



SEED GRANT

A Component of the MTI Business Innovation Program

Application Instructions

Key Dates:

Application Submission – April 12, 2012 by 5:00 PM (EST)

Grant Notification – June 18, 2012

Future Submissions - August 2012 and December 2012

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For more information about the Seed Grant, please visit our website at

<http://www.mainetechnology.org/fund/seed-grant>

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Application Requirements

Due Date	April 12, 2012 by 5:00 pm (EST)
Delivery address	Maine Technology Institute (MTI) Brunswick Landing, Brunswick, ME 04011
Application format	See Application Elements
Application layout	12 point or larger font 1” Margins Single-sided, black & white or grayscale Do not bind or staple Do not use covers Label each section List the unique application number on each page

*All applications should be presented in a **narrative format** with the use of diagrams, data, tables and charts as needed.*

OVERVIEW

Goals and Objectives of the MTI Business Innovation Program

The MTI Business Innovation Program provides financial and business development support that helps Maine entrepreneurs, businesses, universities and institutions bring new technologies, products, services and processes to the market with financial and technical assistance along the development and company life cycle.

The Program consists of grants and investment that cost share early-stage foundational and planning activity and help Maine leverage external R&D funding such as the Federal Small Business Innovation Research/Small Business Technology Transfer Program and equity capital funding further along the commercialization and growth continuum. Applications are typically competitively reviewed and typically require at least a 1:1 ratio of external funding for every dollar of MTI investment. MTI funding helps leverage the capital required to develop and market the technology and results in positive economic impact within Maine.

Confidentiality

MTI maintains the confidentiality of applications, reports and other information submitted to MTI, with the exception of selected text from the application cover page (Form A) and information contained in the “Non-confidential Project Summary.” An MTI Board of Directors, Technology Board members, Peer Reviewers, other consultants, and staff are required to sign and adhere to a non-disclosure agreement and conflict of interest policy statement (both forms are available at: www.mainetechnology.org).

Seed Grant Specifications

Seed Grants will be awarded three times each year for up to \$25,000 per project. Funds must not otherwise be available from another service provider. Each grant requires a 1:1 match consisting of actual cash, salaries, staff time, or equipment directly attributable to the proposed project. No overhead or sales and marketing costs may be used for Seed Grant funds or match. Full grant payment will be contingent on completing the scope of work in the application and a quality final report.

Who is Eligible to Apply

Maine entrepreneurs, Maine-based companies and non-profit research institutions and universities with operations in the state of Maine requesting funds to develop, transfer and advance technologies into the commercial market are eligible. *A Maine-based company is registered to do business in the State of Maine with definitive plans to create and/or retain quality jobs in Maine. Awardees must have a significant base of operations in Maine prior to signing their MTI Seed Grant Agreement.*

- Any size Maine-based company may submit an application
- Companies with a significant base of operations and location in Maine
- Companies with no current Maine operations must demonstrate a clear plan to locate or base significant operations in Maine and execute on such plans prior to execution of the Seed Grant Agreement
- Academic and research laboratories (Technology Transfer) – Competitive Technology Transfer applications will have a realistic expectation that the innovation/technology will be further developed and/or commercialized by partners, or licensees. Technology Transfer Seed Grants are expected to fund projects where a majority of the project execution rests within Maine-based private and public academic or research institutions.
- The technology research and development projects submitted must:

- Demonstrate a high potential for economic benefit to Maine
- Fall within one of Maine’s targeted technology sectors (see page 5)
- Have a minimum of 1:1 matching investment contribution
- Comply with all the requirements of these Application Instructions

Eligible Projects

MTI Seed Grants are intended to provide funding for Maine based entrepreneurs, businesses, or research institutions and universities for specific projects leading to the commercialization of new innovative products, processes, or services in the State’s targeted technology sectors. The funding is for a specific scope of work that will lay the basic technical and/or business groundwork critical to securing additional funding from MTI or other sources of private and public capital, including to federal grants and solicitations, with the ultimate goal being commercial success of the technology and the enterprise.

In keeping with MTI’s mission, the most competitive applications will be able to articulate a reasonably detailed summary of how the applicant intends to move along the pathway to commercialization of new and innovative products, processes, or services in the State’s targeted technology sectors.

