

Mary Ball Washington Regional Council GO Virginia Region 6

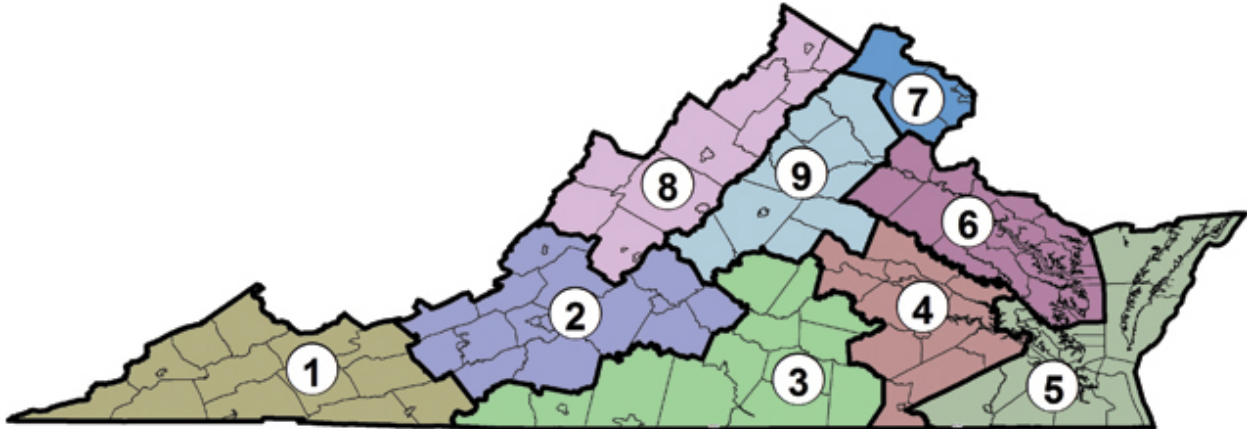
FY19 Capacity Building Application Packet

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I. Grant Guidelines

The Mary Ball Washington Regional Council (MBWRC) is seeking applications for GO Virginia capacity building funding. MBWRC governs GO Virginia Region 6, which includes the George Washington region, Northern Neck, and Middle Peninsula (Planning Districts 16, 17, and 18).



GO Virginia is a statewide economic development initiative, that provides project-based incentives to encourage collaboration between private industry, higher education, and government partners in each region to produce results that will grow and diversify the regional economies and ultimately the Commonwealth. More information can be found on the following websites:

- GO Virginia Foundation Website: <http://govirginia.org/>
- DHCD GO Virginia Website: <http://www.dhcd.virginia.gov/index.php/go-virginia.html>
- GO Virginia Region 6 Website: <https://www.gwregion.org/our-work/gova>

A. Applicant Eligibility & Requirements

Public or private entities that may pursue and administer grant funding include, but are not limited to, local governments, other political subdivisions of the state, foundations, non-profit entities, colleges and universities, other educational entities, economic development organizations, workforce boards, regional council support organizations, and other stakeholders.

While a private company may apply, in cooperation with the collaborating localities and other stakeholders, to participate in or manage a project, grant funds are not to be used as economic development incentive payments or to promote the activities of a single entity. Instead, grant funds are to be used to support the implementation of requests aligned with the Region’s Economic Growth & Diversification Plan priorities and that offer broad community benefits.

Applicants must demonstrate capacity to manage GO Virginia grant funds appropriately.

B. Estimated Funding Available

MBWRC estimates that \$200,000 in GO Virginia capacity building funds will be available in Fiscal Year 2019 (July 1, 2018-June 30, 2019).

C. Project Requirements

Capacity Building Projects can request up to \$50,000 in GO Virginia funding for feasibility studies, pre-development activities, plans, and capacity building activities that will lead to implementation projects that align with the Region's Economic Growth & Diversification Plan. Capacity Building Projects may request more than \$50,000 if a compelling justification is provided. Capacity Building Projects will not have direct economic outcomes and are not required to submit a Return on Investment (ROI) calculation.

