



THE COMMONWEALTH OF MASSACHUSETTS
WORKFORCE SKILLS CABINET

Massachusetts Skills Capital Grant Program

FY 18 Grant Program Guidelines and Application Forms

The Massachusetts Workforce Skills Cabinet (WSC) was created by an Executive Order of Governor Charlie Baker on February 26, 2015. The Cabinet aligns the Executive Offices of Education, Labor and Workforce Development, and Housing and Economic Development toward a comprehensive economic growth agenda. The Cabinet is charged with creating and implementing a strategy to ensure that individuals can develop and continuously improve their skills and knowledge to meet the varying hiring needs of employers in the Commonwealth. The Workforce Skills Cabinet has adopted criteria to guide its collaborative work:

- **Be Demand-Driven:** Meets a business-driven need, as documented in the funding application and verified in the funding review, award, and implementation.
- **Leverages Partnerships:** Builds connections between and among educational institutions (including middle/high schools, community colleges, and state colleges/universities), and between educational institutions, private sector businesses and non-profit organizations.
- **Reflects Regional Plans:** Reflects existing regional economic development, workforce development, and higher education plans to meet the business-driven need.
- **Maximizes Increase in Skilled Workers:** Leads to an increase in the number of skilled workers in a cost-effective way to meet business-driven hiring needs, and, to the greatest extent possible, focuses on improving the skills of students and/or individuals facing barriers to employment.
- **Leverages other funding:** Builds on other sources of local, state, federal and private funding to meet common goals.
- **Builds on Proven Programs:** Supports or expands a program that has shown proven results, or is based on a model that has shown proven results.
- **Demonstrates Sustainability:** Shows evidence of the ability to sustain a contribution to the workforce pipeline after grant funds have expired.

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**Massachusetts Skills Capital Grant Program
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As part of the Workforce Skills Cabinet’s work to align resources to better meet common goals, the former Manufacturing Training Equipment grants (administered by EOHED) and the Vocational Opportunity Challenge grants (formerly administered by A&F) have been combined into one unified and integrated program - the Skills Capital Grant Program. The 2016 MA Economic Development Bill established three years of funding for the WSC to administer the Skill Capital Grant Program to increase the capacity and quality of vocational training and education by providing funds to eligible schools and institutions for the purchase and installation of vocational-technical equipment.

Program Overview

Purpose: The Skills Capital Grant Program will award grants for the purchase and installation of equipment and any related improvements and renovations necessary for installation and use of such equipment to support vocational and technical training to upgrade and expand career technical education and training high quality career pathway programs that are aligned to regional economic and workforce development priorities for in-demand industries; provided, that grant applications facilitate collaboration to provide students enrolled in eligible vocational technical schools with postsecondary opportunities. High quality college and career pathways are in high-skill, high-demand industry sectors, and include all of the following characteristics:

- align with labor market information regarding high demand workforce needs
- support secondary and postsecondary linkages
- offer focused career guidance and advisement systems
- provide integrated rigorous instructional courses
- include structured work readiness activities and work-based learning experiences
- provide the opportunity to obtain an industry-recognized credential or college credits towards a Certificate, Associate, or Baccalaureate degree

Grant Program Highlights:

| | |
|----------------------------|--|
| Total Grant Program | Up to \$10,000,000 |
| Grant Size | Minimum Grant: \$50,000 - Maximum Grant: \$500,000. Grants of above \$500,000 may be considered if they demonstrate extraordinary multi organization regional collaboration that significantly builds regional capacity and capabilities to meet workforce needs and economic development may be considered. |

