Request for Funding Application

Project Name:

Requestor's Name:

SAM.gov now lists a UEI number instead of a DUNS number. Please provide the UEI number for the organization that will be receiving the dollars that you applied for through the EDA.

UEI Identification:

Please indicate the type of organization you are from the list below:

- City or political subdivision of the state
- State or state agency
- Institution of Higher education
- Public or private non-profit organization
- Economic Development District Organizations
- Indian Tribe or a consortium of Indian Tribes

Please read the following exhibits carefully prior to developing your request for funding. Equally important is exhibit B which details the reporting requirements for this funding.

Exhibit A - Approved Request for Funding Support Form & Budget

Part 1:

_____

Request for Funding from the Maryland State Tourism Grant Program (EDA)

Project Narrative/Scope of Work

Request for Funding from the Maryland State Tourism Grant Program
(EDA)

Project Contact Information

Please also submit the non-profit documentation for each non-profit subaward (organization's articles of incorporation, bylaws, and certificate of good standing).

Request for Funding from the Maryland State Tourism Grant Program
(EDA)

Budget

Contact Information for the State Tourism Grant Program

Staffing Plan

**Request for Funding from the Maryland State Tourism Grant Program
(EDA)**

Implementation Plan and Schedule

EXHIBIT B

Project Requirements If awarded, a grantee must:

- Execute a contract;
- Successfully complete the US Department of Commerce's Compliance with EDA Rescue [Plan Program Requirements Fraud Awareness Training](#) and submit the signed completion certificate within 60 days of the grant award;
- Be in compliance at all times with the reporting and all other requirements established and communicated at the time of or prior to contracting.: o
- Grantees must submit all reports digitally on the forms supplied Adherence with Federal Contractual Requirements

Reporting:
The following information will need to be included in the bi-annual progress report due on March 1 and December 1.

Progress Report:
1. Overview of the Project
2. Lessons learned during the reporting period
3. Did the event/activity meet the benefit statement in the original application
4. Document accomplishments, benefits and impacts of the project that should lead to specific outcomes such as job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity or other positive economic development benefits
5. Compare progress on the project with the targeted schedule, explaining any departures will be remedied and projected course of work for the next report
6. Outline if there are any media opportunities that highlight the U.S. Economic Development Administration and the Maryland Department of Commerce

Financial Report:
Federal Financial Report (Form SF-45) must be submitted along with the progress report.