



**Southern
New Hampshire
University**

Build Back Better Regional Challenge

COMMUNITY GRANT PROGRAM PACKET



**BioFabrication Cluster
Work & Learn Program**





Applicant Guide Overview

This packet integrates program framing, applicant guidance, federal funding stewardship language, and competitive solicitation structure for the Build Back Better Regional Challenge Community Grant Program.



PROGRAM AT-A-GLANCE

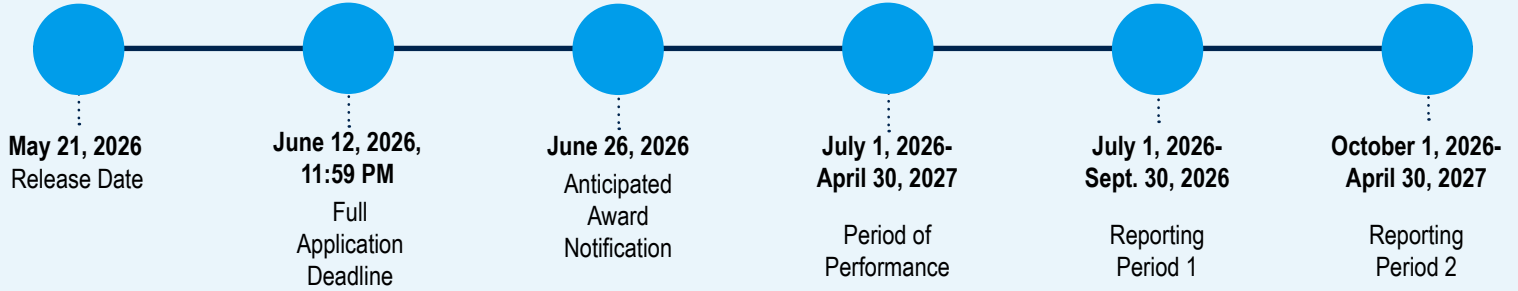
Program	Build Back Better Regional Challenge (BBBRC) Community Grant Program
Geographic Focus	Greater Manchester, New Hampshire
Total Funding Available	\$2,000,000
Grant Term	July 1, 2026-April 30, 2027

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Part 1: Notice of Funding Opportunity



1. Overview

Southern New Hampshire University (SNHU) invites eligible organizations to apply through this Notice of Funding Opportunity (NOFO) for the Build Back Better Regional Challenge (BBBRC) Community Grant Program. This program is part of the broader BioFabrication Cluster Work & Learn Program led by SNHU in partnership with the University of New Hampshire, the Advanced Regenerative Manufacturing Institute, and Manchester Community College. The Work & Learn Program is designed to strengthen and expand the workforce pipeline by reducing barriers that can prevent residents from participating in education, training, and employment pathways. Through this funding opportunity, SNHU seeks to distribute valuable federal investment towards trusted community partners serving Greater Manchester, New Hampshire, that can create practical on ramps to education and workforce opportunities in the biofabrication sector.

Funded partners will help residents access the support, preparation, and connections they need to pursue meaningful education, training, and employment opportunities within the region's growing biofabrication economy.

2. Program Purpose

The purpose of this funding opportunity is to support local organizations that help residents facing barriers access education, training, and workforce pathways.

Funded work should be pathway-oriented. Strong proposals will show how the proposed activities help participants move closer to opportunity through outreach, readiness support, navigation, counseling, and barrier reduction. Projects should also demonstrate a clear connection to education, workforce readiness, career exposure, or other pathway-building activities aligned with the Work & Learn Program.

Program objectives

- Support local partners in building pathways to education and workforce opportunities within the biofabrication sector.
- Strengthen community-based capacity to help residents move toward opportunity.
- Reduce barriers to participation in education, training, and employment.
- Help ensure more Greater Manchester residents can benefit from regional economic growth.

3. Program Administration

SNHU serves as the lead institution for the Work & Learn Program and the awarding entity for the BBBRC Community Grant Program. SNHU is responsible for final funding decisions, grant agreements, distribution of funds, and overall program oversight and compliance.

Granite United Way supports SNHU in the design and administration of the BBBRC Community Grant Program, including facilitation of the application process, technical assistance for applicants during the application period, and limited post-award administrative support, including report collection. Granite United Way is not the grantor of record and does not distribute awarded funds.

4. Available Funding

SNHU expects to make up to \$2,000,000 available through the BBBRC Community Grant Program. Individual awards are expected to range from \$50,000 to \$300,000.

