REQUEST FOR APPLICATIONS (RFA)

Maryland Makerspace Initiative Program

Purpose:

Created through legislation passed by the Maryland General Assembly in 2022, the Maryland Makerspace Initiative Program (the "Program") was created to encourage the establishment and expansion of Makerspaces throughout the State of Maryland. A "Makerspace" is defined as a community space that:

- provides access to tools, technology, and knowledge for learners and entrepreneurs;
- results in the prototyping or creation of physical goods; and
- supports the development of technical education opportunities for personal growth, workforce training, and early-stage business ventures.

The Program comprises (i) a fund for awarding financial assistance for the establishment, expansion, or operating costs of Makerspaces in Maryland (the "Financial Assistance"), and (ii) technical assistance for eligible entities seeking to establish or expand a Makerspace ("Technical Assistance"), which will be provided by Open Works located in Baltimore City ("Open Works").

Eligibility:

Entities eligible for Financial Assistance or Technical Assistance under the Program must be either:

- a local government,
- an agency, an instrumentality, or a nonprofit corporation that the local government designates, or
- another nonprofit entity.

Any such entity (an "Applicant") must be operating, or seeking to operate, a Makerspace in Maryland.

Additional eligibility requirements include:

- Makerspace facilities receiving Financial or Technical Assistance through the Program must be open and accessible to the general public. Makerspaces that serve a specific K-12 school, university, or otherwise pre-defined community are ineligible unless they also devote at least 50% of their operating hours to public programming or services.

- Entities receiving Financial Assistance must provide matching funds or in-kind contributions for their project at least equal to the amount of the award (e.g., a minimum of a 1:1 match). "In Kind Contributions" include real costs incurred by the applicant Makerspace directly for the proposed project and will be reviewed and approved by TEDCO as part of the application review process.
- Entities receiving Financial or Technical Assistance must agree to provide six-month project status reports for the duration of the funded project.
- Entities receiving Financial or Technical Assistance must participate in quarterly meetings of statewide Makerspaces (the "Maryland Makerspace Network") to discuss the following:

  o developing data collection and sharing standards for Makerspace usage and economic impact data that can be provided TEDCO,
  o creating standards for reciprocity (shared access) to members of other Maryland Makerspace Network participants,
  o defining standards for safety and other operational best practices,
  o considering a more formal establishment of a member-driven association of Makerspaces for Maryland,
  o considering the creation of a co-op to help reduce insurance costs and increase purchasing power, and
  o other matters that are relevant to a network of Makerspaces in Maryland.

Funding Amounts:

Financial Assistance

Applicants may apply for one of three different types of Financial Assistance under the Program:

Type A: Establish a New Makerspace

Applicants seeking funding to establish a new Makerspace facility may request up to $100,000 per year for up to three years for a maximum of $300,000. Applicants seeking this level of funding must have completed a successful feasibility study (see Exhibit C) and meet all eligibility and matching fund requirements. Applicants must show evidence of additional financial support needed to ensure the establishment and operation of the Makerspace for a period of at least five (5) years from the date of the award and have a sustainability plan extending beyond the initial five-year period. Funding can be used to support operations in the new Makerspace facility, capital equipment, real estate purchase or renovations, or planning.

Applicants who have not conducted a feasibility study may apply for up to $25,000 for up to one year to conduct such a study. This funding requires a 1:1 cash match. Reports resulting from feasibility studies funded through the Program must be provided to TEDCO.

The feasibility study must show a demand for a Makerspace facility in a defined community, its potential impact on the community or the State, feasible plans to build and launch a Makerspace facility using financial assistance from the Program and other sources, and a sustainability model for operating the facility beyond its first five years.

Type B: Expand an Existing Makerspace

Applicants seeking funding to expand their facilities or services at an existing Makerspace may request up to $100,000 for one year. This funding can be used to support facility expansion, new tools or equipment, launching new services, or other expansion activities. This funding requires 100% (1:1) matching funds or in-kind contributions for the project.

