



MassCEC's FY26 Climatetech Testing and Demonstration Assets Program

Attachment 4 — Full Application Outline

The Climatetech Testing and Demonstration Assets (“TDA” or “Program”) provides capital grants between \$1.5M and \$5M to Entrepreneur Support Organizations (“ESOs”) in Massachusetts to develop shared infrastructure, equipment, and other capital assets that advance Climatetech research and development, innovation, manufacturing, commercialization, and deployment in the state.

For the purposes of this Full Application outline, the terms “Climatetech” and “Climatetech Startups” follow the definitions provided in Section IV of the Request for Proposal (“RFP”). Please refer to the RFP for full program details and Applicant eligibility requirements.

APPLICATION REQUIREMENTS

Following review of Concept Papers, MassCEC will invite selected finalists to submit a Full Application by Tuesday October 14, 2025. Finalists will expand on their Concept Paper by providing detailed plans, budgets, and evidence of collaboration with key partners. The outline on the following pages presents the required content for a full application. Please do not complete this application unless invited to do so.

Please submit the Application to innovationecoystem@masscec.com by Friday November 14, 2025, at 5:00 PM ET. Please include the RFP number “RFP FY2026 TDA” in the email’s subject line. In addition:

- Limit your Full Application to a maximum of twenty-five (25) pages, using at least 11-point font and 1-inch margins. Submissions longer than twenty-five (25) pages will be ineligible.
- The Application and required attachments must be sent as one PDF (the Budget Worksheet can be sent separately as an Excel spreadsheet).

Full Applications will be reviewed in detail by MassCEC and external industry specialists, if necessary. Selection Criteria for the Full Application can be found in Section VIII of the RFP.

REQUIRED ATTACHMENTS

1. **Full Application and Cover Sheet** (this form, Attachment 4)
2. **Authorized Applicant’s Signature and Acceptance Form** (Attachment 1)
3. **Updated Budget Worksheet.** Update the Budget Worksheet submitted with your Concept Paper, or use the pre-formatted template (Attachment 3)
4. **Resume/CVs.** From key personnel at the ESO listed in the Application. (i.e., those personnel directly leading the infrastructure project and/or interacting with the innovators)
5. **Letters of Commitment.** From cost-share funding sources
6. **Letters of Support.** From other key stakeholders. (optional)
7. **Sample Agreement.** Applicants are required to redline/mark up the Sample Agreement and submit a revised copy with its Full Application. Please review Section XI for additional contracting terms. (Attachment 5)

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FULL APPLICATION COVER SHEET

Legal Business Name			
Business Address	City/Town	State	Zip Code
Telephone	Fax	Website URL	
Point of Contact (First and Last Name)		Point of Contact Email Address	
Authorized Signatory (First and Last Name)		Authorized Signatory Email Address	
Legal Status/Jurisdiction (e.g., a Massachusetts Corporation, LLC, LLP, etc.)		Business EIN or UEI Number	

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FULL APPLICATION OUTLINE

1. Executive Summary (1 – 2 pages)

- **Project Summary**

Provide a brief overview of the proposed project and capital asset(s). State the funding request, identify who the project will support, key objectives, and a summary of the anticipated impact on advancing Climatetech innovation, commercialization and deployment in Massachusetts. Highlight how the project will also support workforce development and job creation.

2. Articulation of Need (3 – 4 pages)

- **Identified Challenges**

Further detail the specific challenges and resource gaps that currently exist for your member startups or researchers (as identified in the Concept Paper) and how your project plans to address them. Supporting data and stakeholder testimonials are encouraged to demonstrate the need. If other organizations are addressing similar needs, explain how your project differs or adds value.

- **Industry Alignment**

Describe how the proposed capital project aligns with current trends and future directions in the climatetech industry. Provide details on market trends within the sector.

3. ESO Programming (2 – 3 pages)

- **Target Market**

Describe the target market for your ESO. What are the qualities or qualifications of startups or researchers you aim to support?