Eligible Activities

Seed Grants will support:

- Specific projects leading to new and innovative products, processes or services such as proof of concept work, prototype development, field trials, prototype testing, pilot studies, or technology transfer activities.
- Consulting assistance preparing an MTI Development Loan application, developing investor presentations, or other commercialization and business development activity reasonably expected of early and mid-stage technology development in addition to eligible activities included in the TechStart Grant guidelines can be supported with a Seed Grant if they are part of a broader technology R&D project.

Academic and Research Institution Technology Transfer

Early-stage, applied research conducted within private and public academic, or research institutions may apply for Seed Grants. The goal of the ‘Technology Transfer’ category is to increase the probability that technology and innovative solutions are transferred out of, or applied within the academic or research institution to address a commercial opportunity. Competitive Technology Transfer applications will have a realistic expectation that the innovation/technology will be further developed and/or commercialized by partners or licensees. Technology Transfer Seed Grants are expected to fund projects where the majority of the project execution rests within Maine-based private and public academic or research institutions. **MTI recognizes the distinctive nature of these institutions and that not all the criteria listed within this Application directly apply to technology transfer applications by institutions. However, applicants should make a reasonable effort to address the relevant portions of each section. Please contact MTI staff to assist with any questions.**

Examples of Eligible Technology Transfer Activities

Proof of concept work, prototype development, market research required to inform design or justify commercial assumptions, field trials, prototype testing, engagement with commercial partners, intellectual property filing and assignment (i.e. licensing agreement), design for manufacturing, and all areas generally fundable under a Seed Grant.

It is expected that institutional applications will be accompanied by a letter of support or recognition of the applications by the institution's technology transfer office or equivalent; and, as with other applicants, all Seed Grant applications explain why other funding is not readily available.

Successful transfer of technology out of institutions may result in follow-on funding applications to MTI or SBIR/STTR programs from the commercial transferee or institution to complete the final stages of commercialization.

Limitations and Restrictions

MTI will consider the number of applications, the scope of projects, and the applicant's capacity to simultaneously execute multiple projects as part of the review.

The total of all Seed Grant awards granted for projects related to the development of any one technology (product, process, or service) shall not exceed \$50,000 per organization or principal investigator. The total of all Seed Grant awards shall not exceed \$50,000 in a 24-month period.

TechStart Grants and Business Accelerator Grants are not counted in the \$50,000 limitation associated with MTI Seed Grants. However, consideration of past success with the MTI and progress toward commercialization will be considered during review of the application.

MTI funds may be used to purchase equipment only when the equipment purchase is necessary for the proposed project. Recipients of awards that include equipment purchases may be required to sign a Purchase Money Security Agreement allowing MTI to file and hold a lien on equipment purchases. MTI must approve of purchased equipment disposition.

Economic Benefit to Maine

Projects funded by the MTI must show a **high potential for significant economic benefit to Maine**. Outcome measures will include some of the following benefits:

- creation or retention of jobs
- additional company investments
- increased competitiveness
- infrastructure investments by the company
- increased sales and revenue
- increasing Maine's capacity for R&D
- patents, trademarks and/or licenses
- additional outside investment into the company
- firm survival and growth

Maine's Seven Targeted Technology Sectors

- Advanced Technologies for Forestry & Agriculture
- Composite Materials Technology
- Aquaculture and Marine Technology
- Environmental Technology
- Biotechnology
- Information Technology
- Precision Manufacturing Technology

Resubmission of Previously Unfunded Applications

A company, institution or principal investigator may only resubmit an unfunded application once within a 12-month period. It is important for applicants to use their best effort in submitting their original application and seek input from MTI prior to resubmission. Applicants resubmitting an application are highly encouraged to meet with and discuss the feedback from the review of the previous application.

Application Process and Timeline (subject to change)

Award Cycle	Activity
April 12, 2012	Applications (paper copy or submitted electronically through the MTI website) due at MTI by 5:00 PM (EST) . Late submissions will not be accepted.
May 7-11, 2012	Tech Board Review Committee (TBRC) Meetings
June 18, 2012	MTI Board of Directors will review those recommended to go forward in the process based on the results of the TBRC Meeting. MTI Board of Directors makes final award decisions.
June 19, 2012	Applicants notified of results.

STEP ONE – Receipt and Review of Complete Applications

NEW!! Applications may now be submitted online through the MTI website at www.mainetechnology.org/account/login.