Type C: Develop Programming for a Makerspace

Applicants seeking funding to develop Makerspace programming may request up to $25,000 for one year to create and launch a new program. Programming should focus on educational opportunities for personal growth, workforce training, entrepreneurship, or other valuable training using the tools and technology available at a Makerspace. Programming should demonstrate long-term positive outcomes for equitable economic, educational, and community development. This funding requires 100% (1:1) matching funds or in-kind contributions for the project.

Technical Assistance

Awardees may apply for up to ten (10) hours of Technical Assistance, which will be available to address specific needs in the establishment, expansion, or operation of a Makerspace. Technical Assistance will be provided by Open Works.

Financial Assistance:

Financial Assistance will be provided in the form of a grant.

Financial Assistance cannot exceed $100,000 per entity, per fiscal year. In addition, the aggregate amount of financial assistance within a single county, or Baltimore City, cannot exceed a total of $250,000 in a single fiscal year without special approval from TEDCO's Board.

Match Requirement:

Awarded applicants must be able to provide matching funds or in-kind contributions for the project at least equal to the amount of the financial assistance (e.g., a 1:1 match). Applications for a feasibility study may not use in-kind match. Only applications that contain a letter of intent (LOI) from the entity providing the matching funds will be considered. The use of any

matching funds must also be included as part of the overall project budget submitted as part of an application.

Application Process:

Applicants may apply for Financial Assistance through the Program using an online application on TEDCO's website. TEDCO will run one review cycle per year for Financial Assistance. Requests for Technical Assistance can be made at any time after the award selection process is completed via a separate online application which will be made available on TEDCO's website.

The application deadline is May 31, 2023 at 5 pm ET. TEDCO will only consider complete applications received by this time. This will be the only application opportunity for 2023.

TEDCO recommends that applicants do not submit their application at the last minute to insure they do not encounter technical problems. If an error is made after submitting an application online, an applicant may submit a new application. TEDCO will only review the most recent application submitted. **Please note, an application is not fully submitted until the applicant clicks the red submit button at the bottom of the form and receives a confirmation email.**

TEDCO recommends that applicants prepare their application in MSWord or another text editor and then copy and past their responses into the application form. This makes it easier to edit and ensures that a copy of the application is retained by the applicant.

Application Components:

Applicants will need to provide the name and type of their entity to insure they are eligible to complete the application, along with a main point of contact and makerspace location information. Applicants will also need to upload Letters of Intent (LOI) from organizations that intend to provide matching funds (in the form of cash or in-kind contributions) and the amount. There will also be an optional section to upload additional materials or information. All uploaded files must be formatted as a PDF.

Questions regarding the form or program can be emailed to mmip@tedcomd.com. All submitted questions and answers will be posted on the Maryland Makerspace Initiative Program page on TEDCO's website at this link: https://tedcomd.com/makerspace

The following pages show screenshots of the online application. A link to the application can be accessed via the above-mentioned program page.

Application for Maryland Makerspace Initiative Program (MMIP)

Please fill out the application form carefully. Prior to completing this form, we highly recommend all applicants read the Request for Applications (RFA) and check to make sure they are eligible and meet the criteria. Link to RFA: https://www.tedcomd.com/makerspace. The deadline for submitting this application is Wednesday, May 31, 2023 at 5pm ET.

Name of Entity Submitting Application

[   ]

The entity submitting this application is:

◯ a Local Government

◯ an agency, an instrumentality, or a nonprofit corporation that the local government designates

◯ a nonprofit entity operating or seeking to operate a makerspace in Maryland

Contact Information

Enter the name of the person who will be the primary point of contact for this application.

Full Name

First Name	Last Name

E-mail

ex: myname@example.com

example@example.com

Phone Number

(000) 000-0000

Name of Current or Proposed Makerspace

Address of Current or Proposed Makerspace

Street Address

Street Address Line 2

City	State / Province

Postal / Zip Code

County location of current or proposed makerspace:

Please Select ⌄

If Makerspace is located in an area that could serve additional counties, please list those counties below.