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| Eligible Applicants | Massachusetts schools, institutions, and organizations that provide career/vocational technical education programs, including all Chapter 74-approved vocational tech schools, community colleges, and providers of training programs that meet the federal Perkins Act definition of career and technical education. Additionally, innovation centers that are eligible to receive funds from the Massachusetts Life Sciences Center are also eligible for funds from this program. |
| Use of Grant funds | Purchase and installation of equipment and any related improvements and renovations necessary for installation and use of such equipment. |
| Goals | <p>The purchase and installation of vocational training equipment must support High Quality College and Career Pathways in at least three of the following goals:</p> <ol style="list-style-type: none"> 1. Increase in number of students able to participate in an <i>existing</i> program. 2. Create a new program to meet demonstrated demand, based on labor market data and employer partnerships. 3. Increase the availability and utilization of the equipment outside of the organization’s normal working hours (e.g. after 5 PM, on Saturday, and/or on Sunday). 4. Increase the availability and utilization of the equipment to students from partnering organizations. 5. If no increase in the number of participating students is projected, the applicant must demonstrate a significant improvement in the skills of the students who are able to participate in the program because equipment will be replaced or updated, validated by relevant employers. (Note #5 requires both #3 and #4) |
| Terms of Award | Grants will be awarded as cost reimbursement contracts, with an anticipated contract start date of September 15, 2017. All purchases of equipment and grant expenditures must be completed by June 30, 2018. |
| Matching Funds | Applicants must demonstrate in-kind or cash match to support programs supported by the grant request. |

A. Target Populations: This program is intended to benefit students and incumbent workers who are enrolled in eligible schools and vocational programs, who are preparing and training to enter the workforce or advance their careers. The program seeks to support eligible schools that are providing workforce skills training for high demand industries, such as advanced manufacturing, information technology, hospitality, and life sciences. Applicants will be

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required to identify the target industries for their training and to demonstrate the demand for jobs and career opportunities in that industry.

- B. *Application Schedule:*** Complete applications must be submitted electronically by August 11 2017.

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| Request for Proposals Released | June 2, 2017 |
| To confirm eligibility, a letter of intent is requested by potential applicants. Letter should identify the type of program to be supported by funding. Applicants should indicate if they are a current applicant for Massachusetts Life Science Grant. | July 14, 2017 to be submitted to James.Poplasky1@MassMail.State.MA.US . |
| Confirmation of eligibility to be provided | Confirmation of eligibility to be emailed to those who submitted a letter of intent as potential applicants on July 21, 2017 |
| Proposals will only be accepted through the online application system. | By 5:00 PM on August 11, 2017 |
| Projected Grant Awards Announcement | September 2017 |
| Anticipated Contract Start Date | September 15, 2017 |
| Funding Disbursement | On a rolling basis, upon verification of approved submitted purchases, requests for equipment, and related installation costs. |
| Contract End Date | June 30, 2018 |

General Contracting Information

- A. *Program Administration:*** This program is offered by the Massachusetts Workforce Skills Cabinet and funded by the Commonwealth of Massachusetts through its capital budget. The

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grant application process will be administered by the Executive Office of Education (EOE), in coordination with the Workforce Skills Cabinet.

- B. Grants Range and Matching Requirement:** Applicants may submit applications requesting grants between \$50,000 and \$500,000. Applicants must limit their funding request to supporting a maximum of two program areas. Applicants must secure in-kind or a cash match from employers or other a sources besides state funding. Grants of above \$500,000 demonstrating extraordinary multi organization regional collaboration that significantly builds regional capacity and capabilities to meet workforce needs and economic development may be considered.
- C. Eligible Purchases:** The intent of the program is to allow qualified programs to purchase training equipment. One-time installation costs may be included in the request, as well as requests for minor facilitations renovations necessary for the successful installation and usage of the equipment. The main purpose of the funding is to purchase equipment, not to renovate classroom space.
- D. Reimbursement**
- a. Awards are structured as cost-reimbursement grants, meaning that recipients are expected to incur expenses before receiving any funds from the Commonwealth. EOE will accept purchase orders as 'incurred expenses' to help facilitate cash flow for recipients who may have difficulty incurring expenses before receiving funds. EOE will provide invoicing forms and instructions.
 - b. Upon submission of complete invoices with proper documentation, payments will be disbursed via electronic fund transfer ("EFT").
 - c. In compliance with the Office of the State Comptroller rules and regulations, no grant recipient shall expend grant funds until a contract has been fully executed with EOE. Upon contract execution recipients will be allowed to incur costs. Costs must be incurred between contract execution and up to, including, June 30, 2018. No expenses incurred after June 30, 2018 will be reimbursed by this program. Requests for reimbursement may be submitted to EOE no later than August 5, 2018.
 - d. Grantees will forfeit any remaining award unused after the contract expires. EOE shall give due consideration to any extenuating circumstances presented in writing by the applicant and may waive this restriction at its discretion.
 - e. As a condition of funding EOE will require that awardee provide enrollment, partnering and number of credentials awarded information related to programs supported by the grant for the next three fiscal years.