Applications may now be submitted online through the MTI website using the “Submit Application Online” link in the My Account section of the MTI website. All applications submitted online must be in the form of a single PDF file only, including the Credit Authorization Form.

All applications must be received at the MTI office no later than 5:00 pm on the deadline date. Any incomplete applications, applications received after the 5:00 deadline for any reason, applications that exceed page limits or do not follow other directions will be returned to the applicant without review.

Applications received at the MTI at least 5 business days prior to the deadline will be screened for completeness. The applicant will be notified of missing information and be allowed to complete their application prior to the deadline.

Upon receipt of your completed application and within one week of the application deadline, MTI will send an email as confirmation that the completed application was received and forwarded for review.

STEP TWO – Technology Board Review Committee Evaluation

All complete applications will be forwarded to the specified sector’s Technology Board Review Committee (TBRC) for which the application best fits. Volunteer technical/business advisors will evaluate applications using MTI’s Seed Grant evaluation criteria and determine which projects best meet MTI’s objectives. MTI has five standing TBRC review committees. (see page 7)

STEP THREE – MTI Board of Directors Decision

The funding recommendation will be provided to the MTI Board of Directors for final consideration. The MTI Board of Directors will consider the highest quality applications recommended for funding across all sectors and make its funding decision based on the reviews and recommendations of the TBRC. The MTI Board may take an action other than that recommended by the TBRC due to availability of funds to balance and encourage synergies across sectors or to serve in the best interests of the MTI. In such cases, the MTI will send a letter to the principal contact and to the TBRC explaining its action and rationale.

STEP FOUR – Grant Notification

A list of selected grant recipients will be posted on the MTI website (www.mainetechnology.org) on the listed decision notification date. All applicants will be notified in writing of the outcome of their application. All non-selected applicants will also be provided with relevant comments of the TBRC.

MTI staff will be available for conversations by phone or in person to discuss the outcome of the application.

Appeals Process

MTI's standard appeals policy will govern the program. Appeals must be filed within two weeks from the date of the MTI written notification letter. The full existing policy is available at:

http://www.mainetechnology.org/docs/appeal_policy.pdf

Process for Seed Grant Recipients

Seed Grant recipients will be notified and arrangements will be made to finalize the Grant Agreement. Grants are contingent upon completion of the final Grant Agreement. A total of 80% of the approved grant will be disbursed at the start of the project. The final 20% will be disbursed upon project completion as specified in the final Grant Agreement.

Final Grant Agreement requires:

- 1) The expected project endpoints and date targeted for project completion must be specified and agreed to by both the Recipient and MTI.
- 2) Credit history checks and reviews on all companies and primary principals (individuals holding ownership interest greater than 20% of companies) receiving an award.
Note: credit histories will be checked only for companies and individuals recommended for funding by the Technology Board Review Committee. There is no charge to the grant recipient for these reports.

Applications not selected for a grant will be notified by mail and provided feedback specific to the review of the application. All applicants are encouraged to call MTI for a detailed debriefing regarding the review of their application.

Reporting Requirements

Completion of the grant project requires the submission to MTI of a final report as outlined in the Grant Agreement including:

- 1) A written report documenting the efforts and findings of the project and next steps to be taken to advance the technology toward commercialization including both technical and financial objectives. Project timelines shall be projected at 12 months or less. Projects lasting longer than six months will require an interim report at the six-month mark. Only one 90-day agreement extension may be requested prior to the completion of the project.
- 2) Documentation of all expenses identified within the project budget including submission of the project reporting form and all supporting documents for any individual expenses valued at \$1,000 or greater. It will be the responsibility of the grantee to maintain all financial and technical documents pertaining to awards made by MTI for a period of five years beyond the completion date of the grant.

SEED GRANT APPLICATION DIRECTIONS AND CHECKLIST

THE FIVE STANDING MTI TBRC REVIEW COMMITTEES:

- Advanced Technologies for Forestry & Agriculture Technology Board (FA) and Aquaculture and Marine Technology Board (AM) jointly review applications submitted to their sector(s).
- Environmental Technology Board (ET) and Biotechnology (BIO) Board jointly review applications submitted to their sector(s).
- Information Technology (IT) Board review applications submitted to their sector.
- Precision Manufacturing (PM) Technology Board review applications submitted to their sector.
- Composite Materials Technology (CM) Board review applications submitted to their sector.