List any additional nearby counties that may be served by makerspace location.

Applicants will have three grant options (A, B, or C) to select from (outlined below). **Please only select one** and enter the amount of funding required based on each option's financial assistance limit.

Applicants selecting **Option A (Seeking Financial Assistance to Establish a New Makerspace)**, will need to select whether they have completed a feasibility study. If a feasibility study has not been completed, applicants can request funds for a study. Additional information regarding the stage of the project, partnerships, and any additional funds raised will also be needed.

Based on the Request for Applications (RFA), please select the type of and amount of financial assistance (grant) your entity is seeking and complete the information required for that section.
More information on these options and required matching funds is available in the RFA at this link: https://www.tedcomd.com/mmip

Option A: Seeking Financial Assistance to Establish a New Makerspace

Have you conducted a feasibility study for your planned Makerspace?

○ Yes
○ No

If no, how much financial assistance are you seeking to conduct a feasibility study? Note, the maximum available is $25K per year.

e.g., $25,000

All grants require a minimum 1:1 match of this amount and a Letter of Intent (LOI) from entity providing matching funds.

If yes, how much financial assistance are you seeking to build out your Makerspace? Note, the maximum amount available for proposed makerspaces with a completed feasibility study is $100K per year for a maximum of three years.

e.g., $100,000

All grants require a minimum 1:1 match of this amount and a Letter of Intent (LOI) from entity providing matching funds.

Applicants selecting **Option B (Seeking Financial Assistance to Expand an Existing Makerspace)** or **Option C (Seeking Financial Assistance to Develop Makerspace Programming)** simply need to list the amount of assistance needed within the maximum amount available. Remember only one option can be selected per application.

Option B: Seeking Financial Assistance to Expand an Existing Makerspace

How much financial assistance are you seeking to expand your Makerspace? Note, the maximum amount available is $100K per year.

> e.g., $100,000

All grants require a minimum 1:1 match of this amount and a Letter of Intent (LOI) from entity providing matching funds.

Option C: Seeking Financial Assistance to Develop Makerspace Programming

How much financial assistance are you seeking to develop programming for your Makerspace? Note, the maximum amount available is $25K per year.

> e.g., $25,000

All grants require a minimum 1:1 match of this amount and a Letter of Intent (LOI) from entity providing matching funds.

The application will also request additional information on the following with a 500-word limit for each response:

Describe entity applying for MMIP and any additional partnerships.

0/500

Describe Makerspace project, timeline, and objectives.

0/500

Describe how the impact of these funds and success will be measured and your data strategy.

0/500

Describe how grant funding will be used. Include matching funds.

0/500

PDF Document Uploads
Please upload the required documents below in PDF format.

Upload Letter/s of Intent (LOI) from entity/s who have committed to provide matching funds in the form of cash or in-kind contributions. Letter should include amount of match.

> ↑
> **Browse Files**
> Drag and drop files here

Upload Budget

> ↑
> **Browse Files**
> Drag and drop files here

Upload Additional Files (optional)

> ↑
> **Browse Files**
> Drag and drop files here

Remember, to be eligible for financial assistance, all applicants must agree to the following criteria:

- Makerspace facilities receiving Financial or Technical Assistance through the Program must be open and accessible to the general public. Makerspaces that serve a specific K-12 school, university, or otherwise pre-defined community are ineligible unless they also devote at least 50% of their operating hours to public programming or services.

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  > - considering the creation of a co-op to help reduce insurance costs and increase purchasing power, and
  > - other matters that are relevant to a network of Makerspaces in Maryland.

The deadline for submitting this application is Wednesday, May 31, 2023 at 5pm ET. Finalists will contacted in June 2023 for follow-up interviews and awardees will be announced in July 2023.

If you have questions regarding this form or program, please email mmip@tedcomd.com. All answers will be posted on our Q&A page at: https://www.tedcomd.com/makerspace.

