

Connecticut Port Authority

**Maritime Education Networking
and Training Opportunity for Residents**

(MENTOR)-Futures Sponsorship Program

Policy and Procedures

DRAFT

Table of Contents

1. Overview	3
2. Purpose	3
3. Eligible Applicants	3
4. Eligible Activities	3
5. Funding Structure	4
6. Funding Cycle	4
7. Award Requirements	4
8. Contact & Support	4

1. Overview

The Connecticut Port Authority (“Authority”) is a quasi-public agency, created by the State of Connecticut pursuant to C.G.S. § 15-31a to 15-31i of Chapter 264a. The creation of the Authority represents a major commitment by the State to invest in its port infrastructure to create jobs and attract private investment to the State. The Authority is responsible for marketing and coordinating the development of the State’s ports and harbors and for growing the maritime economy in Connecticut.

C.G.S. § 15-31b of Chapter 264 https://www.cga.ct.gov/2023/pub/chap_264a.htm#sec_15-31b states the Purposes, Duties and powers of the Connecticut Port Authority.

2. Purpose

MENTOR Futures supports Connecticut students’ access to maritime education experiences. Funding is intended to reduce barriers to participation and expand hands-on learning opportunities connected to Connecticut’s maritime economy, environment, and workforce.

The program provides non-competitive, first-come, first-served sponsorships for qualified applications until annual funds are fully allocated.

3. Eligible Applicants

Programs that serve Connecticut Pre-K to Grade 12 students may apply, including:

- Public, magnet, charter, and private schools
- After-school programs
- Summer camps
- Youth-serving nonprofits
- Museums, aquariums, and environmental education organizations
- Community-based organizations offering maritime programming

Applicants must be able to receive funds and comply with basic reporting requirements.

4. Eligible Activities

MENTOR-Futures is designed to benefit Connecticut Pre-K to Grade 12 students. Sponsorships may support a wide range of maritime-related educational activities, including:

- Field trips to maritime sites (ports, vessels, museums, research centers, aquaculture facilities)
- Transportation costs for maritime learning experiences
- Program fees for maritime camps, workshops, or hands-on learning
- Costs associated with participation in maritime programs
- Project materials (Remote Operated Vehicles (ROVs), water-quality testing kits, boatbuilding supplies, aquaculture equipment)
- Guest speakers or maritime career presenters
- Curriculum-aligned maritime projects

5. Funding Structure

The Authority will allocate funding each fiscal year (July 1st to June 30th) for the MENTOR-Futures program. The Authority disburses funding in accordance with its approved fiscal budget. A Notice of Funding Opportunity (NOFO) will be posted to the Authority’s website prior to the beginning of the fiscal period and will remain active until funds are expended or the fiscal year concludes, whichever occurs first. The MENTOR-Futures NOFO will invite qualified entities to apply for sponsorship of suitable projects or activities.

6. Funding Cycle

Sponsorship requests are considered every two (2) months by the Authority until annual funds are fully disbursed. Selections are made to ensure a wide variety of programming is sponsored across Connecticut’s coastline. Six bi-monthly review periods will occur, with submissions submitted by 11:59pm on the Application Period End Date being considered and awarded by the 15th of the following month (Approval Date):

Period	Application Period End Date	Approval Date
1	July 31 st	August 15 th
2	September 30 th	October 15 th
3	November 30 th	December 15 th
4	January 31 st	February 15 th
5	March 31 st	April 15 th
6	May 31 st	June 15 th

7. Award Requirements

Once approved, successful applicants will be notified by the Authority with an Award Letter indicating amount and purpose of funds. Within five (5) days of notification, the awardees should:

- Notify the Authority of any modifications to the original application.
- Provide the Authority with the following completed documents:
 - Vendor Information Form
 - W-9
 - Use of Logo Form
- Include wording that “Funding for this project is provided by the Connecticut Port Authority”
- Include the Authority’s logo on all marketing materials
- Facilitate attendance or presentations by the Authority’s staff, where applicable
- Provide the Authority with photos or videos for posting on social media, etc.
- Activities must occur within 6 months of the Application Period End Date.

8. Contact & Support

For questions or assistance with the application, organizations may contact:

info@ctportauthority.com