Capacity Building Projects should:

- Inventory existing programs with similar goals,
- Identify gaps in current programs that the proposed project will fill,
- Address resources and structures needed to ensure the success of the project, and
- Explore how the project could contribute to the success of associated future grant requests.

Alignment with GO Virginia Strategies

The purpose of GO Virginia is to “create more higher paying jobs through incentivized collaboration, primarily through out-of-state revenue, which diversifies and strengthens the economy in every region.”

Projects requesting GO Virginia funding must fall into at least one of the following categories:

- Cluster Scale-Up
- Commercialization
- Site & Infrastructure Development
- Workforce & Credentialing

GO Virginia does NOT fund the following:

- Healthcare or quality of life projects
- Incentives to private companies
- Scholarships
- Transportation projects (unless associated with site development)

Alignment with Region 6 Economic Growth & Diversification Plan

The Region's Economic Growth & Diversification Plan creates a strategic framework for applicants to translate prioritized needs and opportunities into actionable grant requests for GO Virginia funding. The final Plan, as well as supporting documents, are available at <https://www.gwregion.org/our-work/gova>.

Projects must align with the Plan and at least one of its six priority clusters:

- Seafood Processing/Aquaculture/Commercial Fishing
- Forestry/Wood Products/Paper

- Manufacturing
- Logistics/Distribution
- Professional/Technical/Scientific Services
- Information/Data Centers

Creation of High-Paying Jobs

Projects must relate directly or indirectly to the creation of “high-paying jobs”, defined as above the average wage of the GO Virginia Region and/or project service area. The following chart shows average wage for Region 6 as a whole and for each planning district.

	Hourly	Weekly	Annually
Region 6	\$19.90	\$796	\$41,392
George Washington Region	\$20.68	\$827	\$43,004
Northern Neck	\$17.78	\$711	\$36,972
Middle Peninsula	\$17.23	\$689	\$35,828

Match

There is no match requirement for Capacity Building Projects, however, if a project has obtained match, it should be described in the application and included in the project budget. Projects that propose a match will be given additional consideration in the grant approval process.

Project Timeline

Projects must be completed within one year from contract award.

Performance Metrics

Performance metrics for Capacity Building Projects should reflect the outputs of the project.

Outputs reflect project activities. Examples include:

- New participants engaged
- New partnerships established
- Plans/reports completed
- Workshops hosted

D. Process & Timeline

Timeline

	Round 1	Round 2
Applications Due to GWRC	Jan 25, 2019	Mar 22, 2018
Staff Review	Jan 28-Feb 1, 2019	Mar 25-29, 2018
Applicants Meet with Interview Panel	Feb 4-8, 2019	Apr 1-5, 2019
Regional Council Meeting (Applications Considered for Region 6 Approval)	Feb 11, 2019	Apr 8, 2019

Application Submission

Applications must be submitted to Kate Gibson via email (gibson@gwregion.org) by the dates indicated in the timeline above to be considered at the corresponding Regional Council meeting.

Failure by an applicant to present all required application information and documentation may result in the application being declared ineligible for funding consideration.

Application Review Process

Submitted applications will go through the following levels of review at the Regional Council level:

- Regional Council Staff Review
- Interview Panel Review
- Regional Council Review & Determination

Regional Council staff will review submitted applications for conformance with project requirements and GO Virginia policies. Staff will conduct the following threshold review:

THRESHOLD – required criteria to be considered for GO Virginia funds	
a. Does the applicant demonstrate capacity to manage the grant?	YES / NO
b. Does the project align with GO Virginia strategies?	YES / NO
c. Does the project carry out the goals/objectives of the Region 6 Economic Growth & Diversification Plan?	YES / NO
d. Does the project relate directly or indirectly to the creation of higher-paying jobs for the region?	YES / NO
e. Does the project relate to businesses that receive more than 50% of their revenue from out of state?	YES / NO
f. Is the request \$50,000 or less?	YES / NO
g. If no, is a compelling justification provided?	YES / NO

Applicants will then meet with the Interview Panel, made up of Regional Council members, to present the project and respond to any questions. The Interview Panel will submit recommendations to the Regional Council.

