**Maryland Offshore Wind Workforce Training & Education Program**

**Project Narrative Overview, Outline, and Optional Application Template**

**AOI 3: Internships**

**PROJECT NARRATIVE OVERVIEW**

Applicants must include a Project Narrative which describes their proposed project in detail and clearly addresses each grant scoring criterion as outlined in the section titled “Evaluation Criteria” of the Maryland Offshore Wind Workforce Training & Education Program: Area of Interest (AOI) 3: Internships. Grant applications are evaluated based on how well they meet these listed criteria.

**PROJECT NARRATIVE OUTLINE**

The Project Narrative should provide a comprehensive overview of the proposed project and educational opportunities. The Project Narrative should be no more than 5 pages long and should include the following sections:

1. **Applicant Overview**

The purpose of the Applicant Overview is to provide background about the Applying Organization including the history of the Applying Organization and the Organization’s mission or scope of work, daily operations, their interest or need for requesting grant funding for offshore wind intern. The Application overview should also list the major outputs and outcomes of the proposed internship.

1. **Internship Job Description**

The purpose of the Internship Job Description is to provide a comprehensive job description of the intern’s core duties and functions. The internship should include opportunities for interns to gain industry experience necessary for a career in the offshore wind industry.

1. **Equity and Inclusion**

To promote equity and inclusion, Applicants should provide a marketing and outreach plan to inform members of historically disenfranchised and underserved communities about the internship opportunity. This may include reaching out to HBCUs, nonprofit or local community organizations.

* The applicant should include a statement discussing their organization’s approach to equity, and how this grant would further their equity goals in relation to the wind industry
* The applicant should discuss what they have done and plan to do to promote equity and inclusion in their wind industry work

1. **Internship Work Plan**

The purpose of the Internship Work Plan is to provide a detailed and realistic timeline of key goals and milestones of the internship. The internship should include one substantive project for the intern to complete. The Work Plan should include:

* A list of goals and objectives of the internship,
* A list of action items and projects to be completed throughout the internship; and,
* A detailed and realistic timeline of the key milestones of the project and internship opportunity.

1. **Internship Supervisor / Mentor**

The purpose of the internship supervisor information is to list the key personnel who will be working with the intern on the project, their qualifications for the role, and their project responsibilities.

Applicants should include mention of any additional key personnel who may be working with the intern throughout their internship. .

**Please see the optional project narrative template below (on page 3):**

| **A Note to Applicants Regarding Our Provided Templates:**  Optional templates have been provided as Applicant tools for the Project Narrative Attachment Form. Though applicants are not required to follow this template, its use is recommended to help ensure that all required information is appropriately captured within each of these documents. This will improve a reviewer’s ability to locate critical information and award points appropriately. Improved ease-of-use will likewise help MEA program staff and the grants office to process grant awards more quickly.  Please note that the blue text enclosed in brackets within the templates signifies an area the applicant should edit and/or expand upon, while the black italicized text provides helpful notes/context for the applicant to reference while drafting their application.  **All blue text should be changed to black once edited (or removed if not relevant) and the italicized notes deleted in the final submitted documents.** When utilizing the optional template, applicants should feel free to expand upon and alter the suggested text as deemed necessary for their application. |
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**[Project Title]**

**[State, Tribe, or Territory Name], [Name of Applying Organization]**

**Fiscal Year 2024 Maryland Offshore Wind Workforce Training & Education Grant Program**

**Area of Interest 3: Internships**

**Project Narrative**

[Month], [Day] [Year]

1. **Applicant Overview**

The [State, Tribe or Territory Name] [Name of Applying Organization]’s submits this application under the Maryland Energy Administration’s (MEA) Maryland Offshore Wind Workforce Training & Education Grant Program, Area of Interest (AOI) 3: Internships. If successful, this application will allow the [Applying Organization] to [brief description of work to be accomplished].

[Include brief history on the Applying Organization and the Organization’s mission / scope of work].

[Include a brief overview of the Applying Organization’s need and/or the reason for requesting the grant].

Funding from this grant will enable the hired intern to achieve the following major outputs or outcomes:

* [List major output/outcome]

Provide short description of output/outcome and benefits to different organizations, communities, and/or public

* [List major output/outcome]

Provide short description of output/outcome and benefits to different organizations, communities, and/or public

*Note: Expand the number of major outputs/outcomes as needed -*

1. **Internship Job Description**

The internship job description should include a comprehensive overview of the intern’s core roles and responsibilities. It should include goals, outputs, and outcomes of the intern’s main project provided below in Table 1. Goals, Outputs, and Outcomes. Goals are the broad statements of what the project intends to accomplish, outputs are the physical results of work (such as the number of trainings attended), while outcomes are the changes that result from the project (such as the skills learned throughout the internship). More detailed descriptions of the outputs and outcomes for each goal, and how these outputs align with MEA Program priorities and [Apply Organization]’s business and administrative needs, are described below.