- **Programming Design**

Building on your response in the Concept Paper, provide a detailed description of your ESO's programming and objectives. Expand on the key components such as curriculum structure, mentorship, networking, and other core activities. Describe how these elements are tailored to the needs of your target founders and how they support a measurable impact in the Climatetech sector. Identify all partners involved, their specific roles, and how their contributions strengthen your programming, if applicable.

- **Resources**

Describe any relevant wrap-around services, technology platforms, tools, or other resources that are made available to startups or researchers as part of your programming.

- **Evaluation and Feedback**

Detail the methods for monitoring the progress of startups or researchers, as well as how you solicit feedback from participants, mentors, and stakeholders involved in your programming.

4. Project Feasibility and Infrastructure Development Plan (4 – 5 pages)

- **Purpose of Infrastructure**

Provide a detailed description of the capital asset(s) (including the useful life of the assets) you seek to fund through TDA. Explain the Climatetech purpose and strategic need for the infrastructure.

- **Program Alignment**

Describe how the infrastructure will be accessed and used by Climatetech entrepreneurs, including any costs for use of the infrastructure that may be charged to entrepreneurs, and

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explain how it is expected to advance Climatetech innovation, commercialization, and deployment in Massachusetts.

- **Project Costs & Timeline**

Provide details on the cost and expenses associated with the capital infrastructure requested. As appropriate, include a detailed timeline covering procurement, construction, and operational phases.

- **Long-term Viability**

Discuss plans for maintenance of the capital asset(s) and plans to secure adequate future funding to ensure the long-term usefulness of the proposed asset beyond the life of the grant period. All infrastructure funded through the Program must have a minimum useful life of 10 years.

5. Financial Overview and Scope of Work (3 – 4 pages)

- **Project Costs**

Complete the budget spreadsheet (Attachment 3) and use this section to describe the detailed costs associated with each aspect of the project. Specify the total amount requested for capital expenses. Provide a breakdown of capital expenditures including cost associated with the capital assets to be developed (i.e. equipment, facilities, etc.) and the labor costs directly related to the development and/or installation of the asset(s). Indicate whether budgeted costs will be reimbursed by MassCEC or funded via cost-share.

- **Cost-share**

Clearly state the source and amount of cost-share equaling at least 25% of the total requested grant amount (20% of the cost share must be cash contributions. See Section IV of the RFP for more details). Describe how these resources will contribute to the project, ensuring that the total funding (requested funds plus match funds) covers the entire project cost. Attaching Letters of Commitment from match sources is required.

- **Scope of Work**

Develop a robust timeline that outlines the scope of work to be performed during the grant period.

6. Anticipated Impact (2 – 3 pages)

- **Project Impact and Metrics**

Describe the anticipated near-term and long-term impacts of the proposed projects. Specify detailed metrics for evaluating success of the proposed project. Identify how you intend to track these metrics.

- **Ecosystem Impact**

Explain how the program will enhance the Climatetech ecosystem and benefit researchers and startups. Provide an analysis of the long-term economic and societal impacts you expect this project to have on Climatetech ecosystem. How will the project contribute to sustained economic growth and competitiveness for Massachusetts? How will it provide long-term cost benefits and ratepayer savings to Massachusetts customers?

- **Equity and Inclusion**

Highlight how the project will promote equity and inclusion within the Climatetech industry. MassCEC's commitment includes advancing equitable economic growth by serving Gateway Cities (GC) or Environmental Justice communities (EJC) or an underserved geographic region (i.e., such as Western Massachusetts or Cape Cod), broadening access to Climatetech careers, and

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foster inclusive growth across the Commonwealth. If the project's is outside these areas, describe how the project will ensure outreach and access to these communities.

7. Evidence of Success and Staff Qualifications (2 – 3 pages)

- **ESO Expertise**
Provide justification for why your organization is qualified to lead the proposed project. Include evidence of success.
- **Key Personnel**
Identify key team members of ecosystem partners involved in the implementation of the project. Provide bios of key team members, emphasizing the qualifications and relevant experience.