



# Maryland Offshore Wind Supply Chain Investment Program

## AOI 3: Industry Events

### Funding Opportunity Announcement (FOA)

### Fiscal Year 2024 Program

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**\*\*THIS FOA IS FOR AREA OF INTEREST 3: INDUSTRY EVENTS UNDER THE FY 2024 MARYLAND OFFSHORE WIND SUPPLY CHAIN INVESTMENT PROGRAM\*\***

**Area of Interest (AOI) Description :** The Maryland Energy Administration (MEA) is excited to announce *AOI 3: Industry Events* of the Maryland Offshore Wind Supply Chain Incentives Program (the Program) for Fiscal Year 2024. The Program provides **grant funding** on a **non-competitive basis** to support new or existing businesses to offset costs associated with offshore wind and marine technology industry event attendance.

***Applications will be accepted on a first come-first serve basis until March 1, 2024 or until all program funding has been awarded.***

MEA will consider applications from new or existing emerging businesses entering the offshore wind industry.

**Type of Program:** Non-competitive

**Application Deadline:** Applications will be accepted on a first come-first serve until 5:00 P.M. EST, Friday, March 1, 2024 or until all program funding has been awarded, whichever occurs first.

**Anticipated Funding:** MEA anticipates \$250,000 and \$500,000 for Fiscal Year 2024 to be available for *AOI 3: Industry Events* of the Program. MEA will provide financial incentives up to \$5,000 per offshore wind or marine technology event, limited to one event per fiscal year. Applicants shall not receive more than one grant award in FY 2024.

**Eligible Applicants:** Organizations eligible to apply under the Maryland Offshore Wind Supply Chain Incentives Program must fit within the definition of an “Emerging Business.” For purposes of this program, an “Emerging Business” is defined, pursuant to Md. Code Ann., State Gov't § 9-20C-01(e), as “a business that is at least 51 percent owned and controlled by an individual or

individuals who are certified to have a personal net worth, as defined in §14-301 of the State Finance and Procurement Article, that does not exceed \$6,500,000 as adjusted each year for inflation according to the Consumer Price Index.”

**Eligible Activities:** Funding under AOI 3 is provided to awardees to offset the costs of attending offshore wind and marine technology events across the United States and its territories. Funds are ineligible for use for events located **outside** the United States. Please refer to the [ExportMD Program](#) from the Maryland Department of Commerce for funding to attend international events.

Funds may be used to offset expenses such as:

1. Event registration fees,
2. Exhibition fees,
3. Scheduled Travel costs and,
4. Lodging costs

Funds **may not** be used for expenses related to food and drink. A detailed list of eligible and ineligible expenses can be found as Attachment A of this FOA.

**Minimum Criteria:**

To be eligible for the Program applicants must reach the minimum criteria listed below.

1. Be a certified emerging business or non-profit organization in the state of Maryland, participating in, or preparing to participate in, the offshore wind supply chain and workforce.
2. Be attending an industry relevant offshore wind or marine technology event in the

**Review Process:** Applications for Program funding will be accepted on a rolling basis and will be reviewed bi-monthly. Applicants will receive a notice of approval or denial within 90 days of submission. Applications will be evaluated on all evaluation criteria, as detailed in this Funding Announcement.

Applications are reviewed for completeness. Complete applications are checked against the minimum criteria and if found to satisfy the criteria, Applicants will be notified of their application approval status.

Once approved for a grant award, MEA will issue a grant award indicating a one time payment after the date of the industry event. Please note that payment for all awards are issued by the Comptroller of Maryland and payment is anticipated to take 8-12 weeks. MEA recommends all program participants sign up for the [Comptroller’s Electronic Fund Transfer \(ETF\) Program](#).

Applicants must contact the Comptroller if there is any issue with their award payment.

**Award Formula:** MEA will provide up to \$5,000 per eligible offshore wind or marine technology event. Program participants shall not receive more than one award per program Fiscal Year.

**Partial awards:** Partial awards are possible under the Program. If insufficient funds are available to fully reimburse the eligible activities allowed under the Program, the applicant will be given the opportunity to receive the remaining budgeted funding. If the applicant agrees, then the grant award will be funded with the remaining funds. If the applicant does not agree, then the offer is made to the next approved award in order until all funding has been expended.

**Application Process:** Applicants must submit a request for funding *prior* to the attendance of the event, but eligible applicants will not receive funding until *after* the event has taken place. To submit an application, all applicants must submit the required application documents listed below via the online portal Jotform.

