**Accelerator Funding Request Form for Returning Applicants**

*The Accelerator Funding Request Form is for applicants that have received* ***at least three (3) Accelerator Funding grants******over the past four (4) years*** *and maintained* ***strong performance*** *during each grant period, as determined by MassCEC.*

The Accelerator Funding Program (the “Program”) provides funding for accelerators that support Cleantech Startups (as herein defined). The Program funding can be used for 1) accelerator operations and events and 2) scholarships for their current cohort of startups. Total grants are up to One Hundred Twenty Thousand Dollars ($120,000).

Individual startup scholarships (optional request) are capped at Five Thousand Dollars ($5,000) per scholarship with a total cap of Forty Thousand Dollars ($40,000) for all scholarships. MassCEC will provide the accelerator with an application form to distribute to their clean energy startups. MassCEC will review the applications to determine if the startup is eligible to receive a scholarship. Once scholarships are awarded by MassCEC, the accelerator will be responsible for distributing the scholarship funds to the startups.[[1]](#footnote-1)

**Note**: For the purposes of this application form and the Program, “Cleantech Startups” are considered to be companies whose work meets the statutory definition of “clean energy” pursuant to M.G.L. c. 23J, Section 1, namely, “…advanced and applied technologies that significantly reduce or eliminate the use of energy for non-renewable sources, including, but not limited to: energy efficiency; demand response; energy conservation and those technologies powered in whole or in part by the sun, wind, water, biomass, alcohol, wood, fuel cells any renewable, non-depletable or recyclable fuel…”

## APPLICATION Requirements

□ Application Form (Attachment A)

□ Completed Scope of Work (Attachment B)

□ Signature Page (Attachment C)

□ Previous year’s financial statements (One full Fiscal Year or one full Calendar Year)

The application must be sent as one document, preferably as a searchable PDF file. Applicants should answer the questions as clearly and succinctly as possible.

*If the applicant operates more than one program/offering for startups, the application form should clearly distinguish between the overall organization/structure and the specific accelerator program that is requesting funding. The core of the application content should relate specifically to the accelerator program that is requesting funding. Addenda explaining organizational structure are welcome.*

Interested parties must submit their application by November 20th, 2021 to [innovationecosystem@masscec.com](mailto:innovationecosystem@masscec.com) with the subject line “Accelerator Funding Program – [Accelerator Name].”

## MASSCEC benefits

As a condition of an award the accelerator shall:

* Offer MassCEC a seat on the accelerator’s Board of Directors or any similar management entity;
* Provide progress reports, photos and financial statements;
* Submit company metrics every six months to demonstrate accelerator and startup company success;
* Invite MassCEC to serve as judges and mentors, attend all events and high-level networking gatherings, and options for speaking opportunities at appropriate events
* Host a brownbag presentation at MassCEC on an annual basis; and
* Acknowledge MassCEC as a sponsor of the accelerator and provide associated benefits with the level of funding provided (naming rights, logo display or podium announcements at events).

## **Attachment A:** Request Form

|  |  |
| --- | --- |
| **Applicant Information** |  |
| Accelerator Name |  |
| Accelerator Address |  |
| Main point of contact name, email, phone |  |
| List primary accelerator staff |  |
| Percentage of Cleantech Startups accepted into the Program each year, on average (accepted Cleantech Startups/accepted startups) | % |
| Percentage of MA-based Cleantech Startups accepted into the Program each year, on average (accepted MA Cleantech Startups/accepted startups) | % |
| If applicable, what is your net promoter score? |  |
| Most recent year’s revenue (please indicate revenue time period) | $ |
| MassCEC total grant request | $ |

|  |  |
| --- | --- |
| **Current Accelerator Program** | |
| Describe the structure and length of the Program; include dates |  |
| What is the accelerator application fee and/or program fee, if applicable? |  |
| Describe outreach methods to specifically attract Cleantech Startups to the accelerator |  |
| Describe the impact that COVID-19 has had on accelerator operations and programming |  |

|  |  |
| --- | --- |
| **Funding Background and Request** | |
| Recent or new efforts to access new sponsors and partners |  |
| Impact of COVID-19 on accelerator financials and plan to address any challenges |  |
| Funding amount requested from MassCEC for **Accelerator Operations**  *Note: Funding should be proportional to the size of the accelerator (revenue) and number of clean energy startups served. MassCEC reserves the right to award any amount up to the funding requested by applicants.* | $ |
| What will the Accelerator Operations funding be used for? |  |
| Funding amount requested from MassCEC for **Start-up Scholarships**  *Note: Funding should be proportional to the number of clean energy startups served. MassCEC reserves the right to award any amount up to the funding requested by applicants.* | $ |

|  |  |
| --- | --- |
| **Accelerator Updates Since Last Accelerator Funding Application** | |
| List the names of new sponsors/partners/sources of funding, and the dollar amounts/in-kind benefits. |  |
| Describe any new program offerings and services. State any new niche benefits this accelerator offers compared to others in Massachusetts. |  |
| Highlight clean energy start-up achievements and call out any contributions the accelerator staff made towards such progress. |  |
| Describe and justify, quantitatively, the success of your current start-ups and graduates.  *For example, what percentage of companies are still in business or have been acquired, how much funding have companies raised since participating in your program, how many companies have increased their TRL and by how much?* |  |
| If there is anything else you would like the Accelerator Funding Program team to know, please write it here. |  |

## **Attachment B:** Scope of work template

Proposed Award Distribution

Provide a proposed award distribution based on the template below. If your accelerator serves multiple industries, funding requests should be tied to activities that benefit Cleantech Startups. Please include a detailed justification for each deliverable.