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Grant Program Details

A. Eligibility

- a. Applicants may apply for no more than one grant
- b. Applicants must limit their funding request to no more than two program areas
- c. Massachusetts schools, institutions, and organizations that provide career/vocational technical education programs, including all Chapter 74-approved vocational tech schools, community colleges, and providers of training programs that meet the federal Perkins Act definition of career and technical education. Additionally, innovation centers that are eligible to receive funds from the MA Life Sciences Center are also eligible for funds from this program. Funding must not duplicate awarding of funds from MA Life Sciences Center or other state resources.
- d. Successful applicants from a prior year are eligible but will be expected to have completed their projects or be near completion. However, preference may be given to applicants who have not received Skills Capital Grant funding in the past.

B. Review of Applications

- a) The review committee may be comprised of designees from the Executive Office of Executive Office of Education, Executive Office of Housing and Economic Development, Executive Office of Labor and Workforce Development, Executive Office of Administration and Finance, as well as representatives from the Department of Elementary and Secondary Education, Department of Higher Education, MA Life Sciences Center, and various other government, business, and/or industry leaders.
- b) Reviewers will evaluate applications and determine the eligibility of each applicant and the application’s relevance to meeting the needs of high-demand industries.
- c) Grant recommendations will be presented to the Workforce Skills Cabinet for final approval.

C. Selection Criteria: Applications will be selected based on overall scores in the following areas, with a possible total of 100 base points and 10 bonus points.

| Selection Criteria | Base Points | Bonus Points |
|--|-------------|--|
| Demand-Driven, based on labor market data and employer partnerships | 20 | NA |
| Leverages Partnerships with Employers & Educational Organizations and Non-State Matching Funds | 20 | Up to 5 additional points: Describe program related current and future partnerships and roles with other |

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| | | high school, community colleges or training providers in the region. |
| Reflects Regional Economic & Workforce Development Plans | 20 | NA |
| Optimizes Regional Training Capacity and the Number of Skilled Workers , as validated by relevant employers | 20 | Up to 5 additional points: if focusing on individuals facing barriers to employment and demonstrating regional collaboration and capacity building. |
| Builds on Proven Programs | 10 | NA |
| Demonstrates Sustainability | 10 | NA |

- a. **Demand-driven:** Applicants should show strong evidence that the program, for which they will be purchasing and installing equipment to support, is meeting the needs of employers in their region. Strong evidence includes regional labor market data available from Workforce Skills Cabinet regional planning meetings, research-based report or study, a letter of support from the Regional Workforce Development Board confirming that there is a high demand in the specified program, and letter of support from two or more employers confirming a workforce need and the role (s) they will play in partnering activities.

- b. **Leverages Partnerships and Matching Funds:** Applicants should show strong evidence that the program, for which they will be purchasing and installing equipment to support is reflective of and aligned to other secondary, post-secondary and training career pathway programs in the region to rationalize and increase overall training capacity and maximize the program’s impact on employment outcomes. Partners may include Workforce Development Boards (WDBs), career centers, two and four-year public and private universities and colleges, vocational technical or comprehensive high schools, apprentice programs, economic development associations, adult basic education providers, local/regional employers and/or manufacturing associations, and community based organizations.

Applicants should explain how the proposed funding will complement or leverage other state, federal or private funding. Examples of existing statewide resources include grants funded through the Urban Agenda Grant Program (EOHED), Advanced Manufacturing Training Program Workforce Development Grants (EOHED), the Workforce Competitiveness Trust Fund (EOLWD, Commonwealth Corporation), Dual

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Enrollment (DHE), or grants from foundations or federal government, and core funding for vocational technical education programs and community colleges. Additionally, applicants must demonstrate in-kind or cash match from employers to support programs supported by the grant request.

