# **AmplifyMass Application Form (Attachment 1)**

## Application Requirements

AmplifyMass Application Form (this form) (Attachment 1)

Proposed Scope of Work Template (at the end of this form) (Attachment 2)

AmplifyMass Budget Template (see separate Excel file) (Attachment 3)

Lead Applicant’s Authorized Signature and Acceptance Form (at the end of this form) (Attachment 4)

Completed TRL [Calculator](https://www.masscec.com/sites/default/files/documents/MassCEC%20Readiness%20Calculator.xlsm)

Lead Applicant’s Team resumes and bio’s

**For all Cost Share and Adder projects:**

A Copy of the project proposal submitted to the Prime Award with confidential information redacted (see Section IX of RFP.)

If applicable, feedback from Prime Award agency.

If applicable, Lead Applicant responses to Prime Award review process

If applicable, Statement of Project Objectives or other scope documents associated with Prime Award.

### Application Submission Process

**The completed Application and all other required document materials (including the project budget) must be submitted to** [**amplifymass@masscec.com**](mailto:amplifymass@masscec.com) **in a single email with:**

* 1 PDF of the AmplifyMass Application form and SOW (Attachment 1, 2, 4) - must not exceed 13 pages
* 1 Excel file of the AmplifyMass budget template (Attachment 3)
* 1 combined PDF for the remaining materials listed above (TRL calculator, bios, Prime Award materials, etc.)

Interested parties must submit their application documents to [amplifymass@masscec.com](mailto:amplifymass@masscec.com) with the subject line “AmplifyMass Application – [Company Name or Research Institution (PI Last Name)]”

**AmplifyMass Application Form (Attachment 1)**

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| **Applicant Identification** | |
| **Applicant Organization[[1]](#footnote-2)** |  |
| **Physical Address** |  |
| **Contact Name, Email, and Phone Number** |  |
| **Project Identification** | |
| **Project Title** |  |
| **Prime Award Information** | *Must include dollar amount, awarding agency, office, and nature of award.*  *If applicable, state FOA name and number.*  *If available, the prime award officer first/last name, title, and contact information.* |
| **Prime Award Status** | Pending  Encouraged to Apply  Selected for Negotiation/Awarded  Contracted *(please contact AmplifyMass program manager before applying)*  Not Applicable *(for no prime, Academic Spark projects only)* |
| **Prime Award Term** | [MM/DD/YYYY – MM/DD/YYYY]  *Must be included if already Contracted; for academic projects, write “Not Applicable;” for other prime award statuses, include the proposed project term for the prime award proposal.* |
| **Total Cost Share Requirement** | *Dollar amount, and/or percentage, if applicable.* |
| **Requested Support from MassCEC[[2]](#footnote-3)** | *Dollar amount.* |
| **Proposed Total Project Budget** | *Include all proposed funding sources: prime award funding, requested MassCEC AmplifyMass funding, additional funding sources (project partners, additional grants, etc.)* |
| **Nature of MassCEC Support** | The reason for this funding request is:  Cost-share required by Prime Award.  Adder - *not required by prime,* *$ that will extend and enhance the project scope from that listed in the prime award.*  No prime, Academic “Spark” project (capped at $100,000.) |
| **Role of Requested MassCEC Support** | *Brief explanation of use of funds in 3-5 sentences.*  *•Will the fund be used to hire essential personnel, license software, purchase new equipment, etc.?*  *•Identify any other organizations or entities from whom project is seeking cost share support.*  *•Describe funding gaps, if any, in resources available from project partners and implications for project if not selected for AmplifyMass award.* |
| **Proposed AmplifyMass Project Term** | [MM/DD/YYYY – MM/DD/YYYY] |
| **Focus Area** | Please select a category for the proposed technology:  Energy & Electricity Transportation Manufacturing & Industry  Buildings Resilience & Adaptation Agriculture & Water Other |

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| 1. **Project Precis** |
| *Limited to 1-3 sentences per bullet point, as applicable.*   * *Description of your company, lab, or entity* * *Industry background/current challenge* * *Proposed project/solution* |

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| 1. **Potential of the Proposed Technology** | |
| **Technology and Project Summary** | |
| **Technology Overview** | *Limit to 3-5 sentences per bullet point, as applicable.*  ***Context/industry overview:***  *•What is the context for this project/technology? Describe the current industry, other programs/technologies etc. that pertain to the project in question. Include some high-level statistics if available.*  *•Why is this industry important (if no apparent connection to clean energy or climatetech)?*  ***Challenge:***  *•What are the pain points of the existing programs/industry solutions addressed by the project?*  *•What are some existing solutions? What are some shortcomings of these solutions?*  ***Solution:***  *•How will the proposed project solve the problem(s)?*  *•How will it be better than what currently exists in the market and/or other solutions under development?* |
| **Technology Details** | *Limit to 1-5 sentences per bullet point, as applicable.*   * *A description of the technology, including the current state of development and if it has been proven.* * *Specific details on how this technology operates.* * *The proposed technology is at the TRL 2-8 stage and this is justified by appropriate validation.* |
| **Technical and Market Risks** | *Limited to 3-5 sentences per bullet point, as applicable.*   * *An assessment of the technical risks associated with the technology, including the extent of identified risks and uncertainties, and proposed strategies for risk mitigation.*   *Identify any market, regulatory or policy drivers that will enable (or inhibit) adoption of the technology.*   * *Identify any market, regulatory or policy drivers that will enable (or inhibit) adoption of the technology.* |