REQUIRED ITEMS

Please submit to the MTI one original paper copy or an electronic copy through the MTI online application submission tool on the MTI website of each of the following 11 items. Inclusion of optional item #5 is strongly encouraged.

Applications submitted via fax or e-mail, or incomplete applications, applications exceeding page limits, or otherwise not following directions laid out within the application instructions will be returned with no further review.

1. Form A: Non-Confidential and Confidential Information (1 page printed form)

Please Note – “Public Information” submitted in Form A may be shared with media or MTI partner organizations or the public on request. Information for “MTI purposes only” will only be used by MTI.

- a. Register online at the MTI website and receive your unique application number to be used with all communications at <http://www.mainetechnology.org/fund/seed-grants> under Seed Grant Application.
Once registered, write your unique application number on the upper right corner of each page of your application.
- b. Print out the completed registration Form A, certify its accuracy with your original signature, and include this as the cover page along with the remaining parts of the application.
- c. If you are unable to register online, please call MTI to register by phone and receive your application number before submitting your application.
- d. Note names of individuals (i.e. potential reviewers) from whom to withhold application information.

NOTE: If there are specific people or companies whom you would prefer not review your application, please provide their names on the Cover Page (Form A), and they will not have access to application materials other than “Form A, Section 1” and the “Non-confidential Summary”. All volunteer Technology Board and MTI Board members are listed on the MTI website at www.mainetechnology.org.

2. Non-Confidential Project Summary (≤ 100 words)

This summary must be **non-confidential** and must not exceed 100 words. The summary will be included in the MTI Seed Grant press release if the project is funded and may be provided to

members of the public or MTI partner organizations if requested. The summary should describe the benefit and feasibility of the project as well as clearly specify the project’s goals. It should include:

- a. Identification of the technology
- b. Summary scope of the project
- c. Expected outcome of the project

3. History of Previous MTI Grants/Awards or Other Related Research Grants, if Applicable (≤ 2 pages)

On separate paper (limit two pages) please submit the following information for your previously funded MTI projects with significant focus on related projects:

- a. Project ID Number and Title
- b. Identify the relationship of previous award(s) to this Seed Grant Application.
- c. A history of the previously funded project(s). Include a description of the scope of work proposed and accomplished.
- d. Explain why the project was or was not a success.
- e. Identify subsequent efforts leading toward commercialization of the funded technology.
- f. In addition, applicants may consider including details on any relevant state, federal or other funding received in the last five years or which is currently pending.

4. Application Narrative Components (≤ 5 pages total)

Scientific and Technical Merit and Scope of Work (≤ 3 pages combined)

Scientific and Technical Merit This section of the application will be evaluated and assigned up to 25 points for Scientific and Technical Merit	
A	Clearly describe the specific technical problem or opportunity to be addressed through the development of the proposed technology (product, process or service).
B	Describe the proposed technology and why it is unique and innovative. Pictures or diagrams may be used within this section or within the supporting documents to support your description. Demonstrate that the technology is based on sound scientific principles.
C	Provide comparisons to existing technologies and identify the advantages the proposed technology has over those identified.
D	Describe risk areas associated with the technology development plan.
E	Identify standards, specifications (including engineering and testing), tests and certifications associated with the technology being developed.

Scope of Work This section of the application will be evaluated and assigned up to 20 points for Scope of Work	
A	State the specific project objectives including the technical questions to be answered. Include any preliminary data that supports the choice of methodology and the feasibility of the technology being developed.
B	Describe how the proposed scope of work will advance this technology toward commercialization.
C	Describe any previously conducted research that is directly related to this application including any by the project manager/principal investigator or the proposing firm.
D	Provide a detailed description of the objectives of the scope of work. The plan should describe

	what will be done, where it will be done and how the R&D will be carried out. The plan to achieve each objective should be discussed in detail. (See “Eligible Projects” for a list of appropriate activities.)
E	Identify measurable outcomes that support continued commitment to commercialization and growth (such as <u>prototype developed</u> , <u>prototype tested</u> , <u>field trials completed</u> , etc.).
F	Provide a timeline corresponding to the proposed scope of work not to exceed 12 months. The proposed timeline will be taken into consideration as part of the applicant’s ability to complete the project in a timely manner. Grant recipients will be limited to a one-time only agreement extension request of no longer than 90 days.
G	Describe the applicant's current infrastructure available to carry out the proposed project (e.g. necessary equipment and facilities).

