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**GO Virginia Region One**

**Per Capita Grant Application Packet**

**January 2020**

Note: This grant application will remain in effect until December 31, 2020 or until GO Virginia guidelines are revised per the State Board or the Virginia Department of Housing and Community Development

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**GO Virginia Region One**

# **PER CAPITA GRANT APPLICATION**

**Applicant Organization:**

**Mailing Address:**

**City:**

**State:**

**Zip Code:**

**Website:**       **EIN:**

**Project Primary Contact:**

**Title:**

**Email address:**       **Phone:**

**Project Fiscal Agent:**

**E-mail address:**       **Phone:**

**Project Name:**

**Type of Project: Please check the project type below.**

**Enhanced Capacity Building:** [ ]  **Collaborative Grant Project:** [ ]  **Site Development Project:** [ ]

**Broadband Infrastructure Project:** [ ]  **Economic Resiliency & Recovery Program:** [ ]

**GO Virginia Funding Request:**       **Match Amount:**       **Total Project Cost:**

**GO Virginia Region One**

**APPLICATION CHECKLIST** (Please indicate “yes” or “no” to the following questions.)

* Does the project align with the goals and objectives of the Region One Growth and Diversification Plan? [ ] **YES /** [ ] **NO**
* Does the project contribute, either directly or indirectly, to the creation of higher-paying jobs for Region One? [ ] **YES /** [ ] **NO**
* Does the project address, either directly or indirectly, businesses that receive more than 50% of their revenue from out-of-state? [ ] **YES /** [ ] **NO**
* Does the project have at least two localities as contributing partners? [ ] **YES /** [ ] **NO** Does the project have non-state source(s) of revenue at least equal to the requested GO Virginia grant? [ ] **YES /** [ ] **NO**
	+ If no, is there a fiscal distress or unique economic opportunity justification for the reduced match? [ ] **YES /** [ ] **NO**
	+ *If yes, please provide a brief justification to support the absence of non-state revenue sources.*

*(In no instance, will the match be less than half of the requested GO Virginia grant request.)*

* Are there participating localities contributing at least 20% or $50,000 whichever is greater, of the required match? [ ] **YES /** [ ] **NO**

**Please indicate the localities impacted by this project as well as their associated population:**

|  |  |  |
| --- | --- | --- |
| **County/City** | **YES/NO** | **Population** |
| Bland |  |  |
| Buchanan |  |  |
| Carroll |  |  |
| Dickenson |  |  |
| Grayson |  |  |
| Lee |  |  |
| Russell |  |  |
| Scott |  |  |
| Smyth |  |  |
| Tazewell |  |  |
| Washington |  |  |
| Wise |  |  |
| Wythe |  |  |
| City of Bristol |  |  |
| City of Galax |  |  |
| City of Norton |  |  |

**Identify the organizations collaborating on this project as well as their resource contribution.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name** | **Resource Contribution** | **Cash** | **Non-Cash** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **TOTAL** |  |  |  |

**Commitment letters or letters of support must be attached to this application.**

**Project Overview**

Summarize the project scope and benefits in approximately 150 words or less.

Click or tap here to enter text.

**Economic Impact**

1. Provide a detailed overview of the proposed project and project activities included in the project budget. If the full project scope goes beyond the reflected budget, please provide a breakdown of the current and later phases of project activities. **ATTACHMENTS:** A 1-2 page Executive Summary should be submitted with the application.

Click or tap here to enter text.

1. 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.

Click or tap here to enter text.

1. 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. **ATTACHMENTS:** Project Milestones including a proposed Drawdown Schedule should be submitted with the application.

Click or tap here to enter text.

1. Provide a detailed description of the performance metrics that will be used to quantify success, both quantitative and qualitative, and how the metrics were developed. Describe the Return on Investment (ROI) methodology and calculated ROI and the timeline for achieving the expected ROI. Include an explanation and source of any data used as the basis for ROI and outcome projections. **ATTACHMENTS:** Performance Measures and ROI Calculations should be submitted with the application.

Click or tap here to enter text.

**Regional Collaboration**

1. Describe the service area of the project. Identify localities participating in the project (financially or administratively) as well as those localities that are served by the project. **ATTACHMENTS:** Relevant letters of commitment (including in-kind contribution forms) or support from localities or local government entities should be submitted with the application.
	1. What portion of the region’s population is served by the project? How was this figure calculated?
	2. Does the application request a waiver of the local match requirement? ($50,000 or 20% provided by participating localities, whichever is greater). If so please, quantify the amount and provide detailed justification as to why a waiver is needed.
	3. 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.

Click or tap here to enter text.

1. 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.

Click or tap here to enter text.

1. 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?
	1. For enhanced capacity building projects, discuss how the enhanced 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.

Click or tap here to enter text.

**Project Readiness**

1. Describe all partner organizations involved with the implementation of the project, including the entity’s role, financial or in-kind commitment, and capacity to successfully execute their duties as they relate to the project. These may include but are not limited to school divisions, community colleges, public and private institutions of higher education, economic and workforce development entities, local governments, regional organizations, planning district commissions, nonprofit organizations, and private-sector entities.

Click or tap here to enter text.

1. 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?

Click or tap here to enter text.

1. Discuss how the project developers have consulted with subject matter experts regarding the efficacy and viability of the proposal and how the methodology and approach has been validated.

Click or tap here to enter text.

1. Discuss how the project developers have consulted with local government entities regarding the strategy and implementation of the project.

Click or tap here to enter text.

1. Discuss prerequisite activities undertaken by the collaborating parties to increase efficiency with regard to program delivery and support for the project once launched.

Click or tap here to enter text.

