard costs associated with the project as described above that are not funded by the Grant Award are also acceptable for inclusion in the Grantee's share of project costs.
- In-kind contributions cannot be included as matching funds. Matching funds must be new costs directly related to the project. Past expenditures – such as an existing building, or salaries of current staff – are not eligible forms of matching funds and cannot be included in the Grantee's matching funds.

Additional Guidance

- Applicants should demonstrate that the project fills a gap or a strong need in the ecosystem for advancing innovation in a targeted technology sector.
- Priority will be given to projects that have funds readily available and can be implemented quickly.

Funding Formulas

- A single entity may not be awarded more than \$2,000,000 in grant funds in a fiscal year.
 1. For a grant award up to \$1,000,000, a Grantee shall provide matching funds that are at least 200% of the grant amount.
 2. For a grant award exceeding \$1,000,000, and up to \$2,000,000, a Grantee shall provide matching funds that are at least 400% of the grant amount.
 3. Funds received by a Grantee through other State grant programs are not counted toward the Grantees matching funds requirement.
- A Grantee must demonstrate an ability to cover the remaining estimated costs of the project for which the grant is awarded.
- Not more than 50% of the appropriation to the Fund in a fiscal year may be awarded to colleges and universities in that fiscal year.
- Grants to colleges and universities from the Fund will be awarded to projects that:
 1. Are performed in collaboration with private industry; or
 2. Offer the prospect of significant economic impact and the opportunity to develop entrepreneurship or clusters of technological innovation in the State.

Multiple applications

- Eligible applicants are permitted to submit more than one application in a fiscal year.
- If submitting multiple projects for consideration, each project must be submitted in a separate application.
- There will be only one opportunity to submit applications each fiscal year.

Application process

- There are no fees or costs to apply for a grant. However, please note that grants are taxable.
- Applications must be signed by an officer or someone with appropriate authority to commit matching funds should the application be approved. For colleges and universities, this must be the president or his/her designee.
- The application process will be in two steps/phases:
 1. Phase 1 Application
 - A completed Phase 1 application must include an outline and narrative of the project and describe how it qualifies and supports the goals and parameters of the program.
 - The application must include the location, size, and function of the project. It must identify the technology sector; describe how the project will support innovation in that sector; describe the transformational aspects of the project; and provide a basic budget that identifies sources and uses of funds, when those funds will be available and how the funds will be spent.
 - Incomplete submissions cannot be considered.
 - An informational webinar for potential applicants will be held on September 5 at 2:00 p.m. EDT. Please see the website to register for the webinar.
 - Completed Phase 1 applications should be submitted to buildourfuture.commerce@maryland.gov.
 - Due Date: Friday, September 27, 2024 at 5:00 p.m. EDT.
 - Successful applicants will be notified and invited to submit a Phase 2 application.
 2. Phase 2 Application
 - Phase 1 Applications that are approved for consideration will be invited to submit a Phase 2 application that provides additional detail regarding the project scope, the transformative nature of the project, the impact on the community and ecosystem, and the project's sustainability. The application must include a more detailed budget, including sources and uses of funds, and should demonstrate the ability of the applicant to fund the project.
 - The Phase 2 application will be available in early November.
 - Phase 2 applications will be due within 45 days after receiving the invitation to submit.
- Grant funds are expected to be awarded in the spring of 2025.

Phase 1 Application documents

- A completed Phase 1 Application as described above.
- IRS Form [W-9](#).

- Evidence of Good Standing with the State. Good Standing can be determined on the [Maryland Business Express website](#). A screenshot of the results will suffice; a formal Certificate of Status is not required.

Funding process

- Fifty percent of the State Grant funds will be available following the execution of a Grant agreement with the Grantee.
- The balance will be reimbursed following the submission of documented expenditures by the Grantee and review by Commerce.

Audits and Compliance

- Grantees are subject to random audit for compliance with the intended purpose of the Grant.
- Grantees that do not comply with the intended purpose of the Grant are subject to repayment of the Grant in full.
- Grant funds must be expended within two (2) years from the date the Grant award is executed.
- The project must be fully operational within two (2) years from the date the Grant award is executed.
- For Grant awards that include the purchase or construction of a facility the Grantee agrees to maintain ownership of and not sell the subject property for at least three (3) years from the date the Grant award is executed. Failure of the Grantee to maintain ownership of and not sell the Property for the required three (3) years shall constitute a material breach and default of the Grant award.

Reporting

- Grantees will be required to submit annual reports to the Maryland Department of Commerce regarding progress on the Project, including metrics of success and economic impact. Annual reports must include financial expenditures and budget updates.
 - Commerce encourages Grantees to collect and report demographic characteristics of the primary contractors and/or vendors associated with construction of the project.
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Maryland Build Our Future Grant Pilot Program Phase 1 Application – August 2024

Project

1. Name of Project _____

Funding

2. Grant Funds Requested _____

3. Funds to be Provided by Applicant and Other Sources _____

4. Total Project Costs _____

Applicant

5. Applicant Full Legal Name _____

6. Address of Principal Place of Business _____

City _____ State _____ Postal Code _____

7. Federal Employer Identification Number _____

8. Type of Applicant (check one):

- Private Sector Company
- Non-Profit Entity
- Local Government
- College or University

9. Contact Person

First Name _____ Last Name _____ Suffix (Jr., III) _____

Title _____

Mailing Address _____

City _____ State _____ Postal Code _____

Telephone Number (with Area Code) _____

E-Mail Address _____

Signature* _____ Date _____

*Your typed name is your signature

INSTRUCTIONS

Please format your submission in alliance with the following structure. You may organize your submission in Microsoft Word or Adobe Acrobat using the outline below.

1. Narrative – Brief Description of the Project. Include:
 - Project Site/Address
 - Size of Proposed Innovation Infrastructure Facility
 - Function of Proposed Innovation Infrastructure Facility
 - Total Capital Investment
 - Timeline/Date to Complete Proposed Innovation Infrastructure Facility

2. Which eligible technology sector(s) does the project support? Describe your business/organization and confirm how it qualifies as an eligible technology sector.

3. Describe the transformational aspects of the project, and how the project will support innovation in the eligible technology sector.

4. Does the project fill a gap in the ecosystem for this technology sector? If so, please explain.

5. Provide a basic budget for the project. Identify proposed sources and uses of funds for the project. Confirm the timing of when funds will be available, and how funds will be spent.

6. Are you applying for other grant funds for this project? If so, please identify the program(s) to which you are applying and include the source(s) and amount(s) in your budget.

7. Describe how State funds will be critical to the project.

8. What does success look like?

When finished, save the file, and send it along with the other attachments to buildourfuture.commerce@maryland.gov with a subject of “Build Our Future Grant application.” Applications are due by 5:00 p.m. EDT on Friday, September 27, 2024.