*Proposed deliverables must include:*

* Two (2) progress reports;
* Two (2) metrics spreadsheets; and
* Updated financial statements

*It is strongly encouraged to include a deliverable for the accelerator to:*

* Raise funds; and
* Recruit Cleantech Startups (as defined above and in the RFP)

Provide a proposed award distribution using the cells and rows in green. The rows in grey are examples and may be copied by applicants or required by MassCEC in any final agreement with awardees. These examples are not exhaustive of milestones that MassCEC may require. Please refer to Section VIII. Budget in RFP for typical uses of accelerator operations and scholarship funding.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Accelerator Deliverables[[2]](#footnote-2)** | | | | | | |
| **Milestone** | **Deliverable to MassCEC** | | **Justification** | | **Payment Amount** | **Completion Date** |
| EXAMPLE  Progress report | Submit progress report and meet (in person or by phone) if needed with MassCEC Project Manager to review achievements to date. MassCEC will provide template. | | Update MassCEC on accelerator staff successes and challenges | | $5,000 | XX/XX/XX |
| EXAMPLE  Bi-annual metrics | Submit metrics spreadsheet. MassCEC will provide template. | | Update MassCEC on company successes and challenges. Report on MA based companies admitted to cohort | | $5,000 | XX/XX/XX |
| EXAMPLE  Financial reports | Submit financial reports (2021 budget and actuals to date). Complete sponsor tab on metrics spreadsheet. | | Update MassCEC on financial sustainability of accelerator and funds leveraged | | $5,000 | XX/XX/XX |
| Recruit two new  Corporate Sponsors  with Clean Energy Interests | For each revenue source, submit a  certification form. | | Encourage financial sustainability and increase resources to clean energy companies | | $5,000 each up to $10,000 | XX/XX/XX |
| EXAMPLE  Make Mentor  Matches | Provide MassCEC with a list of the  mentor matches. Include two (2) testimonials from participants on mentor matches. | | Ensure there are quality mentors to guide companies | | $5,000 each up to $10,000 | XX/XX/XX |
| Milestone 1 | Deliverable | | Justification | | $X,XXX | XX/XX/XX |
| Milestone 2 | Deliverable | | Justification | | $X,XXX | XX/XX/XX |
| Add more rows as needed |  | |  | |  |  |
| **Accelerator Deliverables Total** | | | | | | $XX,XXX |
| **Clean Energy Startup Scholarships[[3]](#footnote-3)** | | | | | | |
| **Milestone** | | **Deliverable to MassCEC** | | **Payment Amount** | | **Completion Date** |
| Provide MassCEC  Scholarship | | Distribute MassCEC Scholarship Application Form to Massachusetts‐based Cleantech Startups. Email completed Application Forms to MassCEC. | | $X per Clean energy Scholarship (up to $) | | XX/XX/XX |
| **Clean Energy Startup Scholarships Total** | | | | | | $XX,XXX |

## **Attachment C:** Authorized Applicants Signature and Acceptance Form

The undersigned is a duly authorized representative of the applicant listed below. The applicant has read and understands the Program Offering requirements. The undersigned acknowledges that all of the terms and conditions of the Program Offering are mandatory.

The applicant understands that all materials submitted as part of the application are subject to disclosure under the Massachusetts Public Records Law, as explained in the General Program Offering Conditions, and acknowledges and agrees that MassCEC has no obligation, and retains the sole discretion to fund or choose not to fund the application set forth herein, and that MassCEC’s receipt of the application does not imply any promise of funding at any time.

The applicant understands that, if selected by MassCEC, the applicant and MassCEC will detail and execute a contract that outlines the respective roles and responsibilities of the parties.

The applicant certifies that the statements made in this application, including all attachments and exhibits, are true and correct to the best of its knowledge.

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(Printed Name of Applicant)

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

(Signature of Applicant or Authorized Representative)

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

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

1. If MassCEC selects fewer startups for scholarships than awarded, MassCEC retains the right to reduce the amount of scholarship funding. [↑](#footnote-ref-1)
2. See Section VIII. Budget in the RFP for typical uses of Accelerator Operations funding [↑](#footnote-ref-2)
3. See Section VIII. Budget in the RFP for typical uses of Scholarship funding [↑](#footnote-ref-3)