



Industry Cluster Grants Program Technical Assistance (Planning) Grant Application Materials

Industry Cluster Grants Program details can be found at:

<http://commerceri.com/services/taxes-incentives/>

Rhode Island Industry Cluster Grants Program Technical Assistance (Planning) Grant Application Submission Instructions

Please submit a complete electronic copy of the application by email to Innovation@commerceri.com. The subject line should read "Planning_[applicantname]," for example: "Planning_ABCCorp." Proposals should be submitted as a single PDF file, saved as "Planning_[applicantname]".

Please submit 5 hard copies of the completed application to the Commerce Corporation.

Applications can be submitted in person or mailed USPS registered mail to the following address:

**Rhode Island Commerce Corporation
Attn: Innovation Team
315 Iron Horse Way, Suite 101
Providence, RI 02908**

Questions on the application process may be submitted to Innovation@commerceri.com.

- **Read and review the Rules and Regulations for the Industry Cluster Grant Program, including all eligibility requirements, before completing this application. All eligibility requirements must be met for an application to be considered.** Meanings of the defined terms in the Rules and Regulations carry through to all application materials. The rules and regulations are available online at: <http://commerceri.com/wp-content/uploads/2015/11/Cluster-Regs-Final.pdf>.
- This application may be updated from time to time. **Please ensure the most up-to-date version of the application is used for a response.** The up-to-date version is located here: <http://commerceri.com/finance-business/taxes-incentives/industry-cluster-grants/>.
- The Industry Cluster Technical Assistance Grant application consists of an application form, a set of required attachments, and a certification form. To be considered for an Industry Cluster Technical Assistance Grant, all items must be submitted in a single submission, organized as instructed below. Failure to provide required information could result in a delay in the review of, or rejection of, an application.
- The Commerce Corporation reserves the right to require the submission of additional information in connection with any application or to require the revision of an application.
- Applicants approved for an Industry Cluster Technical Assistance Grant will be required to enter into a grant agreement with the Commerce Corporation in order to receive the grant. The Commerce Corporation may request additional information in the course of negotiating that agreement.
- The Commerce Corporation will begin reviewing and advancing applications upon receipt.

Industry Cluster Technical Assistance Grant Application

1. Applicant Information

Organization Name _____

Trade Name/DBA _____

Mailing Address _____

City _____ State _____ Zip _____ - _____

Organization Phone _____ Website _____

Federal Tax ID # _____ RI Tax ID # _____

RI House District # _____ RI Senate District # _____

Industry Cluster _____

Year Established _____

Applicant Type (select one):

Trade Association

Research Center

For-profit Company

Other _____

Primary Contact for Application:

Full Name _____

Job Title _____

Mailing Address _____

City _____ State _____ Zip _____ - _____

Phone _____ Email _____

2. Technical Assistance Grant Information

Amount Requested (must be between \$75,000 and \$250,000) _____

Anticipated Project Start Date _____

Anticipated Project Completion Date _____

Identify Primary Goal of The Project (select one)

Creation/development of organization

Planning/feasibility study

3. Required Attachments

Please attach to the application form responses to the following prompts. Attach these items in the order provided below. Each attachment should have a cover page that identifies the attachment, e.g., "Attachment 1: Project Description."

All applicants are advised that any and all records (documents, correspondence, memoranda, etc.), received or maintained by the Commerce Corporation may be a matter of public record and subject to release upon a request from a member of the public under the Rhode Island Access to Public Records Act ("APRA"), R.I. Gen. Laws Section 38-2-1 *et seq.* In response to a request, the Commerce Corporation has the right, in its sole discretion, to redact or withhold information which is exempt from disclosure under APRA, including trade secrets and commercial or financial information which is of a privileged or confidential nature. **The Corporation recommends that any portion of any attachment in the application that contains such information be clearly labeled with the legend "Confidential Information."**

Attachment 1: Project Description

Provide a detailed description of the project not to exceed 5 pages in length. The summary should include the following elements, with each element introduced by the corresponding heading (e.g., the first heading should be "Applicant Profile"):