Submit Application

Review Process:

All completed Program applications received before the May 31, 2023 deadline will advance to the first of four stages of the review process. Applications may be rejected at any stage of the process. Rejected applicants at the end of the review process will be notified via email and may request a follow-up meeting to get a better understanding of how they might improve their application for a future submission. The full review process will take up to 60 days from the application deadline.

Stage One: **Eligibility Review**

Applications will first undergo an eligibility review to ensure that the applicant has adhered to all the requirements of the Request for Applications (RFA). Applications not meeting the eligibility criteria, not conforming to format requirements, not having valid LOI's uploaded showing a commitment to match funding, or otherwise missing requirements, will be rejected.

Stage Two: **Preliminary Review**

Applications passing the Eligibility Review will undergo an in-depth preliminary review by a committee consisting of representatives from TEDCO.

This phase of the review will focus evaluation on the:
- type of project and amount of financial assistance requested,
- project description and level of innovation,
- project timeline and milestones,
- plans to collect data and measure the impact and success of the project,
- use of funds,
- the applicant's county, and
- expertise of the organization/team and relevant partnerships.

The strongest applications will advance to the next stage. Applicants advancing to the next stage will be notified and will be required to meet with members of the review committee. TEDCO may request that this meeting take place at the applicant's Makerspace facility.

Stage Three: **Meeting with Review Committee Members**

During the meeting with members of the Review Committee, Applicants will be invited to present their plan and then answer questions. Meetings may be in-person or virtual, at TEDCO's option. The applicant may be asked to provide a tour of the Makerspace facilities at the time of the meeting.

Presentations should answer the following:

- The problem the makerspace or makerspace program is solving and how it relates to the region and/or the needs of the market and entrepreneur.
- A breakdown of the proposed solution (e.g., new makerspace, makerspace expansion, or makerspace program).
- How the solution relates to other similar solutions in the State and what makes this solution innovative or unique.
- The marketing or roll-out strategy to make people aware of the new makerspace, makerspace expansion, or new program.
- A breakdown of project timeline, milestones, and use of funds (as applicable).
- A breakdown of the project budget, source of matching funds, and ability to secure additional funding as needed as well as ability to operationally sustain makerspace or program (as applicable).
- How the impact of the solution will be measured and other data gathering strategies.
- The relevant experience of the organization, team, and/or partners developing the solution.

Based on all information gathered throughout the review cycle, the Review Committee will make their final recommendations.

Stage Four: **Final Decision**

All review committee recommendations will be taken to TEDCO's CEO for review and a final decision. Once a final decision is made, applicants will be notified.

Applications may be rejected at any stage of the process. Rejected applicants will be notified via email and may request a follow-up meeting. Note, rejected applicants are welcome to reapply in the next cycle.

Review Criteria:

The Review Committee will make its recommendations using the following general criteria:

Makerspace Problem Solution Fit

The reviewers will evaluate proposals based on the level of prior research conducted on the problem and the level of need for either a new or expanded makerspace in the proposed location, the type of makerspace, or programming.

Description of the Solution and Level of Innovation

While makerspaces following proven strategies with strong solutions will be highly rated, the review team is also seeking ideas that have the potential to innovate or improve on the status quo.

Community Impact

Reviewers will look for evidence of a well-developed strategy to expand access to maker resources to people underrepresented in makerspaces and the tech industry at large, including people of color, women, senior adults, the disabled, and other underrepresented members of the community.

Use of Funds, Feasibility of the Timeline, and Ability to Complete Projected Milestones

Reviewers will look closely at each of these areas to determine if the use of funds aligns with the project's objectives and if the timeline and milestones can reasonably be accomplished within the proposed framework.

Team and Partnerships

Experience with managing and maintaining makerspaces or developing related programming will also be weighed as well as the strength of proposed or existing partnerships needed for execution of the project plan.

Financial Assistance Payments:

If selected for Financial Assistance, awardees will need to complete grant related paperwork and provide banking information prior to receiving their payment. Payments will be made via wire transfer to the awardee's bank.