- **Reflects Regional Plans:** Describe alignment to industry sectors, high-demand occupations and strategies prioritized in the Workforce Skills Cabinet Regional Blueprint currently in development in your region. If you are not familiar with this Regional Blueprint please contact your local Workforce Board for more information. Additionally, describe the extent to which the program aligns to and correlates to training and employment outcomes defined by the Regional Workforce Development Board plan for the applicant’s service area. Plans can be found on <http://www.mass.gov/massworkforce/resources/wib/>.

- c. **Optimizes Regional Training Capacity and Significantly Increases Supply of Skilled Workers in High-Demand Industries:** Applicants must explain how the grant funding will improve the skills of the students and provide for three of the following:
 1. Increase in number of students able to participate in an *existing* program.
 2. Creation of a new program to meet demonstrated demand.
 3. Increase in the availability of the equipment outside of the organization’s normal working hours (e.g. after 5 PM, on Saturday, and/or on Sunday).
 4. Increase in the availability of the equipment to students from partnering organizations.
 5. If no increase in the number of participating students is projected, the applicant must demonstrate a significant improvement in the skills of the students who are able to participate in the program because equipment will be replaced or updated, as validated by at least two employers.

In addition, applicants are especially encouraged to focus on increasing access for those facing barriers to employment. An individual with barriers to employment is an unemployed individual with one or more socio-economic challenges that must be addressed if attainment and maintenance of employment is likely to be successful. For example, minorities, low income individuals, individuals with disabilities, veterans, CORI, etc. Applications will receive selection preference if they can demonstrate how the program will take specific, steps to engage, address, and retain these populations.

- d. **Builds on Proven Programs:** Applicants should demonstrate that their funding proposal will improve the capacity and quality of a program that has achieved high quality and consistent results, or that the program is based on other programs that have achieved

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such results. For example, the program is accredited, or has been evaluated by a third party to determine its effectiveness. The applicant should also demonstrate the ability to successfully implement new initiatives and expend grant funding on a timely basis.

- e. **Demonstrates Sustainability:** Applicants should show evidence of the ability to providing resources to maintain and operate the new equipment as well as to sustain the enrollment and number of credentials awarded by an expanded or improved program.

Application Forms and Guidance

The following pages comprise the application forms required for this grant program. A complete proposal packet includes the following components: cover page, proposal narrative (not to exceed 5 pages), proposed budget and a minimum of two letters of support from industry partners. Unless otherwise indicated, all sections must be completed. **Complete instructions on how to use the online application system are found here ([Link to Wizehive](#)).**

**Massachusetts Skills Capital Grant Program
FY 18 APPLICATION**

COVER PAGE

| | | |
|--|----|--|
| Primary Contact (Authorized Signatory) – for award notification and contract execution | | |
| School/Organization Name: | | |
| Primary Contact Name and Title: | | |
| Mailing Address: | | |
| City/State/Zip: | | |
| Email Address: | | |
| Telephone: | | |
| Tax ID # | | |
| Applicant/Project Website: | | |
| Identify if the organization has applied or been awarded MA Life Sciences Center funding in the last three years. | | |
| Project Contact (if different) – for technical questions, follow up, and/or reporting | | |
| Project Contact Name/Title: | | |
| Email Address: | | |
| Telephone: | | |
| Grant Proposal Summary Information | | |
| Project/Program Name: | | |
| Grant Amount Requested: | \$ | <input type="checkbox"/> New Program <input type="checkbox"/> Existing Program |
| Brief Project Description: In this space, provide a concise (no more than 200 words) summary of the proposed project, including the target industry and population, description of the training provided, and what equipment will be purchased and installed. | | |

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PROPOSAL NARRATIVE

1. Applicant Description

Provide a concise description of the Lead applicant and the project. Include the organization's experience and past success/outcomes in education/workforce training to accomplish the goals of the program utilizing the equipment requested in this application.

2. Project Overview. Please describe the following:

Target Population(s):

- What is the career technical education program that the equipment will support?
- What is the geographic area you are proposing to serve?
- What is the demand by industry for the occupation (s) in the region? Describe alignment to industry sectors, high-demand occupations and strategies prioritized in the Workforce Skills Cabinet Regional Blueprint currently in development in your region. If you are not familiar with this Regional Blueprint, please contact your local Workforce Board for more information.
- What are the target populations that the program will serve?
- What type and number of credentials will be awarded?
- Who are and what are the role (s) of the primary industry, education, community and workforce partners? Identify how the program spans or aligns to secondary and post-secondary in demand industry credentials?

