**Maryland Offshore Wind Supply Chain Investment Program**

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

**AOI 1: Market Entry Report & Planning**

**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 Supply Chain Investment Program: Area of Interest (AOI) 1: Market Entry Planning. 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 5 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, and their interest in engaging in the offshore wind industry.

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 supply chain and workforce. Applicants should include information such as how they intend to acquire a consultant to conduct their Market Entry Report.

1. **Project Timeline**

The purpose of the Project Timeline is to provide a realistic and feasible timeline of all milestones from soliciting and securing a consultant service to when the Market Entry Report should be completed. Applicants should include a discussion of potential timeline challenges or constraints and mitigation strategies.

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 Supply Chain Investment Program**

**Area of Interest 1: Market**

**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 Supply Chain Investment Grant Program, Area of Interest (AOI) 1: Market Entry Report & Planning. 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].

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

1. **Project Scope Statement**

This project’s scope statement includes the goals, outputs, schedule, and outcomes of the Market Entry Report, provided below in Table 1. Goals, Outputs, and Outcomes. Goals are the broad statements of what the Market Entry Report intends to accomplish, outputs are the physical results of work (such as the data collected and analyzed etc.), while outcomes are the changes that result from the project (such as the Applying Organization’s understanding of specific areas of the OSW supply chain). 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.

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

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]

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 | Outcome(s) |
| Goal 1: [Name of the Goal] | 1.1 [Enter Output] | $ [Enter Budget for Specific Output] | [Enter outcome(s) from this goal/the outputs listed] |
| 1.2 | $ |
| 1.3 | $ |
| Goal 2: [Name of the Goal] | 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. **Project Timeline**

[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]

**[Intended Consultant Group]:**

[Organization Name] is intended to serve as the consultant group to conduct the Market Entry Report. They were selected to serve as the consultant group based on [include detailed summary of relevant qualification].

* *Note: Expand section as needed to include all relevant key personnel/ partner personnel/ contractors/ technology vendors, as applicable -*