



SEPP Application Instructions

Overview

Thank you for your interest in the Social Equity Partnership Grant Program (SEPP). The SEPP is a program designed by the Office of Social Equity to create meaningful and impactful partnerships in the cannabis industry, directly addressing some of the specific needs of social equity licensees. By incorporating a dynamic, tailored mentor partnership process, the program aims to foster a culture of collaboration and support within the cannabis industry.

Please carefully review and follow the instructions in each section.

Section 1: Operational Cannabis Licensee Information

To be completed by the Operational Cannabis Licensee (Grower, Processor, or Dispensary).

Required Information:

- Legal name of business
- Name, title, and contact information of primary point of contact
- License type and number
- List of social equity licensees met with (names and date)
- Disclosure of any incident of regulatory violations that have occurred in the past six months from the date of SEPP application submission.
- Disclosure of shared ownership with or control over any other licensee
- If submitting a second SEPP application, include the related operational cannabis license name and license number.
- Amount paid for conversion to adult-use license.

Section 2: Partnership Grant Details and Compliance

This section outlines the partnership's core structure.

Required Information:

- Grant type and requested amount

<i>Micro Licenses</i> \$1m	<i>Standard Licenses</i> \$4m
• Up to \$100k each • 10 Grants	• Up to \$200k each • 20 Grants



• 4 Grower • 4 Processor • 2 Dispensary	• 8 Grower • 7 Processor • 5 Dispensary
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- Whether the partnership includes shared operations or facility rental
 - o Selection in the program is contingent upon approval of shared operations or facility rental by MCA.
- Identify the proposed areas to which the grant proceeds will be allocated. [select all that apply]
 - o Facility Rental
 - o Equipment Lease or Purchase
 - o Contracted Administrative Support
 - o Biomass/Wholesale Product Discount
 - o White Labeling
 - o Consulting Services
 - o Operational Training and SOP Support
 - o Administrative Fees for the OCL, that may not exceed 5% of the awarded grant amount.

Section 3: Partnership Strength and Alignment

This section assesses how the partnership will contribute to the goals of SEPP.

Program Goals:

- Support social equity licensees in launching operational cannabis businesses through guided mentorship and hands-on partnership.
- Facilitate partnerships that provide mentorship and technical assistance to help Social Equity Licensees achieve business readiness, market entry, and regulatory compliance
- Advance equity in Maryland's cannabis industry by reducing barriers to startup success for social equity licensees.

Required Narrative Responses:

1. Describe the mission, goals and values of both organizations and how the partnership is in alignment with those shared goals and values (250 word min - 500 word limit)



2. Describe each company's business and experience, including track record and reputation and how this partnership will effectively utilize the company's background for shared success. (500 word min - 1000 word limit)
3. Describe how the partnership will utilize the grant, along with any additional resource capabilities the OCL has the capacity to provide to assist the SEL in meeting operational licensing requirements, (250 word min - 500 word limit)
4. Describe how this partnership will address risk management and compliance. If applicable, please provide evidence of your compliance records, and steps made to remedy any investigations involving non-compliance. (250 word min - 500 word limit)
5. Describe the leadership commitment by each organization to support the success and sustainability of the partnership. (250 word min - 500 word limit)
6. Describe how the partnership provides the flexibility and adaptability to manage a changing marketplace and regulatory environment. (250 word min - 500 word limit)

Partnership responses must clearly demonstrate how the proposed partnership advances the goals of SEPP as outlined above. Responses lacking specific roles, deliverables, or a defined strategy for capacity building and mutual benefit will not be considered responsive and will not pass.

Section 4: Supporting Documents

Required Attachments:

- **Qualifying Partnership Memorandum of Understanding (MOU)** The MOU should minimally address the following terms of the partnership:
 - Compliance - Overview of steps and activities ensuring that all parties stay compliant with all MCA and SEPP rules and regulations
 - Roles & Responsibilities - Overview of each party's role and responsibilities in meeting the goals of the SEPP partnership
 - Dispute Resolutions - Overview of steps for dealing with disputes, including commitment to mediation
 - Funding, Budget & Use of SEPP funds
- **Business Plan** (12-month)
 - 12-Month Operational Roadmap - Outline month-by-month milestones to demonstrate how the SEL will become fully operational within one year of grant award.
 - Budget Allocation Plan - Provide a detailed breakdown of how the \$200,000 (\$100,000 micro) grant will be spent, including both dollar amounts and percentage of total funds.



- Partnership Role Clarity - Clearly describe the roles of both the SEL and the OCL in business execution, compliance, mentorship, and financial oversight.
- Sustainability Strategy - Explain how the business will remain viable beyond the grant period, including revenue models, cost controls, and long-term goals.

- Grant Budget Proposal (detailed allocation)

- Category (consulting, equipment, biomass, etc)
- Description
- Allocation Amount (\$)
- Allocation (%)

- Discount Pricing Verification (at least approximately 25% below market thresholds) Applicants should maintain proof of market rates and discount documentation for verification purposes.

- Category (consulting, equipment, biomass,etc)
- Service/Product
- Market Price
- Discounted Price
- Discount Percentage %

- Any additional relevant documentation

Section 5: Social Equity Licensee Information

To be completed by the Social Equity Licensee.

Required Information:

- Name, title, and primary point of contact (Consistent with MCA point of contact)
- Legal business name
- Conditional license date and lottery number or license number
- License type (Standard or Micro; Grower, Processor, or Dispensary)
- Status of Supplemental Application (submitted/approved)
- Status of facility
- Option to send application back to OCL for final review or to adjust answers, in the event inaccuracies are discovered prior to final submission (OneStop Application Option)

Revision Period for Failing Applications

This is a Pass/Fail application.

Incomplete answers, answers that fail to fully answer the prompt, or an applicant's failure to provide supporting documentation where requested will result in a failing determination.



Applicants who receive a failing determination will receive written feedback and one (1) opportunity to address the identified issues. Applicants who receive a failing determination will have ten (10) business days from the date of the written feedback to revise and resubmit their application. If an applicant fails to correct noted application deficiencies within the time permitted, its application will be incomplete and not entered into the random selection process for grant award.

Submission Deadline

All initial applications must be submitted by the deadline of **Friday, December 19, 2025**, at **5pm (et)**. Late submissions will not be accepted.

For questions, contact the Office of Social Equity at sepp.ose@maryland.gov.