**Maryland Offshore Wind Workforce Training & Education Program**

**Project Narrative Overview, Outline, and Optional Application Template**

**AOI 2: Workforce Training**

**PROJECT NARRATIVE OVERVIEW**

Applicants must include a Project Narrative which describes their proposed project in detail and clearly addresses each grant scoring criterion as outlined in the section titled “Evaluation Criteria” of the Maryland Offshore Wind Workforce Training & Education Program: Area of Interest (AOI) 2: Workforce Training. Grant applications are evaluated based on how well they meet these listed criteria.

**PROJECT NARRATIVE OUTLINE**

The Project Narrative should provide a comprehensive overview of the proposed project and educational opportunities. The Project Narrative should be no more than 10 pages long and should include the following sections:

1. **Applicant Overview**

The purpose of the Applicant Overview is to provide background about the Applying Organization including the history of the Applying Organization and the Organization’s mission or scope of work, daily operations, their interest or need for requesting grant funding for offshore wind workforce training program(s). The Application overview should also list the major outputs and outcomes of the proposed project.

1. **Project Scope Statement**

The purpose of the Project Scope Statement is to provide the project purpose, goals, outputs, outcomes, and strategies for achieving those outcomes. The project scope should align with the Program’s goals of supporting Maryland’s offshore wind workforce, and Applicants should provide details about the project location(s) and facility(s), including a sitemap from Google Earth or another mapping service indicating location(s) of the proposed project.

1. **Needs Assessment**

The purpose of the Needs Assessment is to provide a high level Needs Assessment discussing the problem the proposed project aims to impact. The Needs Assessment should provide justification for grant funding for the project. It should address the following questions:

* What is the problem/issue that the proposed project intends to impact?
* How does the proposed project aim to address the identified problem/issue?
* What is the anticipated impact of the proposed project on the identified problem/issue?
1. **Project Work Plan**

The purpose of the Project Work Plan is to provide a detailed and realistic timeline of key project milestones, provide a high level marketing and outreach plan for engaging individuals of historically economically and socially disadvantaged communities, and provide samples of course curricula, syllabi, and modules for the training course intended to be developed as a result of the proposed project.

In the case of curricula, syllabi, and modules not being finalized, applicants should note the intended curricula, syllabi, and modules for the training course.

1. **Project Partners**

The purpose of the list of Project Partners is to list the key personnel who will be working on the project, their qualifications for the role, and their project responsibilities. Applicants should include any key personnel from formal partners, technology vendors, and contractors.

In the case of staff not yet hired, applicants should note the role title, the qualifications/experience they will need, and their future project responsibilities.

**Please see the optional project narrative template below (on page 3):**

| **A Note to Applicants Regarding Our Provided Templates:**  Optional templates have been provided as Applicant tools for the Project Narrative Attachment Form. Though applicants are not required to follow this template, its use is recommended to help ensure that all required information is appropriately captured within each of these documents. This will improve a reviewer’s ability to locate critical information and award points appropriately. Improved ease-of-use will likewise help MEA program staff and the grants office to process grant awards more quickly. Please note that the blue text enclosed in brackets within the templates signifies an area the applicant should edit and/or expand upon, while the black italicized text provides helpful notes/context for the applicant to reference while drafting their application. **All blue text should be changed to black once edited (or removed if not relevant) and the italicized notes deleted in the final submitted documents.** When utilizing the optional template, applicants should feel free to expand upon and alter the suggested text as deemed necessary for their application.  |
| --- |

**[Project Title]**

**[State, Tribe, or Territory Name], [Name of Applying Organization]**

**Fiscal Year 2024 Maryland Offshore Wind Workforce Training & Education Grant Program**

**Area of Interest 2: Workforce Training**

**Project Narrative**

[Month], [Day] [Year]

1. **Applicant Overview**

The [State, Tribe or Territory Name] [Name of Applying Organization]’s submits this application under the Maryland Energy Administration’s (MEA) Maryland Offshore Wind Workforce Training & Education Grant Program, Area of Interest (AOI) 2: Workforce Training. If successful, this application will allow the [Applying Organization] to [brief description of work to be accomplished].

[Include brief history on the Applying Organization and the Organization’s mission / scope of work].

[Include a brief overview of the Applying Organization’s need and/or the reason for requesting the grant].