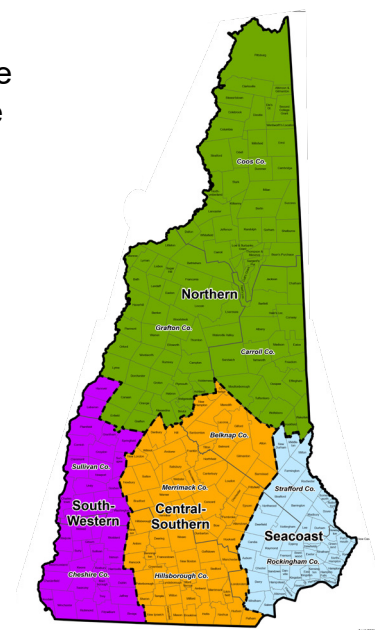
SNHU may make multiple awards through one or more funding rounds depending on available funds, application quality, and program priorities. SNHU reserves the right to make awards above or below the anticipated range, fund proposals in whole or in part, negotiate final scope and budget, and make no awards.

5. Geographic Focus

This funding opportunity is focused on Greater Manchester, New Hampshire, and on communities that fall within the geography of the BioFabrication Cluster Work & Learn Program. Applicants must demonstrate that the proposed project will clearly benefit Greater Manchester residents and align with communities connected to the Work & Learn Program.

To further define regional eligibility, SNHU will reference the New Hampshire Department of Business and Economic Affairs (“BEA”) map of Collaborative Economic Development Regions (“CEDRs”) in determining whether an applicant’s service area is located within, or primarily serves communities within, the relevant region. The BEA CEDR map identifies municipalities by region and will be used by SNHU to confirm whether the applicant organization, the proposed service area, or the primary population to be served falls within the applicable geographic footprint.

Based on the [BEA CEDR map](#), Greater Manchester is located within the **Central-Southern** CEDR, which includes municipalities in the surrounding regional labor market and community network.



6. Eligible Applicants

- Nonprofit (501c3) organizations that are registered and in good standing with the New Hampshire Secretary of State and the New Hampshire Attorney General's Charitable Trusts Unit.
- Public entities, including public schools, school districts, and other public entities serving Greater Manchester communities.

Applicants must demonstrate sufficient organizational, fiscal, and programmatic capacity to implement the proposed work and comply with applicable grant requirements.

7. Priority Populations

- Students, early-career learners, and young adults exploring or preparing for education and workforce pathways.
- Adults seeking to begin, return to, or transition within education or employment.
- Individuals facing economic or structural barriers that limit access to education, training, and employment opportunities.
- Individuals building communication skills and/or who require support with communication access.
- Individuals navigating transition, re-entry, or recovery after major life disruption.

8. Eligible Activities

Community Outreach and Engagement. Efforts to identify, inform, and build relationships with residents who may benefit from education and workforce pathways.

Workforce Readiness and Career Preparation. Programs that help participants build the skills, knowledge, confidence, and preparation needed to move toward education, training, internships, apprenticeships, or employment.

Career Navigation and Counseling. High-touch career navigation and counseling services that help participants understand options, set goals, and connect to the next right step.

Barrier Reduction. Supports that address obstacles such as language access, technology access, transportation, or other practical barriers that interfere with participation.

Connection to Education and Training Pathways. Programs or services that connect participants to HiSET, college, certificate, training, or other readiness pathways.

Organizational Capacity Building. Investments that help organizations strengthen staffing, systems, partnerships, or infrastructure needed to deliver this work effectively.

Projects do not need to place participants directly into biofabrication jobs to be competitive. Strong projects may support earlier steps in the pathway, including readiness, navigation, career exposure, or connection to education and training opportunities.

9. Use of Funds

Applicants must submit a clear budget and budget narrative that uses accurate totals, ties expenses directly to proposed activities, explains how the funding will support the project, and reflects reasonable and necessary costs.

- Use accurate totals and consistent calculations.
- Tie each requested expense to a planned activity.
- Explain any costs that are unusual, high, or not self-explanatory.
- Ensure the budget matches the project described in the application.

10. Federal Funding and Compliance

This program is supported by federal funding awarded to SNHU by the U.S. Department of Commerce, Economic Development Administration (EDA) under the Build Back Better Regional Challenge for the BioFabrication Cluster Work & Learn Program.

Applicants should approach this opportunity as a federally funded grant program, not unrestricted private funding. Organizations awarded funds through this program should be prepared to comply with applicable federal requirements, including [2 CFR Part 200](#) and applicable provisions of [13 CFR Chapter III](#).

This may include requirements to:

- Use funds only for approved project purposes.
- Ensure costs are reasonable, necessary, and allocable to the project.
- Maintain complete financial and program records.
- Follow applicable procurement requirements.
- Comply with reporting, monitoring, and record retention requirements.
- Make records available for review, monitoring, or audit, as required.

11. Competitive Solicitation and Application Process

This NOFO establishes a phased, competitive solicitation process. All submissions will be reviewed through a standardized, objective process using common eligibility requirements and evaluation criteria.

