



IncubateMass Return Application Form – Updated 1/24/23

*The IncubateMass Return Applicant Form is for incubators that have received **over three (3) IncubateMass grants** in the last five (5) years and maintained **strong performance** during each grant period, at MassCEC’s discretion.*

The IncubateMass Program is a grant program for Incubators that host Cleantech Startups within the Commonwealth of Massachusetts. This funding may be used to support key Incubator activities, including, but not limited to, operations and management expenses, facilities and infrastructure buildouts, equipment purchases, networking and workshop events, and professional development of Incubator staff, with the goal of growing the clean energy innovation ecosystem and commercializing Cleantech Startups.

The maximum grant amount available is One Hundred Seventy-Five Thousand Dollars (\$175,000). Applicants who apply for the full amount are encouraged, but not required, to demonstrate use of funds to support efforts around COVID-19 relief and diversity, equity, and inclusion. Award payments are typically tied to: (1) Incubator operations and events (“Incubator Milestones”) and; (2) technology or company accomplishments of incubated Cleantech Startups (“Cleantech Startup Milestones”).

For the purposes of this application form and the IncubateMass Program, The term “Clean Energy Technologies” shall mean “...advanced and applied technologies that significantly reduce or eliminate the use of energy from non-renewable sources including, but not limited to: (i) energy efficiency; (ii) demand response; (iii) energy conservation; or (iv) technologies powered, in whole or in part, by the sun, wind, water, geothermal energy, including networked geothermal and deep geothermal energy, hydrogen produced by non-fossil fuel sources and methods, alcohol, fuel cells, fusion energy or any other renewable, nondepletable or recyclable fuel...” (See M.G.L. c. 23J § 1 as amended pursuant to Chapter 179 of the Acts of 2022 “An Act Driving Clean Energy and Offshore Wind”). Please note that technologies related to coal, oil, nuclear power, woody biomass, and natural gas (except where used in fuel cells) will not be considered Clean Energy Technologies for purposes of this RFP.

APPLICATION REQUIREMENTS

- Application Form (Attachment A)
- Completed Scope of Work (Attachment B)
- Signature Page (Attachment C)
- Past full year’s financial statements (Fiscal Year or Calendar Year)
- Incubator Member Rate Sheet

Interested parties must submit their application to innovationecosystem@masscec.com with the subject line “IncubateMass Application – [Incubator Name].” It is strongly preferred that the application be sent as one document as a searchable PDF file.

AWARD CONDITIONS

As a condition of an award the Incubator shall:

- Offer MassCEC a seat on the Incubator’s Board of Directors or any similar management entity;
- Provide progress reports, photos and financial statements;
- Submit member company metrics every six (6) months to demonstrate Incubator and company success;
- Host a brownbag presentation at MassCEC on an annual basis; and
- Acknowledge MassCEC as a sponsor of the Incubator and provide any associated benefits with the level of funding provided (naming rights, logo display or podium announcements at events).

ATTACHMENT A: APPLICATION FORM

It is strongly preferred that the application be sent as one document as a searchable PDF file. Applicants should answer the questions as clearly and succinctly as possible.

Applicant Information	
Incubator name	
Incubator address	
Main point of contact name, email, phone #	
List primary Incubator staff	
What is the current percentage of member companies that are Cleantech Startups?	X%
What percentage of incubator graduates are Cleantech Startups?	X%
Who is the owner of the building space? If leased, when does the lease expire?	
MassCEC total grant request	\$X
If applicable, what is your net promoter score?	