- **Applicant Profile and Organization Competency.** A description of the applicant's organization. Include information on the organization's philosophy, mission, organizational structure, and leadership capabilities in the identified cluster industry.
- **Description of Cluster Landscape.** A description of the relevant cluster, including information on the industry sector, the cluster's importance to Rhode Island's economy, and a description of the geographic area in which the cluster operates.
- **Proposed Project.** A description of the proposed project, including information on the project's importance to the cluster, the types of participants the project will include (institutions, intermediary organizations, businesses, etc.), and how the entities operating within the cluster will benefit. Include a description of the program approach, how it will work and why it fills an important need, and the rationale for the selected approach.
- **Project Impact.** A description of how the project will address a specific need of the industry cluster and how the benefits will be widespread. Include information on the anticipated economic impact of the project on the companies and the State, and how this project will improve the cluster's effectiveness.
- **Project Support.** A description of any in-kind resources and/or funds that will be dedicated to support the project.
- **Future Steps.** A description of the strategy for growing and sustaining the project past the granting period.
- **Project Summary.** A 2-3 sentence summary of the project easily understood by a lay person for use in public documents.

Attachment 2: Qualifications of Project Personnel

Biographies of key individuals who will implement the project, including a description of any relevant experience.

Attachment 3: Cluster Diagram

A diagram schematically depicting the cluster served, showing current businesses, suppliers, markets, and supporting institutions and organizations that comprise the cluster. Include a description of the current state of collaboration within the cluster and any new collaboration or other linkages that will result from receipt of the grant.

Attachment 4: Project Timeline, Milestones, and Evaluation

A detailed project timeline including expected milestones and a plan for tracking and evaluating results. Include identification of project deliverables and a detailed methodology for evaluating program impacts. Also describe efforts to ensure that the project primarily benefits companies within Rhode Island.

Attachment 5: Letters of Support or Endorsement

Provide at least two letters of support or endorsement for the project from businesses operating in the cluster. A list of additional cluster participants and relevant levels of commitment to the project from each may also be included.

Attachment 6: Additional Supporting Documents

Additional documents may be submitted to support this application such as press clippings, program promotional materials, listing of past projects and outcomes, listing of grants and/or awards and special recognitions received.

Attachment 7: Other Incentives

List all federal, state, and local incentives, grants, tax credits or other aid that will or may be received or requested for the project, and the status of the application for each.

Attachment 8: Other Participants

Provide a description of any external organizations or industry participants that will participate in the project, including a description of any commitments made by the external entity or entities and any relevant expertise contributed by the external entity or entities. If not applicable, indicate "N/A."

Attachment 9: Real Jobs Rhode Island Participation

Describe the participation, if any, of the applicant or the cluster in the Department of Labor and Training's Real Jobs Rhode Island program. Include whether the applicant or cluster has applied to the Real Jobs Rhode Island program, the status of the application, and the status/results of any project funded through the program. If not applicable, indicate "N/A."

Attachment 10: Disclosures

Provide (1) the full name and address of each individual who is an owner, partner or investor or otherwise holds an interest in an applicant either individually or through one or more other entities (except that individuals having an interest in an applicant by virtue solely of ownership in a publicly-traded corporation need not be listed); (2) a complete list of each entity holding an interest in the applicant; and (3) a complete list of each officer, director or manager of the applicant.

Attachment 11: Budget and Justification Narrative

Use the included template to provide a line item budget for the project. Attach a budget justification sheet explaining each expense.

Budget Template

TOTAL PROJECT BUDGET		FUNDING SOURCE		BUDGET NARRATIVE
Budget Expense Category	Project Expenses	RI Commerce Grant Funds	Leveraged Resources (Cash & In-Kind Support)	Narrative description of each expense with calculation assumptions. Describe type of leveraged resources.
Professional Personnel (list)				
1.				
2.				
3.				
Fringe Benefits				
Administrative Personnel (list)				
1.				
2.				
3.				
Fringe Benefits				
Operating Costs				
Materials/supplies				
Equipment				
Travel				
Conference/Symposiums				
Recruitment activities				
Facilities				
Other				
TOTALS				

4. Applicant Certification

The undersigned is an authorized representative of the Applicant listed below with the authority to bind the company for the proposed Industry Cluster Grant Program.

I certify that:

- All statements made in this Application in its entirety including all attachments, appendices, etc. are true and correct to the best of my knowledge.
- The Applicant is neither a person subject to the Rhode Island Code of Ethics nor a person within the scope of R.I.G.L. § 36-14-5(h).
- The Applicant has not been convicted of bribery or attempting to bribe a public official or employee of the Rhode Island Commerce Corporation or of the State, has not been disqualified from an awarded contract with Rhode Island Commerce Corporation or the State, and has never defaulted on work awarded by the Rhode Island Commerce Corporation or the State.

Authorized Representative:

Title:

Signature:

Date Signed:
