

## Workforce Development Grant Instructions

Please note the following limitations and special conditions on Workforce Development Grants.

- One award for Workforce Development will be granted in each region of a category one licensee.
- The maximum base amount of a Workforce Grant is \$300,000.
- Applicants may apply for an additional award of \$50,000 for regional collaboration or \$100,000 regional need.

### Application Instructions

Please be sure to complete ALL information requested and answer all questions within the intended boxes on the application. Refrain from using references such as “See 2b for more information,” even if information seems like a duplication.

#### 1. Project Information

- a. Please enter the name of the municipality or other government entity if not a municipality.
- b. Enter the project name here. Please limit the project name to 10 words. This information will be used to identify the project and may be posted on the MGC website, so please be as descriptive as possible within the word limit.
- c. Enter a brief project description. These descriptions may be posted on the MGC website as well as being used for press releases, etc. Please try to be as descriptive as possible while limiting the description to 50 words.
- d. Enter the primary contact person for this grant. This should be the person responsible for the day-to-day activities of the grant.
- e. Please provide the telephone number and e-mail address for the primary contact person.
- f. Please provide the mailing address of the primary contact person.

#### 2. Impact Description/Connection to the Gaming Facility – This section is critical to the award of a grant. The direct purpose of the Community Mitigation Fund is to assist communities in offsetting the costs related to the construction and operation of a gaming establishment. Therefore, there must be a direct nexus to a gaming establishment in order for the Commission to award a grant.

- a. In this section, fully describe the impact that is being caused by the gaming facility. Please provide as much detail as you can. These impacts must then be supported by documentation or evidence.
- b. In this section, please identify what documentation or evidence exists that supports that the gaming facility is causing the impact. This could include studies or surveys prepared by the community, Mass Gaming Commission research studies, or other sources of data. Please append relevant sections of the documentation with your application.

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- c. Please elaborate on the significant indicators or statistics that justify the need, and the level of the workforce need. Please remember it must be related to the operation of a gaming establishment.
- d. Please describe how the proposed project will address the impact identified in this section.

### 3. Scope/ Proposed Use of Workforce Development Mitigation Grant Funds

- a. Please specify the amount of funding being requested. Be aware of the funding limits for the category. Provide a general overview of the project/program proposal in a way that summarizes the program clearly for the grant reviewer.
- b. In this section, you will describe in more detail how the funds are proposed to be used. This section should provide a detailed discussion of the project scope, the goals of the proposal, various components of the programming, as well as a proposed implementation schedule. The project scope should be sufficiently detailed to allow the review team to understand what the project is, who it will benefit, how it will be implemented, and what are the outcomes of the project.
- c. Provide details regarding the specific metrics and deliverables for this proposal. Examples include how many individuals will be served, hours of coursework, number of certifications/graduates estimated, projected program outcomes, where programming will be located, what populations will be served, etc.
- d. This section is only relevant if the applicant is requesting either of the additional awards of up to \$50,000 for regional collaboration or up to \$100,000 for significant regional need. List the award you are requesting and the dollar amount requested. The applicant **MUST** provide specific justification to support the reason for the request. Additionally, include information about how the funding will be utilized, if awarded.
- e. This section should provide information about meetings and conversations had with the licensee about the proposed mitigation proposal, as well as any other host/surrounding community, industry organization or entity related to the programming. The intent is to demonstrate licensee and community support for the proposal, further supporting the need specified and/or the connection to the gaming establishment.
- f. Please provide a detailed breakout of the budget for the proposal. If you are also requesting additional funding (from section 3d) you will need to provide a separate budget demonstrating how the full award would be distributed with the inclusion of that funding.
- g. In this section, you will include supporting documentation that shows how you arrived at the funding request, and information that ensures the commission that the funds will be used as proposed.

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### 4. Collaborative Partners

- a. In this section, please include a list of collaborative partners and/or subgrantees. Define the role of each entity.
- b. If matching funds, program supports or other leveraged resources will be provided by any partners, please provide the amounts and the purpose for the support.
- c. This section should include information about the intended outreach plan for the proposal.

### 5. Measurement of Impact

- a. Provide detail about how the proposed program/project will be measured to track progress and determine effectiveness, including what data will be provided and how it will be obtained/reported.

### 6. Internal Controls/Administration of Funds -This section should address the administration of the funds, what internal controls are in place to ensure the funding will only be used to address the intended impact, and reporting measures. Be sure to address any non-governmental entities that may be receiving funds.

### 7. Certification by Municipality/Governmental Entity – This section should be signed by a municipal official or other government official that has the authority to enter into a contract on behalf of that community or governmental entity.