Use of Grant Resources:

- Describe the equipment to be purchased.
- How did industry and/or employer partners provide input on what relevant equipment they need? To what extent does the equipment meet exact specifications to what a current employer needs and is on their own shop floors?

3. Project Questionnaire - Applicants must answer all of the questions below. If a question does not apply to your organization/partnership, write "Not Applicable" in the section. Do not skip any questions or change the order of the questions. You may adjust the spacing in each section on this application to accommodate your answers. Answers may also be provided in bulleted or chart form.

A. Reflects Regional Plans (20 points):

1. Describe the extent to which the program aligns to and/or correlates to training and employment outcomes defined by the Regional Workforce Development Board's plan for the applicant's area.

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2. Describe the applicant’s experience and plans for working with industry, regional planning organizations and/or education providers to inform program design.
3. Describe the applicant’s experience and plans working with complementary or similar programs in the region that provide opportunities for collaboration.
4. Describe how the program demonstrates that funding is reflective of and aligned to other secondary, post-secondary and training programs in the region.

B. Demand Driven (20 Points):

1. Identify the high-demand career pathways, instructional program (s), target occupation(s) the applicant will provide training programs. (Please include Classification of Instructional Programs (CIP) code for each program and the primary Standard Occupational Classification (SOC) code(s) for each targeted occupation(s). [Information can be found at <http://www.onetonline.org/crosswalk/>]
2. For each target occupation provide local labor market information and data to document a sufficient number of local vacancies in these occupations to meet placement goals. Please demonstrate how the proposed program will lead to employment for trainees.
 - i Describe past evidence of job placement for graduates from the program.
 - ii Describe expected job placement rate for the new or expanded program, including evidence provided by relevant regional employers.
3. Describe the enrollment and completion goals for the program if awarded the equipment grant by completing the charts below for each instructional program identify the projected number of students enrolled, number of students completing and number of credentials to be awarded per year FY8, FY19, FY20.

Enrollment

| Training Program (CIP) / Occupation(SOC) | Current Annual Capacity (# of seats) in your program (0 if new program) | Increase in capacity as a result of this grant, if applicable | Name and Number of Credentials to be awarded in FY8, FY19, and FY20 |
|--|---|---|---|
| | | | |
| | | | |
| | | | |

Credential Awarded

| Training Program (CIP) / Occupation(SOC) | Name and Number of Credentials to be awarded | FY18 | FY19 | FY20 |
|--|--|------|------|------|
| | | | | |

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| | | | | |
|--|--|--|--|--|

C. *Leverages Partnerships and Matching Funding (20 Points):*

Provide evidence that the program the equipment will support is operated in close partnership with other organizations in the region, including educational institutions, to increase the program’s reach and capacity. Related to the programs and requested equipment and high-demand career pathways:

1. Identify your current and anticipated employer partners’ roles and activities related to the program(s) the new equipment is supporting. Identify any specific work-based learning experience activities related to the program. Describe plans for increasing the number of active employer partners. Identify if your partner currently is or will participate in MA Connecting Activities program. Information on MA Connecting Activities can be found at <http://www.massconnecting.org/>.
2. Attach at least two current letters of support from employer partners that identifies the role (s) they will provide to support the program. If an employer is providing in-kind support, please request the employer include the information in the letter.
3. Identify and describe current and future partnerships and roles of career centers, workforce development organization(s) and/or community based organization(s).
4. Please describe the extent to which the program has been able to leverage other funding sources.
5. Please identify the source and level of matching funds that are being provided to support the purchase of technology and equipment your application is requesting.

For Additional Bonus Points (5 Points):

1. Describe program related current and future partnerships and roles with other high school, community colleges or training providers in the region. Identify the extent to which such partnerships rationalize and optimize overall system capacity to serve students and close a regional skills gap.