Funding from this exchange network grant will enable [Applying Organization] to achieve the following major outputs or outcomes:

* [List major output/outcome]

Provide short description of output/outcome and benefits to different organizations, communities, and/or public

* [List major output/outcome]

Provide short description of output/outcome and benefits to different organizations, communities, and/or public

 *Note: Expand the number of major outputs/outcomes as needed -*

1. **Project Scope Statement**

This project’s scope statement includes its goals, outputs, schedule, and outcomes, provided below in Table 1. Goals, Outputs, and Outcomes. Goals are the broad statements of what the project intends to accomplish, outputs are the physical results of work (such as number of meetings, number of people served etc), while outcomes are the changes that result from the project (such as number of Marylanders expected to enroll in the proposed training program). More detailed descriptions of the outputs and outcomes for each goal, and how these outputs align with MEA Program priorities and [Apply Organization]’s business and administrative needs, are described below.

The goals and outputs of this project support Maryland’s goal of establishing an offshore wind supply chain and workforce in the state and expand the opportunities for Marylanders to get involved in the industry. [Describe the nature of this project’s support of MEA’s objectives of establishing an offshore wind supply chain and workforce and expanding the opportunities for Marylanders to participate; and the greater goals of MEA to provide Marylanders with clean affordable, reliable energy, as applicable].

**Goal One:** [Enter Goal Name]

This Goal, along with its associated outputs and outcomes, is consistent with the following priorities and objectives of the Maryland Offshore Wind Workforce Training & Education Grant program AOI 2: Workforce Training [insert a description of the goal’s relation to the Program or MEA’s priorities]

Goal 1 Outputs and Outcomes

1.1 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

1.2 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

1.3 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

**Goal Two:** [Enter Goal Name]

This Goal, along with its associated outputs and outcomes, is consistent with the following priorities and objectives of the Maryland Offshore Wind Workforce Training & Education Grant program AOI 2: Workforce Training [insert a description of the goal’s relation to the Program or MEA’s priorities]

Goal 2 Outputs and Outcomes

2.1 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

2.2 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

2.3 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]
* *Note: Please expand section as much as needed by adding the number of goals associated with the project proposal if more than 2 -*

| **Table 1. Goals, Outputs, and Outcomes** |
| --- |
| Goal | Output | Output Budget | Scheduled Completion Date | Outcome(s) |
| Goal 1: [Name of the Goal]Total Goal Budget: $ [XXXXXX] | 1.1 [Enter Output] | $ [Enter Budget for Specific Output] | [Enter Date] | [Enter outcome(s) from this goal/the outputs listed]  |
| 1.2 | $ |  |
| 1.3 | $ |  |
| Goal 2: [Name of the Goal]Total Goal Budget: $ [XXXXXX] | 2.1 [Enter Output] | $ [Enter Budget for Specific Output] |  | [Enter outcome(s) from this goal/the outputs listed]  |
| 2.2  | $ |  |
| 2.3 | $ |  |

* *Note: Please ensure that the sum of the output budgets is equal to the total budget for that goal*
1. **Needs Assessment**

[Applying Organization] has determined the need for [Project Title].

[Include description of the problem/issue that the proposed project intends to impact.]

[Include description of how does the proposed project aims to address the identified problem/issue]

[Include the anticipated impact of the proposed project on the identified problem/issue]

1. **Project Work Plan**

[Fill in Gantt chart by highlighting the quarter with when each output Milestone is expected to be completed]

| **Project Work Plan** |
| --- |
| Goal | Milestone | Q1 FY24 | Q2 FY24 | Q3 FY24 | Q4 FY24 | Q1 FY25 | Q2 FY25 | Q3 FY25 | Q4 FY25 |
| Goal 1 | Output 1.1 | [highlight the quarter when each input will be completed] |  |  |  |  |  |  |  |
| Output 1.2 |  |  |  |  |  |  |  |  |
| Output 1.3 |  |  |  |  |  |  |  |  |
| Goal 2 | Output 2.1 |  |  |  |  |  |  |  |  |
| Output 2.2 |  |  |  |  |  |  |  |  |
| Output 2.3 |  |  |  |  |  |  |  |  |

1. **Project Partners**

The following section outlines the roles, responsibilities, and qualifications of key personnel and any project partners.

**Project Manager** **[Name] [Current Job Title] [Affiliated Organization]**

[Name] will serve as the project manager for the duration of this grant. They were selected for the role based on [include detailed summary of relevant experience and qualifications].

Their responsibilities include:

* [Enter bulleted list of job responsibilities]

 **[Enter Project Role]: [Name] [Current Job Title] [Affiliated Organization]**

[Name] will serve as the [project role] for the duration of this grant. They were selected for the role based on [include detailed summary of relevant experience and qualifications].

Their responsibilities include:

* [Enter bulleted list of job responsibilities]
* *Note: Expand section as needed to include all relevant key personnel/ partner personnel/ contractors/ technology vendors, as applicable -*