#### Submission Narrative Template

Each of the following four questions should be addressed in the Submission Narrative deliverable. The content bullets are only suggestions to guide your responses. The individual answers to the questions do not have a word limit; however, the aggregate response to these four questions must not exceed 2,500 words at 11-point font size, not including captions, figures/graphs, or references. A word count must be included at the end of your submission. You may also include up to five labeled, supporting images, figures, or graphs. Additional content will not be reviewed.

**Question 1 – Organization Overview - Describe your organization, team, network, and why you are**

**qualified to implement the MVP**

* Provide a brief introduction of your organization and its goals/mission
* Describe your organization’s past performance, specifically around supporting startups
* Identify the key team members implementing this program and their expertise
* Describe your external advisors, advisory board, and/or regional partnerships
* Describe what practices you engage in to advance equity and inclusion among your team, partners, and advisors

Question 1 Response:

**Question 2 - Region and MVP Overview -- Describe the region you operate in and the program you’re**

**going to implement**

* Describe your region and the current services available to help energy entrepreneurs
* Describe your MVP and how it adds value to supporting energy startups and regional partnerships
* Highlight any critical relationships/partnerships that will make your MVP successful
* Describe what success looks like at the end of your MVP (be as specific and tangible as possible in terms of number of people, engagements, time, etc.)
* Describe what steps you have already taken to inform your MVP design and what stakeholder engagement/discovery is still needed before implementation can begin
* Describe how the MVP and work the incubator is doing will benefit communities in your region

Question 2 Response:

**Question 3 – New Elements and Focus Area – Clearly articulate what elements of your MVP are**

**new/different from your existing programming**

* Identify the focus area of your MVP (DEIA, rural and disadvantaged communities, lab-to-market, sector-specific support, other high-impact theme) and why you are addressing that focus area
* Describe why your MVP will be successful in meeting the specific needs of this focus area
* If applying for a Bonus Prize, specifically address how your MVP meets the Bonus Prize criteria

Question 3 Response:

**Question 4 – Implementation Plan – Remembering that Phase 1 ends when you submit this submission, outline your MVP implementation plan for Phase 2 and the Cooperative Agreement**

* Describe the progress made on your MVP to date (i.e., what have you done during Phase 1 toward designing, developing, and planning your MVP)
* Describe your plan for collecting and reporting on metrics for your MVP
* Define your goals for your MVP, including specific milestones
* Provide a timeline and implementation plan for your MVP, specifically highlighting when you will start interacting with startups
* Identify which portions of the MVP will be completed by the end of Phase 2 and which will be completed during the Cooperative Agreement phase
* Provide a high-level budget for your MVP implementation

Question 4 Response:

## Supplementary Information

### Four question narrative word count: \_\_\_\_\_\_\_ total words

### Submission Summary Slide (a PowerPoint slide, will be made public)

Make your own public-facing, one-slide submission summary that contains information about your organization, MVP, and plan for implementation. There is no template, so feel free to present the information as you see fit. Please make any text readable in a standard printout and conference room projection.

### Letters of Commitment or Support (optional)

Combine and upload as a single file one-page letters from relevant entities (e.g., partners, potential customers) to provide context and show the viability of the MVP. This could include letters from partners or others you believe are critical to the success of your proposal. Any letters of commitment or support must be on letterhead, uploaded as a single file, and readable by Microsoft Word or Adobe PDF.

**Please read and comply with additional requirements about your submission in the Official Rules.**

**COMPETITORS THAT DO NOT COMPLY WITH THESE REQUIREMENTS MAY BE DISQUALIFIED.**