D. *Maximizes Increase in Skilled Workers and Supports Chronically Un/Underemployed (20 points):*

1. What are the current outcome measures of the program (if currently operating)? How will the equipment improve the program’s future outcome measures? Explain the improvement in the skills of the students who are able to participate in the program, because equipment will be replaced or updated.
2. Explain how you will provide focused career guidance and advisement to support the success of students in the proposed program.

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3. To what extent will this grant increase the capacity of the program to serve more students? Explain how the grant funding will provide at least three or more of the following:
1. An increase in the number of students who are able to participate in an *existing* program.
 2. Creation of a new program to meet demonstrated demand, as validated by relevant regional employers.
 3. An increase in the availability of the equipment outside of the organization's normal working hours (e.g. after 5 PM, on Saturday, and/or on Sunday).
 4. An increase in the availability of the equipment to students from partnering organizations and number of partnering organization students to be served.
 5. No increase in the number of participating students, but an improvement in the skills of the students who are able to participate in the program, because equipment will be replaced or updated, based on evidence provided by relevant regional employers.
4. **For Additional Bonus Points (5 Points):**
1. Identify how the program is designed specifically to recruit, assess and support the training of underemployed and unemployed individuals, including individuals with barriers to employment. Identify the projected number of participants and credential to be awarded. An individual with barriers to employment is an unemployed individual with one or more socio-economic challenges that must be addressed if attainment and maintenance of employment is likely to be successful. For example, minorities, low-income individuals, individuals with disabilities, veterans, CORI, etc.
 2. Describe how you will build innovative regional collaboration activities and how the equipment will support programs that will have a wide and sustainable impact on the region's economic success.

E. *Builds on Proven Programs (10 points):*

1. Please describe the program's track record of high quality and consistent results, or how this funding proposal is based on other programs that have achieved such results. For example, the program is accredited, or has been evaluated by a third party to determine its effectiveness.
2. Please describe the applicant's ability to successfully implement new initiatives and expend grant funding on a timely basis.

F. *Sustainability (10 points):*

1. Does the school/institution have a capital/operating plan for financing the ongoing maintenance and/or future replacement of the equipment? Please describe current plan or commitment to develop a plan.
2. Please describe current plan or commitment to develop a plan to sustain or enhance enrollment levels and credentials awarded in to meet the region's workforce needs.

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3. Please list the total value and separately itemize each matching fund source, type (in-kind and/or cash) and program the matching funds are supporting.

4. Timeline for Project Plan- Please identify each activity that you will engage in during the program period.

1. Identify each major program milestone activity you will complete in FY18.
2. Please provide a projected timeline for purchasing and installing the proposed equipment by June 30, 2018.

5. Budget Submission:

A proposed grant budget should be prepared using the form below. Applicants should be able to outline specific equipment purchases to be made with this grant as well as estimated costs of installation and/or related costs. Total in proposed budget worksheet should equal total grant request.

1. **Match Commitment:** Applicants must demonstrate in-kind or cash match to support programs supported by the grant request.

**FY 18 Massachusetts Skills Capital Grant Program
APPLICATION**

PROPOSED GRANT BUDGET

The chart below is an embedded Excel worksheet. Double click to open. Please outline specific equipment purchases that would be made with this grant, including any related installation costs. Add rows, as needed.

If applying for equipment to support multiple types of programs please complete the chart below;

| Training Program / Occupation | Budget Request to Support Equipment For the Program |
|-------------------------------|---|
| | \$ |
| | \$ |
| | \$ |
| Total Budget Request | \$ |

(Enter Applicant Name)

| Equipment Purchases | | | | |
|------------------------------------|--------|----------|-------------------------|----------------|
| Item Description | Vendor | Quantity | Cost/Item | Total Cost |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | Total Equipment: | \$ - |
| | | | | |
| Installation/Other Expenses | | | | |
| Description of Expense | | | | Estimated Cost |

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| | | | | |
|------------------------|--|--|----------------------------------|-------------|
| | | | | \$ - |
| | | | | \$ - |
| | | | | \$ - |
| | | | Total Installation/Other: | \$ - |
| | | | | |
| Total Requested | | | | \$ - |
| | | | | |
| Matching Funds | | | | |
| Cash Match | | | | |
| In-kind Match | | | | |
| Total | | | | |