

Development Loan - Contents and Checklist

DA#

✓	To Do	Company	Univ-Non-profit	See Page	Sample App. Page
<input type="checkbox"/>	Review the Application Instructions	✓	✓	website	
<input type="checkbox"/>	Concept Review Meeting with MTI Prior to Submission (Required)	✓	✓	3	
<input type="checkbox"/>	Form A: Cover Sheet (1 page printed); register online	✓	✓	8-9	
<input type="checkbox"/>	Non-Confidential Summary (≤ 300 words)	✓	✓	9	
<input type="checkbox"/>	Executive Summary (<1 page)	✓	✓	9	
<input type="checkbox"/>	History of Previous MTI Grants/Loans (≤ 2 pages)	✓	✓	9-10	
<input type="checkbox"/>	Application Narrative Components				
	a. The Technology (≤ 9 pages)	✓	✓	10	
	b. The Business (≤ 5 pages, plus forms and Bios)	✓	✓	10-11	19-20
	<input type="checkbox"/> Form B: Project Budget (2 Part Form, plus ≤ 2 pages supporting budget documentation)			13-14	
	<input type="checkbox"/> Professional Summaries (≤ 2 pages each)			15	
	c. Market, Commercialization and Economic Impact (≤ 6 pages, plus forms)	✓	✓	12-13	
	<input type="checkbox"/> Form C: Economic Impact (1 page form, plus required key assumptions (≤ 1 page)			14	22
	<input type="checkbox"/> Form F: Intellectual Property Plans (1 page form)			14	21
<input type="checkbox"/>	Letters of Commitment (≤ 2 page each)			15	23
	<input type="checkbox"/> Applicant	✓	✓		
	<input type="checkbox"/> Direct Cash	✓	✓		
	<input type="checkbox"/> In-kind Support	✓	✓		
	<input type="checkbox"/> Named partnerships, contractors & consultants	✓	✓		
<input type="checkbox"/>	Supporting Documents; optional (≤ 8 pages)	✓	✓	15-16	
<input type="checkbox"/>	Financial Information, submitted in a <u>separately marked envelope</u>				
	<input type="checkbox"/> Cash flow forecast (1 page form)	✓		16	
	<input type="checkbox"/> Balance sheet	✓		16	
	<input type="checkbox"/> Income statement	✓		16	
	<input type="checkbox"/> Form E, Credit Check Auth. (2 page form)	✓		16	
	<input type="checkbox"/> Repayment Plan	✓	✓	14-15	
<input type="checkbox"/>	Letter of acknowledgement from institution; include confirmation of financial resources (1 page)		✓		
<input type="checkbox"/>	For Resubmissions Only: Comments response (1-2 pages) to the application.	✓	✓		
<input type="checkbox"/>	Application Checklist, checked by applicant for completeness with original signature	✓	✓		

SIGNATURE: By signing below, the applicant requests MTI treats all application information as confidential under 5 MRSA Section 15302-A other than “Form A, Section I” and the “Non-confidential Summary.”(See pages 8-9.) The applicant certifies the application has been checked for completeness. Failure to provide all required information will result in the application not being considered.