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| 1. **Commercialization Potential** | |
| **Commercialization Potential** | *Limited to 3-5 sentences per bullet point, as applicable.*   * *Please explain your target markets for the technology* * *Describe the proposed business model of the company (i.e., will the product be licensed or sold directly to the end consumer?)* * *If the business model of the company will change over time (i.e. from a licensing to manufacturing model), provide a description of this progression.* |

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| 1. **Climate & Clean Energy Impact and Project Benefits** | |
| **Benefits to the Commonwealth** | *Limited to 1-5 sentences per bullet point, as applicable.*  *Include calculations, as applicable.*   * ***Benefits to the Commonwealth:*** * *Provide a quantification of economic development (e.g. jobs supported, infrastructure developed, etc.) and energy/climate impacts to the Commonwealth (such as delivering costs and ratepayer savings, resiliency, etc.).* * *Describe the relevance of the proposed project and technology to Commonwealth clean energy and climatetech challenges and priorities.* |
| **Total Addressable Carbon (TAC) Analysis\*** | *Limited to 1-5 sentences per bullet point, as applicable.*  *Include calculations, as applicable.*   * *Provide an analysis of the potential reduction in greenhouse gas emissions or the avoidance of future GHG emissions achievable given widespread use of the technology/innovation.* *Applicants are encouraged to use tools such as*[***the CRANE tool***](https://cranetool.org/)*, or other credible public data sources such as the United States Department of Energy’s*[***Energy Information Administration***](https://www.eia.gov/todayinenergy/detail.php?id=30712)*, the U.S. Environmental Protection Agency’s*[***National Emissions Inventory***](https://www.epa.gov/air-emissions-inventories/national-emissions-inventory-nei)*(especially for greenhouse gases other than carbon dioxide), the*[***EPA's Greenhouse Gases Equivalencies Calculator***](https://www.epa.gov/energy/greenhouse-gases-equivalencies-calculator-calculations-and-references)*, and others. You may also use MassCEC’s* [***Emissions Reduction Analysis***](https://www.masscec.com/sites/default/files/documents/ERPGranteeInstructions.pdf)*instructions and the corresponding*[***template***](https://www.masscec.com/sites/default/files/documents/erpcollectiontemplate.xlsx) *as tools. This is not a requirement at time of application.* * *Describe, to the most detailed extent possible:* * *The current and future market in which emissions reductions are expected.* * *Please reference the aforementioned potential market size for the technology* * *The emissions currently associated within that sector.* * *The magnitude of emissions reductions potentially achievable using the technology proposed.* * *Include a description of how the technology directly or indirectly saves energy, and the magnitude of those energy savings (i.e., “This technology uses (or would use) XX% less energy than the current state-of-the-art.”)* * *Energy efficiency technologies may calculate energy savings rather than carbon avoidance.* |
| *MMT CO2-e reduced per year, assuming optimistic adoption:* |
| *Describe assumptions, references, and calculations:* |
| *List any references used in your estimations and analysis:* |

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| 1. **Project Workplan Narrative** | |
| **Project Plan Summary** | *Limited to 1-3 sentences per bullet point, as applicable.*   * ***Goal/Objective:*** * *What is the goal/objective of project?* * ***Project timeline and scope:*** * ***How*** *will the goal be reached?* * *Briefly explain the* ***project timeline and scope*** *of work. Use this section to narrate the SOW (Attachment 2), but not repeat the SOW* |
| **Project Outcomes** | *Limited to 1-3 sentences per bullet point, as applicable.*   * ***Expected outcomes:*** * *What are the expected outcomes of the project?* * ***Next steps:*** * *What are the anticipated next steps, including application of the project results, future publications, communication to stakeholders, etc.?* * *Include commercialization next steps.* |
| **Adder Funding Justification** | *If requesting Adder support, explain how this funding will extend the project scope from that listed in the prime award, why the Adder is needed, why the Prime Award does not include this Adder scope, etc.* |

