**IncubateMass Application Form**

For new applicants

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 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)

□ Resumes of Applicant Team

□ Incubator Member Rate Sheet

□ 4 Incubator photos

□ Member testimonials

Interested parties must submit their application to [innovationecosystem@masscec.com](mailto: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:

* 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

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 number and percentage of member companies that are Cleantech Startups? | # and % |
| What is the current number and percentage of member companies that are MA-based Cleantech Startups (MA Cleantech Startups/Cleantech Startups)? | # and % |
| What number and percentage of Incubator graduates are Cleantech Startups? | # and % |
| What is the current number and percentage of Incubator graduates that are MA-based Cleantech Startups (MA Cleantech Startups/Cleantech Startups)? | # and % |
| MassCEC total grant request | $ |
| If applicable, what is your net promoter score? |  |

[Remainder of page is intentionally blank]

|  |  |
| --- | --- |
| **Incubator** **Background** | |
| What is the mission of the Incubator? |  |
| What type of entity is the organization *(i.e. 501c3, etc.)*? |  |
| a) What are the strongest assets that your Incubator possesses? How do these support Cleantech Startups?  b) What are the niche benefits your Incubator offers in comparison to other Incubators in Massachusetts, particularly regarding support for Cleantech Startups? |  |
| Describe the involvement and experience of the Incubator staff in mentoring and coaching the startups |  |
| Describe the involvement and experience of the Incubator staff in customer, talent, and/or funding acquisition support |  |
| Describe how the Incubator contributes to regional and local economic development |  |
| Describe your Cleantech Startup member track record and how the Incubator contributes to company success. *If no Cleantech Startups have been incubated in the past, applicants may describe impacts on general start-up companies incubated.* |  |
| a) What are the largest barriers for the Incubator?  b) How are Incubator staff hoping to mitigate these challenges? |  |
| a) What are the greatest needs for all companies at your Incubator? For Cleantech Startups?  b) How are Incubator staff hoping to address these needs? |  |

[Remainder of page is intentionally blank]

|  |  |
| --- | --- |
| **Incubator Overview** | |
| List and describe the infrastructure and specialized equipment available to all startups and to Cleantech Startups specifically *(e.g. machine shop, wet lab, fab lab, electronics lab)*. |  |
| List and describe the business development opportunities available at the Incubator and how they benefit Cleantech Startups specifically *(e.g. events, network access, mentors, coaches, investors, corporates, etc.)* |  |
| Describe and justify, quantitatively, the success of your current members and graduates (Cleantech Startups, if possible).  *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 Technology Readiness Level[[1]](#footnote-1)(TRL) and by how much?* |  |
| 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. |  |

|  |  |
| --- | --- |
| **Funding Background** | |
| List your top five (5) funding sources and any funding resources/targets under development |  |
| Please summarize your plan for long-term financial sustainability |  |

|  |  |
| --- | --- |
| **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:  b) Total revenue, excluding MassCEC funding request (please indicate year and time period): | X%  $X |
| What will the funding be used for? How will the funding benefit Cleantech Startups? (*If the Incubator serves multiple industries, funding requests should be tied to benefitting clean energy startups.)* |  |

## **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 request. 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 least two (2) progress reports;
* At least 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. MassCEC will provide template. | | Update MassCEC on Incubator staff successes and challenges | | $5,000 | XX/XX/XX |
| 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 CIE  - 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  Member Company earns first $100,000 in services/sales revenue  Member Company makes two new full-time hires to be based in Massachusetts (must be salaried and excludes founders)  Member Company secures strategic partnership with a major corporate partner  Member company graduates from the incubator. | | Report/certification by Incubator and member CEO | | $X each, up to $X (maximum funding available) | | XX/XX/XX (Typically end of contract) |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. As defined by the U.S. Department of Defense Technology Readiness Levels [↑](#footnote-ref-1)