1. Identify the total project budget and the sources and uses for matching funds and leverage.
	1. Please include a detailed budget narrative for the GO Virginia request and matching funds.
	2. Does the project have the required $1:1 match? If so, what are the sources/uses for these funds?
	3. Does the project have the required 20% (or $50,000 if request is less than $250k) local match? If so what are the sources/uses for these funds?
	4. Are any additional funds or in-kind contributions serving as leverage for the project? If so, what are the sources/uses for these funds?
	5. **ATTACHMENTS:**  Project Sources & Uses Budget Template, Financial commitment letters and In-Kind Contribution forms should be submitted with the application.

Click or tap here to enter text.

**Project Sustainability**

1. Discuss how the program will achieve stable, long-term sustainability beyond the initial funding period? Have any funding sources been secured to continue implementing the program or strategy following the exhaustion of these funds?

Click or tap here to enter text.

**Required Attachments, Templates and Project Specific Charts**

All attachments, templates, and project charts are to be submitted as a separate document and should not be embedded in your response to each question. Please reference these attachments in your narrative document.

* Executive Summary
* Milestones and Deliverables
* Return on Investment
* Performance Metrics
* Letter(s) of Commitment
* In-Kind Contribution Form
* Letters of Support
* Budget Overview: Project Sources & Uses

**Optional Attachments**

* Waiver Request
* Resume for Project Managers
* Project Specific Charts

# **TEMPLATES**

**GO Virginia Region One**

**Project Name:**

**The following templates are available for applicants to complete and return with the application submission.**

**Please see attached excel files for convenience in preparing the budget spreadsheet and in-kind form.**

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Template 1: GO Virginia Region One Milestones and Deliverables

|  |
| --- |
| Milestones and Deliverables |
| Milestones | Deliverables | Anticipated Completion Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Additional rows may be added as needed.

****Template 2: Executive Summary

Executive Summary

Provide a one-page summary of the proposed project. This should convey your project concept(s) assuming no prior knowledge of the project and include key pieces of information such as a project summary, connection to priorities in the Growth and Economic Diversification Plan, ROI in terms of higher paying jobs and out of state investment, transformative nature of project, localities involved and partners. The executive summary should be suitable for distribution to the public and may be published by GO Virginia.

****Template 3: Performance Metrics

|  |
| --- |
| Performance Metrics |
| Metric  | Goal | Anticipated Completion Date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Additional rows may be added as needed.

**Sample Metrics:**

|  |
| --- |
| **Talent Development Potential Metrics** |
| # of students trained | # of credentials awarded |
| # of upskilled employees | % of students receiving credentials |
| # of new jobs created | # of students enrolled in dual enrollment programs |
| # of existing jobs retained | Average wages of jobs created |
| # of businesses served | Average increase in wages for trainees/graduates |
| # of internships completed | Leveraged private investment |
| # of apprenticeships completed | Leveraged public investment |
| # of new programs/credentials implemented |  |

|  |
| --- |
| **Sites & Infrastructure Potential Metrics** |
| # of jobs created | Investment in marketing site |
| # of existing jobs retained | # of projects (active company recruitment files) |
| # of businesses served | # of prospects (active company visits) |
| # of acres advanced to higher tier per VBRSP | # of businesses attracted |
| Total square footage of new space developed | Average wages of jobs created |
| # of linear feet of water infrastructure constructed | Leveraged private investment |
| # of linear feet of sewer infrastructure constructed | Leveraged public investment |
| Water capacity – million gallons per day (MGD) | Revenues increased from export-sales |
| Sewer capacity – million gallons per day (MGD) |  |

|  |
| --- |
| **Innovation & Scale Up Support Potential Metrics** |
| # of jobs created | Total capital deployed |
| # of existing jobs retained | Research and development funding deployed |
| Average wages of jobs created | New products completed/released to production |
| Increase in average employee wages | Total patents filed |
| # of new programs/credentials implemented | Total patents pending |
| # of credentials awarded | Total patents awarded |
| # of businesses attracted | # of fund investments |
| # of businesses retained | Average deal size |
| # of existing businesses expanded | # of businesses applying for fund investments |
| # of new businesses created | # of businesses interviewed for fund investments |
| # of businesses served | # of businesses evaluated for fund investments |
| Leveraged private investment | Return on Investment (ROI) for deployed funds |
| Leveraged public investment | Internal Rate of Return (IRR) for deployed funds |
| Total capital raised | Revenues increased from export-sales |

****Template 4: Return on Investment

|  |
| --- |
| Return on Investment |
| Source | Year 1 | Year 2 | Year 3 | Total |
| State Revenues |  |  |  |  |
| Local Revenues |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Additional rows may be added as needed.

Please include the method of calculation for the Return on Investment below:

[For assistance with the ROI, please access an additional excel spreadsheet on the GO Virginia Region One website under Proposals by clicking here.](http://www.goswva.org/proposals)

**Template 5: Budget**

|  |
| --- |
| **PROJECT SOURCES AND USES** |

When submitting an application to the GO Virginia Board for funding consideration, the Support Organization will be required to complete a Project Budget in the Centralized Application Management System (CAMS). The CAMS budget should include all activities that must be undertaken in order to achieve or exceed the performance measures outlined in the application. This spreadsheet will supplement the CAMS budget in order to present a complete list of all project sources and uses. Directions for each are listed below the table on each tab. Please add rows as necessary.

The Project Sources and Uses template includes the following worksheets:

GO Virginia Request

Matching Funds

Additional Leverage

Total Project Budget

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Template 5 – Project Sources and Uses****[Access the template on the GO Virginia Region One website under Proposals by clicking here.](http://www.goswva.org/proposals)** |  |  |  |

**Template 6 – In-Kind Match Form**

[**Access the template on the GO Virginia Region One website under Proposals by clicking here.**](http://www.goswva.org/proposals)