The goals and outputs of this internship support Maryland’s goal of establishing an offshore wind supply chain and workforce in the state and expand the opportunities for Marylanders to get involved in the industry. [Describe the nature of this project’s support of MEA’s objective of establishing an offshore wind supply chain and workforce and expanding the opportunities for Marylanders to participate and the greater goals of MEA to provide Marylanders with clean affordable, reliable energy, as applicable].

**Goal One:** [Enter Goal Name]

This Goal, along with its associated outputs and outcomes, is consistent with the following priorities and objectives of the Maryland Offshore Wind Workforce Training & Education Grant program AOI 3: Internships [insert a description of the goal’s relation to the Program or MEA’s priorities]

Goal 1 Outputs and Outcomes

1.1 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

1.2 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

1.3 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

**Goal Two:** [Enter Goal Name]

This Goal, along with its associated outputs and outcomes, is consistent with the following priorities and objectives of theMaryland Offshore Wind Workforce Training & Education Grant program AOI 3: Internships [insert a description of the goal’s relation to the Program or MEA’s priorities]

Goal 2 Outputs and Outcomes

2.1 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

2.2 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]

2.3 [Enter Output Name] - [Enter Scheduled Completion Date]

* [Include bulleted description of outputs and supported business/administrative needs]
* [Include brief rationale of why scheduled completion date was selected/deemed appropriate]
* *Note: Please expand section as much as needed by adding the number of goals associated with the project proposal if more than 2 -*

| **Table 1. Goals, Outputs, and Outcomes** | | | | |
| --- | --- | --- | --- | --- |
| Goal | Output | Output Budget | Scheduled Completion Date | Outcome(s) |
| Goal 1: [Name of the Goal]  Total Goal Budget: $ [XXXXXX] | 1.1 [Enter Output] | $ [Enter Budget for Specific Output] | [Enter Date] | [Enter outcome(s) from this goal/the outputs listed] |
| 1.2 | $ |  |
| 1.3 | $ |  |
| Goal 2: [Name of the Goal]  Total Goal Budget: $ [XXXXXX] | 2.1 [Enter Output] | $ [Enter Budget for Specific Output] |  | [Enter outcome(s) from this goal/the outputs listed] |
| 2.2 | $ |  |
| 2.3 | $ |  |

* *Note: Please ensure that the sum of the output budgets is equal to the total budget for that goal*

1. **Equity and Inclusion**

[Include description of the organization’s approach to equity, and how this grant would further their equity goals in relation to the wind industry]

[Include description of what they have done and plan to do to promote equity and inclusion in their wind industry work ]

[Include the anticipated impact of the proposed project on the identified problem/issue]

[Applying Organization] has identified the following organizations to reach out to inform members of socially and economically underserved communities about this internship opportunity.

* [Include list of Organizations identified for outreach]

| **Outreach & Marketing Plan** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Campaign Type | Organization Name | Organization Address | Q1 FY24 | Q2 FY24 | Q3 FY24 | Q4 FY24 |
| [Insert marketing type, i.e. email, newsletter, press releases, webinars etc.] | [Insert Organization Name] | [Insert Organization Address] | [highlight the quarter when each input will be completed] |  |  |  |
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1. **Internship Work Plan**

[Fill in Gantt chart by highlighting the quarter with when each output Milestone is expected to be completed]

| **Internship Work Plan** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Goal | Milestone | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 |
| Goal 1 | Output 1.1 | [highlight the quarter when each input will be completed] |  |  |  |  |  |  |  |
| Output 1.2 |  |  |  |  |  |  |  |  |
| Output 1.3 |  |  |  |  |  |  |  |  |
| Goal 2 | Output 2.1 |  |  |  |  |  |  |  |  |
| Output 2.2 |  |  |  |  |  |  |  |  |
| Output 2.3 |  |  |  |  |  |  |  |  |

*Note: Please add the number of weeks expected to be included in the internship if more than 8.*

1. **Internship Supervisor / Mentor Roles & Responsibilities**

The following section outlines the roles, responsibilities, and qualifications of key personnel and any project partners.

**Internship Supervisor/ Mentor** **[Name] [Current Job Title] [Affiliated Organization]**

[Name] will serve as the Intern’s supervisor and mentor for the duration of this grant. They were selected for the role based on [include detailed summary of relevant experience and qualifications].

Their responsibilities include:

* [Enter bulleted list of job responsibilities]

**[Enter Project Role]: [Name] [Current Job Title] [Affiliated Organization]**

[Name] will serve as the [project role] for the duration of this grant. They were selected for the role based on [include detailed summary of relevant experience and qualifications].

Their responsibilities include:

* [Enter bulleted list of job responsibilities]

*- Note: Expand section as needed to include all relevant key personnel/ partner personnel/as applicable -*