

REQUEST FOR PROPOSAL (RFP)

Urban Business Innovation Initiative (UBII) Entrepreneur-In-Residence (EIR) Grant Program

Issued by: Maryland Technology Development Corporation (TEDCO)

RFP Release Date: May 15, 2026

Proposal Due Date: June 19, 2026

Program Contact: Karen Zuccardi

Email: kzuccardi@tedcomd.com

I. OVERVIEW

TEDCO invites proposals from organizations located in Baltimore City and Prince George's county—seeking funding to retain and host an Entrepreneur-In-Residence (EIR) through the UBII Entrepreneur-In-Residence Grant Program. The EIR will serve as a direct liaison to TEDCO, supporting early-stage companies and enhancing the region's innovation ecosystem.

The UBII Entrepreneur-In-Residence Grant Program reflects TEDCO's commitment to inclusive innovation across the state. This initiative empowers locally rooted organizations to better serve entrepreneurs in their communities. By funding dedicated EIRs, the program will foster stronger regional connections, broaden access to startup resources, and support founders at every stage of their entrepreneurial journey.

II. AWARD DETAILS

- Grant Amount: \$25,000

- Grant Term: 12 months from execution of Grant Agreement

- Number of Awards: Four (4) total awards will be made—two awards each Baltimore City and Prince George's county

III. PURPOSE

The EIR Grant is intended to:

- Embed experienced entrepreneurs within Baltimore City and Prince George's county based organizations
- Facilitate direct communication and cooperation with TEDCO
- Support early-stage startups through mentorship, outreach, and data collection
- Strengthen regional innovation and equity-focused entrepreneurship in Baltimore City and Prince George's county

IV. ELIGIBILITY

Applicants must:

- Be legally organized in Maryland (or registered/qualified to do business in Maryland) and in good standing in Maryland (and their state of organization, if formed elsewhere)
- Be based in one of the following: Baltimore City or Prince George's county
- Demonstrate the capacity to host and support an EIR
- Commit to complying with TEDCO's reporting and training requirements
- Submit documentation of administrative and financial capacity to manage grant funds

V. USE OF FUNDS

Grant funds must be used exclusively to:

- Retain and compensate the Entrepreneur-In-Residence
- Support EIR program-related activities (e.g., mentorship sessions, community engagement, coordination with TEDCO)
- Cover associated administrative or operational costs of hosting the EIR

VI. PROGRAM REQUIREMENTS

Grantees will be required to:

1. Engage an EIR

- EIR will both work with the Grantee and actively liaise with TEDCO to support startup development in Baltimore City and Prince George's county

2. Training Certification

- EIR must complete TEDCO's online training program within 60 days of receiving the designated title/position from Grantee
- Training is provided at no cost to the Grantee

3. Startup Activity Reporting

- Grantees must continuously update TEDCO's Startup Compass throughout the grant term
- The database is provided at no cost to the Grantee

VII. PROPOSAL REQUIREMENTS

Please submit the following:

1. Cover Letter (1 page)

- Brief overview of your organization and proposed EIR engagement

2. Organization Description (1–2 pages)

- Legal status, mission, programs, and prior experience supporting entrepreneurs

3. Entrepreneur-In-Residence Plan (2–3 pages)

- Description of the EIR's role, qualifications, and expected impact (eg, number of startups engaged and/or mentorship hours expected)
- Plan for coordination with TEDCO and the local innovation community

4. Budget and Use of Funds

- High-level budget narrative (eg, how much of the award will be spent on EIR compensation versus how much will be spent on Applicant's supervision of the EIR, and whether or not any matching funds [not required] will be leveraged)

5. Commitment Letter from Proposed EIR

6. CV or resume of the EIR

VIII. EVALUATION CRITERIA

Proposals will be evaluated based on the following:

- Alignment with TEDCO's mission and program goals
- Capacity to host and support an impactful EIR
- Quality and clarity of the EIR engagement plan
- Experience and qualifications of proposed EIR (if known)
- Commitment to continuous reporting and training compliance
- Demonstrated connection to and impact within Baltimore City or Prince George's county

IX. SUBMISSION PROCESS

Please submit proposal to:

Email: kzuccardi@tedcomd.com

Subject Line: UBII EIR Grant Proposal – [*Organization Name*]

Submission Deadline (date & time): June 19, 2026, at 5:00 PM ET
Late submissions may not be considered.

X. QUESTIONS

Questions regarding this RFP must be submitted in writing to:

Karen Zuccardi

Email: kzuccardi@tedcomd.com

Deadline for Questions: June 5, 2026

A compiled FAQ may be posted publicly, if applicable.

- All proposal materials must be submitted in a single, combined PDF
- Use a minimum 11-point font with 1-inch margins
- Include page numbers and section headers for clarity
- File naming convention: EIR_Proposal_[OrganizationName].pd