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| 1. **Team** | |
| **Principal Investigator(s)** | * *Include name and title for each and briefly describe primary role on project.* * *Attach resumes or bios.* |
| **Project Partners and Contributions** | * *Identify all partners and their role pertaining to the project.* * *If applicable, describe form of contribution (cost-share, adder, etc.), how partners will contribute (in-kind, cash, etc.), and any other sources of support (monetized and non-monetized).* * *Please delineate dollars spent in Massachusetts vs. out of state.* |
| **MassCEC and Ecosystem Interactions** | * *Identify any previous applications to and/or awards from MassCEC. Explain the role of the proposed AmplifyMass project versus other pending applications or ongoing or completed projects.* * *If you are a previous AmplifyMass awardee, please describe in this section how the project and product in this current proposal are meaningfully different than the previous AmplifyMass product and project (from a technology and/or market perspective) and how these additional AmplifyMass funds will be critical to the company’s overall success and the commercialization of the product moving forward.* * *Identify membership in any Massachusetts incubators or participation in accelerators.* |

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| 1. **For Company Applicants Only** | |
| **Number of Full-Time Equivalent Employees**  (should be between 5-30 employees, see RFP) | ­­­­­---------------------------------------------------------------------------------------------------------------  I confirm that my company meets the definition of a small business, as outlined by the United States Small Business Administration's "[Table of Small Business Size Standards](https://www.sba.gov/sites/default/files/Size_Standards_Table.pdf).” |
| **Total funds raised to date**  (should be between $1M and $10M, see RFP) |  |
| **Location(s) of All Company Operations**, indicating HQ and other relevant MA locations |  |

# **Proposed Scope of Work Template (Attachment 2)**

## proposed Scope of Work Guidance and Template

### Guidance:

Proposed deliverables must include, at a minimum:

* At least two (2) progress reports on steps taken, unforeseen challenges, test results, applicable tables, graphs, images, etc.
* The final progress report shall include a commercialization discussion on next steps to bring the climate technology to market
* One (1) updated AmplifyMass metrics template per task.
* One (1) virtual presentation to MassCEC staff for every two (2) years of project length
* At least one set of jpeg/png photos of project team, project progress, events attended, etc., as applicable.

If there is a Prime Award, then the Scope of Work (SOW) shall additionally include at least one “go/no-go” document from the Prime Award.

If there is a Prime Award, it is encouraged and recommended that proposed SOWs include four (4) tasks with at least one (1) deliverable and one (1) metrics submission per task. If awarded, Grantees and MassCEC can negotiate if additional milestones are necessary.

Proposed Scope of Work Template:  
Provide a proposed SOW using the white cells and rows below. The row in gray is an example row. Please note: the sample table provided below is a general guide and for application purposes only at this time.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Task # | Milestone | | Task Justification | Date Due | Deliverable | Milestone Funding |
| EXAMPLE | Short description of Milestone 1 (ex. Conduct test for X, Order and setup X, Acquire X, Go/No Decision etc.) | | Short explanation of how this task connects to proposed project outcomes. | XX, XX, XXXX | Written report on steps taken, unforeseen challenges, test results, applicable tables, graphs or images, etc. for Milestone 1.  Any other documents / proof of completion of Milestone 1. (e.g., Proof of Go Decision)  Photos of project team, project progress, events attended, etc., if applicable.  Updated AmplifyMass Metrics Table. |  |
| 1 |  | |  |  |  | 35% of award request |
| 2 |  | |  |  |  | 25% of award request |
| 3 | *…* | |  | *…* | *…* | 25% of award request |
| 4 | *…* | |  | *…* | *…* | 15% of award request |
|  | | **TOTAL** | | | | **$XXX,XXX** |

## Attachment 4: authorized applicant’s signature and acceptance form

**AmplifyMass**

The undersigned is a duly authorized representative of the Applicant named below. The undersigned has read and understands the RFP requirements and acknowledges and confirms that the Applicant and each member of its team has read and understands the RFP Requirements. The undersigned acknowledges and agrees that all of the terms and conditions of the RFP are mandatory.

The undersigned and each Applicant and each member of its team acknowledges and agrees that (i) all materials submitted as part of the application are subject to disclosure under the Massachusetts Public Records Law, as explained in the RFP; (ii) that MassCEC has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein; and (iii) that MassCEC’s receipt of the application does not imply any promise of funding at any time.

The undersigned and each member of the Applicant’s team understands that, if the Application is selected by MassCEC pursuant to this RFP, the Applicant will execute and deliver an agreement to be provided by MassCEC that shall set forth the terms and conditions, together the respective roles and responsibilities of the Applicant, and each member of its team, and MassCEC, with respect to the project described in the RFP. The undersigned and each member of the Applicant’s team acknowledges that they have reviewed the example grant agreement terms provided with the RFP.

I certify that the statements made in this Application, including all attachments and exhibits, are true and correct.

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Printed Name of Applicant)

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Applicant or Authorized Representative)

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please apply with the entity name you wish to use if awarded. [↑](#footnote-ref-2)
2. This amount may not exceed $300,000. [↑](#footnote-ref-3)