Phase 1	Notice of Funding Opportunity
Phase 2	Full Application
Phase 3	Award Notification and Acceptance
Phase 4	Reporting and Monitoring

12. Submission and Award Conditions

Funds awarded through this program are federal funds and should not be treated as unrestricted private grant funds. SNHU may provide an initial advance payment for approved startup costs, up to 30% of the total grant award. Any advance must be tied to approved project activities and immediate implementation needs.

After the initial advance, remaining funds will be paid on a cost-reimbursement basis through monthly invoicing or another approved payment schedule. Grantees must submit documentation showing that expenses are allowable, reasonable, allocable to the approved project, included in the approved budget, incurred during the grant period, and compliant with applicable federal requirements, including 2 CFR Part 200. Continued payment is contingent upon demonstrated progress, timely documentation, and compliance with the grant agreement.

13. Reporting Requirements

Awardees must submit periodic progress reports using the SNHU Community Grant Program Progress Report template. These reports support accountability, track project progress, and help SNHU assess the outcomes, challenges, and community impact of funded activities.

Progress reports must include updates on:

- Overall project progress during the reporting period;
- Key activities completed or in progress;
- Success stories, promising practices, or examples of participant or community impact;
- Next steps and planned activities for the upcoming reporting period;
- Progress toward the project-specific metrics, targets, and milestones in the grant agreement;
- Press, media, outreach, or visibility opportunities related to the funded project; and
- Budget status, including the total project amount, funds spent to date, remaining balance, and percentage of funds expended.

Grantees should be prepared to report on implementation progress and measurable outcomes. SNHU may use this information to monitor grant-funded activities, document impact, meet funder reporting requirements, and highlight the role of community-based organizations in expanding access to education, workforce pathways, and the regional biofabrication economy.

Reporting deadlines and submission instructions will be provided in the grant agreement or award notice. Failure to submit required reports may affect payment processing, future funding eligibility, or grant closeout.

14. Questions and Technical Assistance

Technical assistance is available during the application period and may include written guidance, information sessions, office hours, or applicant questions.

Questions regarding this NOFO must be submitted in writing to: BBBRC@graniteuw.org

Part 2: Sample Application Preview

The sample application below is provided for planning purposes only. Applicants are encouraged to review the questions, gather required information, and prepare narrative responses and budget materials before completing the online application. Final submissions must be entered and submitted through the grant portal by the published deadline.

1. Project Overview

Project Title:

Amount Requested:

Priority Population(s) to Be Served: Select all that apply

- Students, early-career learners, and young adults exploring or preparing for education and workforce pathways
- Adults seeking to begin, return to, or transition within education or employment
- Individuals facing economic or structural barriers to opportunity
- Individuals building communication skills and/or requiring communication-access support
- Individuals navigating transition, re-entry, or recovery after major life disruption
- Other: _____

Primary Project Activities: Select all that apply

- Outreach and engagement
- Workforce readiness and career preparation
- Education and/or career navigation and counseling
- Individual case management and barrier reduction
- Resource and Referral
- Organizational capacity building
- Other: _____

Participant Engagement Model: Select all that apply

- One-on-one support
- Group workshops or classes
- Drop-in services
- Community-based outreach
- Virtual services
- In-person services
- Referral-based support
- Employer-connected activities
- Education/training partner coordination
- Other: _____

Project Summary

Please provide a summary of the proposed project. Responses should describe the population(s) to be served, the core activities to be funded, and how the project will help participants move toward education, training, career exposure, credentialing, employment, or related next-step opportunities. (500 word max.)

2. Project Activities and Participant Experience

Describe the core activities to be carried out during the grant period. Include what participants will experience, how they will engage with the project, and the primary services, supports, or deliverables the project will provide.

3. Pathway Alignment and Participant Progress

Explain how the proposed activities will help participants make meaningful progress toward education, training, workforce readiness, career exposure, credentialing, employment, or related next-step opportunities. Responses should clearly connect the proposed activities to the intended participant pathway. (500 word max.)

4. Barrier Reduction and Access

Describe the key barriers that may interfere with participant engagement or progress, and explain how the project's design, supports, partnerships or delivery approach will respond to those barriers. (500 word max.)

5. Organization Experience, Readiness, and Capacity

Describe the organizational experience, community relationships, staffing, infrastructure, systems and operational capacity that position your organization to carry out this project successfully. If the proposed project builds on existing work, describe how long it has been operating, number of participants typically served, and any relevant/available results or lessons learned. (750 words max.)

6. Goals, Outcomes, and Measurement

What are the primary results this project is expected to achieve during the grant period? Identify the main goals, intended participant/organizational outcomes, and how progress and success will be measured. (500 word max.)

7. Budget and Budget Narrative

Applicants must complete the required line-item budget template and provide a budget narrative. The budget narrative should explain how requested funds will be used and how each expense ties directly to planned project activity.

8. Public Funding and Grant Management Experience

Briefly describe your organization's experience managing public funds, especially federal grants, including relevant compliance, reporting, and fiscal management experience. (300 words maximum).