



## **The Rhode Island Life Science Hub Organization Programming Grant Guidelines**

### **Program Overview**

The Rhode Island Life Science Hub was established in early 2024 with the intention to be the central entity and coordinating organization of life science initiatives on behalf of the state of Rhode Island. The guiding principle of the Hub is to facilitate the development of medical advances and scientific breakthroughs by supporting companies who specialize in the life science fields of biopharmaceuticals, medical devices, biomedical technology, biomanufacturing, cell and gene therapies, biomedical engineering, genomics, diagnostics, and the broader life sciences. The FY24 budget included a 3-year \$45M investment in the life sciences and a portion of these funds will support this Programming Grant program.

As the Rhode Island life science community grows, RILSH recognizes the role our Rhode Island organizations play in advancing life science innovation. We must continue the foundational support for this community to allow more rapid and scalable advancement to catalyze scientific innovation. Investment across the continuum from early-stage startups to further growing our existing life science businesses is essential.

*To this end the **RILSH Organization Programming Grants** aim to provide a total of **\$2.5M in funds** to established life science partner organizations who share our passion and commitment to building and growing our life science companies as well as ensuring excellence in all aspects of our industry.*

**The Organization Programming Grants will run from  
November 15<sup>th</sup>, 2024 – December 15<sup>th</sup>, 2024 at 1 p.m. EST.**

**We anticipate announcing awards by late-January 2025 following approval by the  
RILSH Board of Directors and any subsequent company negotiations.**

**PLEASE SUBMIT A COMPLETE ELECTRONIC APPLICATION WITH ATTACHMENTS TO THE  
RHODE ISLAND LIFE SCIENCE HUB AT [INFO@RILIFSCIENCE.COM](mailto:INFO@RILIFSCIENCE.COM).**

## 1. Organization Programming Objectives

- **Purpose:** The goal of RILSH Organization Programming Grant is to advance our life science industry within the state of Rhode Island through the support of organizations who are uniquely suited to rapidly growing their existing program to support an increasing number of new entrepreneurs, new company creation, and company growth, all with the ultimate goal of improving health and wellness. In addition, the opportunity to support a diverse life science ecosystem is dependent on inclusion of diverse and often under-represented populations. Programming support for organizations who are willing to pilot key programs for these populations will also be critical. Collectively, the RILSH and our partner organizations play a key role in attracting, training, and retaining scientists within our life sciences community.
- **Target Audience:** Existing organizations who serve the broad life sciences ecosystem here in Rhode Island with scalable programs in place or existing organizations who have identified key gaps in existing programs with special emphasis on under-represented life science populations.

## 2. Grant Criteria

- **Business Types:** To qualify for these grants an organization must be an existing legal entity that have either: 1) existing life science programs that have already shown significant benefit to RI-based life science companies and would be eligible for capital funding from the RILSH or 2) proposed development of tailored programming to meet the needs of under-represented life science populations. Successful proposals will demonstrate their ability to scale existing programs with provided funds, develop pilot programming to meet the needs of under-represented life science populations, define clear milestones throughout the funding period and define metrics which advance our life science industry. Metrics should include the number of new companies launched, the growth of existing companies including new hires and capital dollars raised by supported companies.
- **Location Requirements:** Organizations should be incorporated in Rhode Island and focused on program delivery to Rhode Island life science companies and entrepreneurs.

- **Size and Stage of Business:** The organization should consist of full-time staff, have a track record of programming across the state and be readily able to grow programming or launch new programming with existing expertise.