Market Potential (≤ 1 page)

Market Potential This section of the application will be evaluated and assigned up to 10 points for Market Potential	
A	Describe the addressable market for the proposed technology and include relative metrics and trends. Describe how the company evaluated the market and include sources. Additional data may be included within the supporting documents.
B	Provide a competitive analysis. Provide insight into the competitive landscape of both direct and indirect competition.
C	Clearly state the competitive advantage of the company’s technology or business approach. Describe commercial purchasing drivers such as price, quality, support, other.
D	Describe targeted customers. A letter from a significant interested buyer, end-user or partner may be included within the supporting documents.
E	In conjunction with the description of the intellectual property, applicants will complete Form D listing and describing all relevant background intellectual property material to the recipient's ability to conduct the project described in the application.

Management Team, Commercialization & Potential for Economic Impact (≤ 1 page combined)

Management Team This section of the application will be evaluated and assigned up to 20 points for Management Team	
A	Describe the management team's relevant experience in developing and commercializing new products, processes and services.
B	Describe the team's relevant experience with the technology being developed.

SPECIAL NOTE - TECHNOLOGY TRANSFER APPLICANTS ONLY

THE MANAGEMENT TEAM: MTI’s experience has shown that projects are most successful when there is a high degree of interaction between the academic or research institution and the candidate and/or target industry company team members. This joint activity should be clearly outlined in the description of the project. Describe the expected interaction to move the technology from the academic or research institution to the industry partners or company. Examples include reports, meetings, e-mail exchanges, and company participation in the project.

Commercialization and Potential for Economic Impact

This section of the application will be evaluated and assigned up to 15 points for Potential Economic Impact

A	Briefly describe the proposed business model and any pricing and cost insight.
B	Describe how and where the technology will be manufactured or implemented.
C	Describe how the proposed project may lead to positive economic impact to the State of Maine including measures such as: <ul style="list-style-type: none">• New job expectations• Retention of existing jobs• New revenues• Intellectual property protection
D	Describe ownership over any primary intellectual property or proprietary knowledge associated with this project and how it provides a competitive marketplace advantage and/or barrier to current or future competitors.

5. Supporting Documents – Optional (≤ 4 pages total)

This section is intended to support any claims made within the context of the application. Reviewers may take into consideration any and all of the supporting documents when assigning points for the review criteria.

On separate paper, not to exceed four single-sided pages (8.5” x 11” paper) you may submit any articles, letters, or other documents may be included that support the application. Supporting documents often include published market information, letters from experts in the field, partners, collaborators, suppliers or potential customers or pictures and diagrams of the technology. Supporting documents must be in “ready-to-copy” form – single-sided, black and white or grayscale to maintain clarity after copying. For example, an attached brochure, a double-sided document, or 11” x 17” sheet of information will not be copied and will be discarded unless in the above mentioned format.

Applications with Intellectual Property Filing

Applications requesting funds to pursue intellectual property protection, such as patent protection, must include supporting documents from the patent attorney or agency conducting the intellectual property investigation. Agencies such as the Maine Patent Program and/or law firms may typically provide clients a Limited Assessment or Prior Art Search Report. These are both acceptable forms of supporting documents.

6. Form B: Budget Summary and Budget Supporting Document (≤ 2 pages total)

This section, in conjunction with the Commitment of Matching Funds of the application, will be evaluated and assigned up to 10 points total for Budget Appropriateness

All eligible and properly documented MTI expenses and matching contribution may be claimed back to the application deadline date.

Using the form provided at www.mainetechnology.org/fund/seed-grants or using a copy of the blank form (you may add additional lines, if needed) and up to a one page budget

supporting document, please indicate:

- a. Line-item expenses for the proposed project (*Note: indirect or sales and marketing costs are not allowable in the Seed Grant project*)
- b. Number of hours and hourly rate for all employees and non-employees
- c. Total funds requested from MTI
- d. Total matching funds committed

WAGE / SALARY RATE GUIDELINES:

Payment of project personnel salaries/wages (including that for company principals) is a legitimate use of MTI funds. All salaries/wages, whether cash or in-kind match or paid with MTI funds, must be the actual pay rate, or must **NOT** exceed the mean hourly wage rates compiled by the US Department of Labor under the National Occupational Employment and Wage Estimates (http://stats.bls.gov/oes/current/oes_stru.htm). Actual pay rates may need to be justified by actual, documented payments, made prior to the MTI award application, for the named person in the specified position by the applicant company. MTI staff will verify payments and rates.