Finally, the Regional Council will consider submitted applications at the corresponding Regional Council meeting and take one of the following actions for each application:

- Approve the application as submitted
- Approve the application with conditions or at a lower funding level
- Request the applicant modify the application for action at a future meeting
- Deny the application

Staff Contact

For help with initial brainstorming, clarification on guidelines, technical assistance, or any other questions that may arise during the application process, please contact Regional Council staff:

Kate Gibson, Senior Planner
George Washington Regional Commission
406 Princess Anne Street
Fredericksburg, VA 22401
Phone: (540) 642-1579
Email: gibson@gwregion.org

II. Application Form (Capacity Building)

Application Information

Project Name:

Project Applicant

Legal Name:

EIN/TIN:

Address:

Website:

Application Contact

Name:

Title:

Phone:

Email:

Funding Request Summary

GO Virginia Request*:	\$
Total Match (if applicable):	\$
Total Project Cost:	\$

* Capacity Building Projects can request up to \$50,000 in GO Virginia funding. Capacity Building Projects may request more than \$50,000 if a compelling justification is provided.

Economic Impact

1. Project Description: Provide a detailed overview of the proposed project and project activities included in the project budget (scope of work). If the full project scope goes beyond the reflected budget, please provide a breakdown of the current and later phases of project activities. (Character Limit: 6,000)

2. Project Goals, Approach, and Outcomes: Identify the project goals, approach, and outcomes, and how the project relates to the region's Economic Growth and Diversification plan and the goals of GO Virginia. (Character Limit: 6,000)

3. Statement of Need: Please provide a statement of need for the proposed project. (Character Limit: 6,000)

4. Project Timeline and Milestones: Describe the project timeline and the specific project milestones that will be utilized to track project progress and fund disbursement. Address the project administrator’s ability to meet these milestones and to take remedial actions in the event that are not achieved. (Character Limit: 6,000) Related attachment(s): Project Milestones & Drawdown Schedule

Regional Collaboration

5. Service Area and Local Partners: Identify localities participating in the project (financially or administratively) as well as those localities that are served by the project. (Character Limit: 6,000)

	Participating Locality	Part of Project Service Area
Caroline County	<input type="checkbox"/>	<input type="checkbox"/>
Essex County	<input type="checkbox"/>	<input type="checkbox"/>
City of Fredericksburg	<input type="checkbox"/>	<input type="checkbox"/>
Gloucester County	<input type="checkbox"/>	<input type="checkbox"/>
King and Queen County	<input type="checkbox"/>	<input type="checkbox"/>
King George County	<input type="checkbox"/>	<input type="checkbox"/>
King William County	<input type="checkbox"/>	<input type="checkbox"/>
Lancaster County	<input type="checkbox"/>	<input type="checkbox"/>
Mathews County	<input type="checkbox"/>	<input type="checkbox"/>
Middlesex County	<input type="checkbox"/>	<input type="checkbox"/>
Northumberland County	<input type="checkbox"/>	<input type="checkbox"/>
Richmond County	<input type="checkbox"/>	<input type="checkbox"/>
Spotsylvania County	<input type="checkbox"/>	<input type="checkbox"/>
Stafford County	<input type="checkbox"/>	<input type="checkbox"/>
Westmoreland County	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>

Are there localities or other GO Virginia regions (including interstate collaborations) that are outside the applying region that are participating in the project? If so, describe the nature of the collaboration and the anticipated impact.