### 3. Grant Structure

- **Grant Amounts:** The RILSH will invest up to \$2.5 million capital to support existing organizations who today offer: entrepreneurship programming, life science knowledge expert networks who work directly with our life science companies, company accelerator programming to advance more businesses including approaches to capital raise, expanding policy efforts to grow a strong RI business community or to address key gaps in our Rhode Island life science ecosystem. Additionally, efforts to enhance diversity in our industry are essential in all aspects of organizational offerings. An organization may submit one application for funding.
- **For Scaling Existing Programs:** Typical grant requests for this program are up to \$250,000 annually for up to two years. Renewal as the end of year one will be accomplished through a written review presented to the RILSH Program Manager and reviewed by the RILSH leadership as well as a brief report presented for approval to the RILSH BOD. The written review will be due 11 months after funding is initiated.
- **For New Programming to Address Under-represented Populations:** Typical grant requests for this program are up to \$50,000 annually for up to two years. Renewal as the end of year one will be accomplished through a written review presented to the RILSH Program Manager and reviewed by the RILSH leadership as well as a brief report presented for approval to the RILSH BOD. The written review will be due 11 months after funding is initiated.
- **Joint Meeting:** The funded organizations must also commit to a joint meeting of all funded organizations at the start of the program, at the end of year one funding and at the end of year two funding with the specific purpose of fostering cross-organizational learnings, identify gaps in programming as well as opportunities to fill these gaps to ensure we are best serving the community.
- **Anticipated Awards:** RILSH expects to fund up to four organizations for programming at scale and up to five organizations for new programming to address under-represented populations. Grantees will be determined based on the quality of the submitted proposals.

#### 4. Use of Funds:

- Allowable expenditures for use of RILSH funds include: organization operations and general support, programming (existing and expanding), ecosystem capacity building including long-range planning, supporting professional networks involved in advising life science companies, ongoing seminar programs relevant to commercialization and so forth.
- Non-fundable expenses include legal expenses, travel, debt payments, payments to board members, operating costs such as rent and utilities and activities that would ideally be funded by other funding sources.
- Traditional workforce development is not included in this program as the RILSH anticipates a future focus on separate funding for such efforts.
- No requests above the indicated amounts will be awarded.

#### 5. Application and Selection Process

- **Application Form:** We are currently developing a brief application form that collects necessary information about the business and their plans. This application will include:

##### **Organization Program Scaling**

- Name, address, description, and website of applicant org.
- Primary contact including name, email and phone number
- Proof of Corporate Status (e.g. Articles of Incorporation, Registration with RI Secretary of State, etc.)
- Purpose (description of program, initiative, project, event, or other purpose)
- Specific Details on Existing Programs and Target Audience
- Detailed Budget for Planned Use of Funds and Timeline
- Reference Letters from five (5) Life Science Companies the organization has supported

##### **Organization Program Pilot for Under-represented Populations**

- Name, address, description, and website of applicant org.
- Primary contact including name, email and phone number

- Proof of Corporate Status (e.g. Articles of Incorporation, Registration with RI Secretary of State, etc.)
  - Purpose (description of program, initiative, project, event, or other purpose)
  - Specific Details on Planned Pilot Programs and Target Audience
  - Detailed Budget for Planned Use of Funds and Timeline
  - Reference Letters from one-two (1-2) Life Science Companies the organization has supported
- **Evaluation Criteria:** The RILSH is working on the quantitative metrics to be utilized to demonstrate impact on the life science ecosystem. These will include but are not limited to:
    - Depth and Breadth of Programming
    - Number of New Staff Hired by Organization
    - Number of Life Science Entrepreneurs Supported Across Programs
    - Number of Life Science Companies Supported Across Programs (both newly created and existing companies)
    - Capital Raised by Life Science Companies Supported by Programming
  - **Selection Committee:** In order to expedite funding decisions, the RILSH Executive Team will review applications, summarize recommendations to the RILSH Board of Directors and be approved by the Board in January 2025.
  - **Additional Information:** The Rhode Island Life Science Hub reserves the right to require the submission of additional information in connection with any application or to require the revision of an application.

## 5. Compliance and Reporting

- **Agreement Terms:** Applicants approved for a grant will be required to enter into a grant agreement with the Rhode Island Life Science Hub in order to receive the grant. The Rhode Island Life Science Hub may request additional information in the course of executing the agreement.
  - Awarded organizations will complete a Life Science Certification Attestation with the RILSH.

- Grant recipients are required to execute a grant agreement outlining the terms, including compliance requirements, milestones and timelines for financial payments to the organization.
- Grant recipients must provide the RILSH with a valid W-9 for organization.
- Following execution of the grant agreement, funds will be provided to the organization as follows: 25% upon signing agreement, 25% at six-months, 25% after completion of Year One Summary and 25% at 18 months based on the terms of the Grant Agreement.
- **Reporting:** The grant recipient will provide a written summary with defined metrics reported at the end of Year One and end of Year Two.