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Incubator Overview (updates)	
List and describe any new infrastructure and specialized equipment available to all startups and to Cleantech Startups specifically (<i>e.g. machine shop, wet lab, fab lab, electronic lab</i>).	
List and describe the new business development opportunities available at the Incubator and how they benefit Cleantech Startups specifically (<i>e.g. events, network access, mentors, coaches, investors, corporates, etc.</i>).	
Please provide a few specific examples of Incubator contributions to Cleantech Startup member company success. (<i>commercialization advances, technological advances, etc.</i>)	
Describe and justify, quantitatively, recent/new successes of your current Cleantech Startup members and graduates. <i>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?</i>	
Describe the development of new (or evolution of existing) programming and benefits to Cleantech Startups	
Describe the target members, and current or future strategies to recruit Cleantech Startups in your community	
If applicable, describe any continuing impacts of COVID-19 on Incubator operations and programming	

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Funding Background

List your top five funding sources and any new funding resources/targets

Please summarize your plan for long-term financial sustainability

If applicable, please describe any financial impacts (or membership recruitment/retention) impacts on the Incubator as a result of COVID-19

Funding Request

Funding Amount Requested from MassCEC

Funding will be proportional to the size of the Incubator (revenue) and number of Cleantech Startups served. MassCEC reserves the right to award a reduced funding amount.

a) Total funding request as a percentage of revenue:

X%

b) Total revenue, excluding MassCEC funding request (please indicate year and time period):

\$X

What will the funding be used for?

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ATTACHMENT B: SCOPE OF WORK TEMPLATE

Proposed Award Distribution – Incubator Deliverables

Provide a proposed award distribution based on the template below. Note that Incubator Deliverables cannot exceed ninety percent (90%) of the total grant. If your Incubator 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, at a minimum:

- Two (2) progress reports;
- Two (2) metrics spreadsheets;
- Updated financial statements; and
- Brown bag presentation at MassCEC.

It is strongly encouraged to include a deliverable(s) for the Incubator to:

- Raise funds; and
- Recruit Cleantech Startups.

Proposed Award Distribution - Member Company Milestones

Provide a proposed list of Cleantech Startup Milestones. See the RFP for full details on the nature of this funding. You may use the examples in the RFP and template below or suggest additional milestones. The percentage of the total grant request for Cleantech Startup Milestones shall be proposed by the Incubator Applicant, however this percentage and the exact Milestones are subject to MassCEC’s discretion and approval.

IncubateMass Grant Agreement Template

Provide a proposed award distribution using the cells and rows in green. The rows in grey are examples that can be used in the agreement. **Please Note:** the sample table provided below is a general guide and does not necessarily reflect a scope of work that MassCEC would commit to fund – see Section X of the RFP – Disclaimer & Waiver of Authority regarding MassCEC’s discretion to accept or reject applications. The milestones, deliverables, justifications, and payment amounts listed are meant to serve as examples to assist applicants in submitting a proposed award distribution table.

Incubator Deliverables				
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.	Update MassCEC on Incubator staff successes and challenges	\$5,000	XX/XX/XX

	MassCEC will provide template.			
EXAMPLE Bi-annual metrics	Submit client company metrics spreadsheet. MassCEC will provide template.	Update MassCEC on member company successes and challenges	\$5,000	XX/XX/XX
EXAMPLE Financial reports	Submit financial reports (budget and actuals to date). Complete sponsor tab on metrics spreadsheet.	Update MassCEC on financial sustainability of Incubator and funds leveraged	\$5,000	XX/XX/XX
EXAMPLE Recruit two (2) clean energy companies	For each start-up recruited submit a one-page summary report with: - Name of the startup company - Link to their website - Names and titles of staff and a one-line description of their role - Short company description - Justification of the clean energy component - Explain how they found out about the Incubator - Testimonial	Increase percentage of clean energy members	\$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				
Incubator Deliverables Total				\$XX,XXX (XX%)
Cleantech Startup Milestones				
Cleantech Startup Milestone	Deliverable to MassCEC	Payment Amount	Completion Date	
Member Company raises \$1M in grants and investment (source may not include MassCEC grants) Member Company secures first paid customer	Report/certification by Incubator and member CEO	\$X each, up to \$X (maximum funding available)	XX/XX/XX (Typically end of contract)	

<p>Member Company earns first \$100,000 in services/sales revenue</p> <p>Member Company makes two new full-time hires to be based in Massachusetts (must be salaried and excludes founders)</p> <p>Member Company secures strategic partnership with a major corporate partner</p> <p>Member company graduates from the incubator.</p>			
Cleantech Startup Milestones Total			\$XX,XXX (XX%)



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: _____