6. Collaboration and Cost Efficiencies: Identify cost efficiencies, repurposing of existing funds, leveraging of existing assets, or other evidence of collaboration that can be demonstrated as a result of the project. (Character Limit: 6,000)

7. Coordination with Existing Programs: Discuss existing grant requests or programs with similar goals and indicate how the proposed project is not duplicative of, but additive to, other efforts to support economic diversification and the creation of higher-paying jobs. Have existing efforts been successful and sustainable? (Character Limit: 6,000)

8. Contribution to Future Efforts and Replicability: Discuss how the capacity building effort could contribute to the success of associated future grant requests and how the project could be replicated or used across multiple grant requests and/or regions.

Project Readiness

9. Partner Roles and Resources Committed: Describe all partner organizations involved with the implementation of the project, including the entity's role, financial or in-kind commitment (if applicable), and capacity to successfully execute their duties as they relate to the project. (Character Limit: 6,000) Related attachment(s): Letters of Commitment (if applicable); In-Kind Contribution Forms (if applicable); Letters of Support (if applicable)

10. Project Barriers: Discuss any major barriers to successful implementation and other associated risks along with a plan to overcome them. How will the project administrator address these barriers? The response also should include any items that must occur prior to initiation of the project or execution of the contract (acquisitions, funding, agreements, partnerships, permits, etc.) and potential timeline impacts for those items. (Character Limit: 6,000)

11. Consultation with Localities: Discuss how the project developers have consulted with local government entities regarding the strategy and implementation of the project. The response should include how local government and economic development partners were actively engaged in the development of the project. (Character Limit: 6,000)

12. Efficiency Measures: Discuss prerequisite activities undertaken by the collaborating parties to increase efficiency with regard to program delivery and support for the project once launched. The response should cover any substantial work done to date, and if available, the investments associated with those items. (Character Limit: 6,000)

Required Attachments

1. Project Milestones & Drawdown Schedule (template attached)
2. Performance Metrics (template attached)
3. Letters of Commitment (if applicable)

Partner Name	Amount of Cash Contribution	If Letter Pending, Date Expected
	\$	
	\$	
	\$	
	\$	
	\$	

4. In-Kind Contribution Forms (if applicable; template attached)

Partner Name	Amount of In-Kind Contribution	If Form Pending, Date Expected
	\$	
	\$	
	\$	
	\$	
	\$	

5. Letters of Support (if applicable)

Partner Name

6. Budget Overview Form (template attached)

Optional Attachments

- Project Manager Resume
- Other Supporting Documentation

IV. Performance Metrics Template

Project Name:

Performance Metrics

Outputs (Project Activities, i.e. # new participants engaged, # new partnerships established, # plans/reports completed, # workshops hosted)

(Word version available at <https://www.gwregion.org/our-work/gova>)

V. In-Kind Contribution Form

In-Kind Contribution Form

Support Organization: George Washington Regional Commission
 Regional Council: Mary Ball Washington Regional Council (Region 6)

Contributor Information

Name of Business/Individual: _____
 Name of Primary Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Email: _____

Contributed Goods or Services

Description of Contributed Goods or Services: _____

Date(s) Contributed: _____
 Real or Estimated Value of Contribution: \$ _____
 How was the value determined?:

Actual Value	Appraisal	Other
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 Please explain: _____

Who Made this Value Determination?: _____

Is there a restriction on the use of this contribution?:

	No	Yes
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 If yes, what are the restrictions?: _____

Contribution Obtained or Supported with State funds?:

	No	Yes
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 If yes, please provide the name of the State agency and grant/contract number: _____

Signature of Contributor _____
Date Contributed

(Excel version available at <https://www.gwregion.org/our-work/gova>)

VI. Budget Overview Form

GO Virginia Region 6 Budget Overview - Project Revenues						
Instructions: Below, please indicate total project revenues, including both GO Virginia funds and match contributions (if applicable). For match contributions, indicate type, source, and status of match.						
Source of Revenue (Dropdown)	Amount	Type of Revenue (Dropdown)	Type of Match (if applicable) (Dropdown)	If other, specify (if applicable)	Source of Match (if applicable)	Status of the Match (if applicable)
GO VA Funds	\$0.00	Cash				
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					
	\$0.00					