**Required Application Documents:** Applicants must complete a Maryland Offshore Wind Supply Chain Investment Program AOI 3: Industry Events Application Form via the online portal JotForm.

**The application package must include the following components:**

Documentation	Description
<b>Event Description</b>	Applicants must provide a 1 page document explaining the significance of the offshore wind or marine technology event and why their business should attend, such as providing information about the specific activities that will take place at the event and how they are relevant for your organization to participate.
<b>Summary of Costs Registration, Exhibition, Travel, and Lodging Information</b>	Applicants must provide a Summary of Costs with all eligible costs including, registration, exhibition, travel, and lodging and their supplemental invoices. Applicants who fail to provide a Summary of Costs will be unable to be reimbursed for their expenses.  <b><u>A list of eligible and ineligible costs can be found in Attachment A of this AOI 3 FOA.</u></b>

<p><b>Certificate of Status</b></p>	<p>All applicants must provide a certificate of status from the Maryland Department of Assessments and Taxation (SDAT) showing the applicant is in good standing with the State of Maryland. Certificates of status can be ordered from SDAT online.</p>
<p><b>Business Ownership Documentation</b></p>	<p>Business applicants must provide documents that demonstrate which individual(s) owns and controls at least 51% of the business. These documents may include, but are not limited to, Articles of Incorporation, Corporate Charters, or Shareholder Reports.</p>
<p><b>Personal Net Worth Attestation</b></p>	<p>Business applicants must provide an attestation that they are an emerging business, pursuant to Md. Code Ann., State Gov't § 9-20C-01(e).</p>
<p><b>IRS Form W-9</b></p>	<p>All Applicants must provide a U.S. Internal Revenue Service (IRS) Form W-9 for the Applicant Organization. The Applicant Organization name and address provided on the IRS Form W-9 must match the Applicant Organization name and address provided in the Application Form submitted through the online application portal. An IRS Form W-9 can be requested from the IRS.</p>

**Submission Instructions:** The Program uses an online application submission portal, JotForm, that all applicants are required to use when submitting applications. The online application submission portal is accessible through MEA’s website and [here](#). MEA will not consider incomplete applications.

**Questions:** Interested applicants may submit questions, comments, concerns and/or suggestions to the following MEA staff members:

**Primary**

Emma Stoney,  
Energy Program Manager  
Wind & Water Program  
Maryland Energy Administration  
[wind.mea@maryland.gov](mailto:wind.mea@maryland.gov)  
410-382-1605

**Alternate**

Samuel Beirne  
Energy Program Team Lead  
Wind & Water Program  
Maryland Energy Administration  
[wind.mea@maryland.gov](mailto:wind.mea@maryland.gov)  
410-537-4000

**ATTACHMENT A**  
**ELIGIBLE COSTS ALLOCATED TO INDUSTRY EVENTS GRANT AWARDS**

**ELIGIBLE COSTS**

*The following costs are eligible for reimbursement under SCIP AOI 3 Industry Events Grant Awards. Any expenses not specified here are ineligible for reimbursement.*

- Airfare (consistent with Fly America Act guidelines) up to six months in advance of the approved travel \*Note: Economy/Coach airfare only – If premium economy/business/first class is preferred then the company must provide documentation to show what the economy ticket for that same flight costs and that amount will be used for reimbursement.
- Baggage fees
- Ground transportation fees
- Lodging (based on GSA/Department of State per diem rates with the lesser amount-receipt amount/per diem amount to be the allowable reimbursable amount)
- Registration fees, standard booth space, standard build out for trade shows up to one year in advance of the approved trade show
- Meeting space audio/visual.
- Fees for shipping sample products (capped at \$2,000 of reimbursement\*) per Eligible Small Business Concern (ESBC) per award year. \*The cap includes marketing material expenses (No Printing costs)

**INELIGIBLE COSTS**

*The following costs are ineligible for reimbursement under the SCIP AOI 3 Industry Events Grant Program. Any invoices for the following expenses will not be reimbursed.*

- Expenses related to an unapproved traveler or destination
- Premium Economy/Business/First class airfare
- Meals and beverages (including alcoholic beverages)
- Expenses related to entertaining current or prospective clients or government officials
- Printing fees
- Cellphones and cellphone charges
- Computer equipment
- Gifts/giveaways
- Outside consulting fees
- Personal entertainment (tours, etc.)