Reporting Requirements:

As a condition of accepting a Maryland Makerspace Initiative Program grant, all awarded applicants will be required to submit updated financials, milestones, and a project report every six months (at the end and middle of each calendar year) until the grant and all matching funds have been exhausted.

Financial Reports. Submitted financial reports should include an Income Statement and Balance Sheet.

Milestone Reports. Milestone reports should be one to two pages and show progress related to the proposed specific aims and the achievement of any designated project milestones. A sample milestone report is provided in the appendix.

Project Reports. Project reports should be brief and simply provide added commentary or analysis of the financial and milestone reports.

All reports should be emailed at the end of each December and June of each calendar year.

Questions:

Inquiries regarding the Maryland Makerspace Initiative Program application form or program should be emailed to: mmip@tedcomd.com. Answers will be provided on the Program web page under the Q&A section.

Exhibit A – Sample Budget

ABC Makerspace

			MMIP Grant	Matching Funds		Total Project Costs
Operating Costs						
	A. Payroll		10,000	10,000		20,000
	B. Insurance		8,000	6,000		14,000
	C. Marketing		2,000	2,000		4,000
	Total Operating Costs		**20,000**	**18,000**		**38,000**
Equipment						
	Sewing Machine		5,000	5,000		10,000
	3D Printers		1,000	1,000		2,000
	Total Equipment Costs		**6,000**	**6,000**		**12,000**
Materials & Supplies						
	Cloth		3,000	1,000		4,000
	Thread		3,000	1,000		4,000
	Carbon Fiber		2,000	1,000		3,000
	Wood		18,000	6,500		24,500
	Total Materials & Supplies		**26,000**	**9,500**		**35,500**
Other Direct Costs						
	Equipment Repairs		5,000	1,000		6,000
	Total Other Direct Costs		**5,000**	**1,000**		**6,000**
Indirect Costs						
	Rent		7,500	1,000		8,500
	Utilities					
	Total Other Direct Costs		**7,500**	**1,000**		**8,500**
TOTAL PROJECT BUDGET			**64,500**	**35,500**		**100,000**

Exhibit B – Sample Milestone Table

#	Dates	Milestone	Status
1	9/1/23 to 11/1/23	Meet with Programming Developers	Completed
2	11/2/23 to 3/1/24	Create and Develop Content for Program	In Progress
3	3/2/24 to 7/1/24	Market and Launch Program to Makerspace Community	
4	7/2/24 to 8/1/24	Gather Data and Conduct Follow-up Surveys to Determine Impact of Program	

Exhibit C – Common Feasibility Study Elements

A feasibility study is an important step when building a new Makerspace in a community. It helps to determine whether the project is viable, sustainable, and meets the needs of the community. Here are elements that are typically included in a feasibility study:

1. **Needs Assessment**: Determine what the community needs in terms of a Makerspace and the level of demand for this type of space. This is typically done via surveys, focus groups, and interviews with potential users and stakeholders.

2. **Budget and Funding**: Determine the estimated budget for the project, including the costs for equipment, facilities, staffing, and ongoing maintenance. Identify potential funding sources, such as grants, donations, or partnerships.

3. **Location and Facilities**: Identify potential locations for the Makerspace, including any existing facilities that could be repurposed or renovated. Assess the suitability of the facilities for the Makerspace, including access to utilities, parking, and other amenities.

4. **Staffing and Operations**: Determine the staffing needs for the Makerspace, including the skills and qualifications required for each position. Develop a plan for operations, including hours of operation, user policies, and safety protocols.

5. **Marketing and Outreach**: Develop a marketing and outreach plan to promote the Makerspace to potential users and stakeholders. This should include a website, social media, and other marketing channels.

6. **Sustainability and Impact**: Assess the potential sustainability and impact of the Makerspace on the community, including economic, social, and environmental factors.

By conducting a thorough feasibility study, you can assess the viability of the project and ensure that the Makerspace meets the needs of the community.