**GO VIRGINIA REGION 9**

***Enhanced Capacity Building (ECB) < $100,000 Grant Application***

Project Name:

Grant Period (# of months):

Applying Organization:

Address:

City:

Zip Code:

**Project Primary Contact:**

Full Name:

Title:

Email:

Phone:

**Region 9 Project Frameworks:**

Select the framework that applies to this project.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Talent Development |  | Growing Existing Business |
|  | Entrepreneurship |  | Site Readiness |

**Region 9 Target Sectors:**

Select the sectors this project will target.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Biomedical & Biotechnology |  | Financial & Business Services |
|  | Food & Beverage Manufacturing |  | IT & Communications |
|  | Light Manufacturing |  | Other: Emerging |

**GO Virginia Program Goals:**

Select the program goals this project will serve.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Higher-Paying Jobs |  | Out-of-State Investment |
|  | Transformational |  | Collaboration between business, education, and local gov. |

**Participating Localities (Two Minimum):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Albemarle |  | Charlottesville |  | Culpeper |  | Fauquier |
|  | Fluvanna |  | Greene |  | Louisa |  | Madison |
|  | Nelson |  | Orange |  | Rappahannock |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Category** | **GO Virginia Funds** | **Matching Funds** | **Additional Leverage** | **TOTAL** |
| **Administration\* (8%)** |  |  |  |  |
| *CVPED Use Only* | $ | n/a | n/a |  |
| **Program Operations** |  |  |  |  |
| *Administration* |  |  |  |  |
| *Architectural and Engineering Fees* |  |  |  |  |
| *Audit* |  |  |  |  |
| *Contingencies* |  |  |  |  |
| *Contract Services*  |  |  |  |  |
| *Equipment* |  |  |  |  |
| *Fees and Licenses* |  |  |  |  |
| *Fiscal Management/Accounting Services* |  |  |  |  |
| *Fringe Benefits* |  |  |  |  |
| *Hardware/Software* |  |  |  |  |
| *Indirect Costs (10% maximum)* |  |  |  |  |
| *Legal Expenses* |  |  |  |  |
| *Market and Feasibility Study* |  |  |  |  |
| *Needs Assessment* |  |  |  |  |
| *Outreach* |  |  |  |  |
| *PER/PAR* |  |  |  |  |
| *Planning/Assessment* |  |  |  |  |
| *Rent/Lease* |  |  |  |  |
| *Salaries* |  |  |  |  |
| *Sewer Improvement* |  |  |  |  |
| *Site Work* |  |  |  |  |
| *Stormwater Management* |  |  |  |  |
| *Studies* |  |  |  |  |
| *Supplies* |  |  |  |  |
| *Survey* |  |  |  |  |
| *Taxes and Insurance* |  |  |  |  |
| *Telecommunications* |  |  |  |  |
| *Training* |  |  |  |  |
| *Travel* |  |  |  |  |
| *Utilities* |  |  |  |  |
| *Water Improvements* |  |  |  |  |
| *Website Development* |  |  |  |  |
| *Other: Specify* |  |  |  |  |
| **TOTAL (whole numbers only)** | **$** | **$** | **$** | **$** |

Please describe the project budget and sources of matching funds (*2,000-character limit, including spaces)*:

* **Required Budget Attachments**

[ ]  Budget Overview ([Template](https://www.govirginia9.org/apply/))

**Application Questions**

*3,000 character-limit for each question, including spaces. No tables or charts, please. Be concise and present the most important information first.*

**Economic Impact**

1. Insert an Executive Summary style narrative of the project here limited to one page and include:
	1. Clearly stated project need
	2. Project framework(s) and target industry/s from previous page
	3. Specific opportunities from the Region 9 Growth Plan this project addresses
	4. Brief, overarching goal(s), activities, possible metrics, and expected outcomes/products
	5. Name key collaborative partners and roles
	6. State the total GO Virginia $ requested and total match committed and how funds will be spent
2. Provide a monthly project timeline of planned milestones and fund disbursement.

1. Expand on goals, activities, possible metrics, and expected outcomes/products noted above, as needed.

**Regional Collaboration**

1. Describe the regional service area and roles of localities, business, higher education, and other partners. Note any Letters or Support attached.

1. Describe how this project is additive, not duplicative of, other efforts, if any.
* **Required Regional Collaboration Attachments**

[ ]  Letters of Support (Letter from Regional Council Chair is required)

**Project Readiness**

1. Summarize other regional stakeholders and their related roles or the plan to engage other key stakeholders in this project. (I.e. businesses, school divisions, community colleges, higher education, economic and workforce development entities, regional organizations, planning districts, nonprofits, etc.)
2. Discuss prerequisite activities completed to engage localities, subject matter experts, regional partners and other stakeholders in developing this proposal.
3. Referencing the Budget Overview Template, describe how requested GO Virginia dollars will be spent as well as the sources and types of match funding. Note any Match Verification Forms attached.
* **Required Project Readiness Attachments**

[ ]  Match Verification Form ([Template](https://www.govirginia9.org/apply/))

**Project Sustainability**

1. Explain the expected direct line of sight to a larger and subsequent GO Virginia implementation grant proposal as the result of the enhanced capacity building activity funded by this proposal.
2. Discuss any potential barriers to a successful grant and the plan for addressing such challenges.

**Attachments Summary**

* Budget Overview ([Template](https://www.govirginia9.org/apply/))
* Letters of Support (Letter from Regional Council Chair is required)
* Match Verification Form ([Template](https://www.govirginia9.org/apply/))

**Optional**

* Milestones Overview and Drawdown Schedule
* Performance Metrics (see [GO Virginia Metrics Menu](https://www.govirginia9.org/apply/) under “Grant Resources”)
* Return on Investment ([Template](https://www.govirginia9.org/apply/))
* Project Manager Resume
* Other optional attachments

**Contact**

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