There is no MTI set rate for consultant/contractor (non-employee) services. However, a reasonable rate based upon the current market within Maine is expected. MTI staff will verify that proposed rates are actual billable rates for these services.

7. Commitment for Matching Funds (≤ 1 page each)

This section, in conjunction with the Form B Budget Summary and Budget Supporting Document of the application, will be evaluated and assigned up to 10 points total for Budget Appropriateness

On separate paper, please provide letters of commitments for all matching funds contributed toward the completion of the proposed project. Letters must account for all items included in the Match Funding column of the Budget form, including match committed by the applicant's company. A sample commitment letter is provided in this Application.

8. Professional Summary (≤ 2 pages each)

This section, in conjunction with the information provided under the Management Team narrative, will be evaluated and assigned up to 10 points total for Management Team

On separate paper, please submit biographies for the primary contact and any other project personnel identified on the Seed Grant Budget form or within the project Scope of Work, including any named consultants and/or contractors. Be sure the biographies indicate experience relevant to the performance of tasks related to this application.

Note: Professional summaries may not be longer than two pages per person. Any additional biography pages over the 2-page per person limit will be discarded. Professional summaries may come in the form of a resume, CV, or paragraph summary style.

9. Form C: Credit Check Authorization (≤ 2 pages each)

As stated in the Grant Process section, MTI will conduct credit checks only on companies and principals that are approved for Seed Grants. To ensure the fastest processing of Seed Grants, please complete the credit authorization form (Form C), seal the completed form in an envelope, and include sealed envelope with your full application. MTI recognizes this is sensitive

information. This information will not be provided to the Technology Board Review Committee. Only if your application is approved for funding by the Technology Board Review Committee will the envelope be opened and credit histories checked prior to award approval. The principal purpose of conducting a credit check is to determine if there are any legal obstacles that must be remedied prior to execution of the Seed Grant Agreement. Companies/individuals with poor credit may still execute the Seed Grant Agreement. However, special arrangements in regard to the payment of the grant may be made such as dual party or third party payments.

10. Form D: Intellectual Property Plans and Proprietary Positions of the Applicant (1 page form)

Information here will influence various scoring areas of the technical and commercialization sections.

Using Form D, list and describe all **relevant intellectual property** (patents: include an abstract and number, copyrights, trademarks, trade secrets, licenses or any other intellectual property) owned or needed by the company, university or non-profit research institution **which use is material to the recipient's ability to conduct the project described in the application.**

11. Application Checklist

Provide a completed and signed copy of the application checklist.

**An Excel version of this document is available on the Seed Grant page of the MTI website.
 The workbook includes the Budget Form, Final Report Form and Final Report Narrative.
 For the purposes of the application, only the Budget Form is required.
www.mainetechnology.org/fund/seed-grant**

Form B: Budget Summary Form

Provide a description of each expense and from which source the expense will be paid for the proposed project. All gray cells are formula driven. You may add additional lines where necessary. Reviewers will assess the appropriateness of this budget during the evaluation.

				MTI Funding	Cash Match	In-Kind Match	Total
Employees	Title	Hours	Hrly Rate				\$ -
							\$ -
							\$ -
							\$ -
							\$ -
				\$ -	\$ -	\$ -	\$ -
Consultants	Role	Hours	Hrly Rate				\$ -
							\$ -
							\$ -
							\$ -
							\$ -
				\$ -	\$ -	\$ -	\$ -
Equipment (* = Include if leased)		*Hours	*Hrly Rate				\$ -
							\$ -
							\$ -
				\$ -	\$ -	\$ -	\$ -
Materials		Units	Cost per				\$ -
							\$ -
							\$ -
				\$ -	\$ -	\$ -	\$ -
Other		Units	Cost per				\$ -
							\$ -
							\$ -
				\$ -	\$ -	\$ -	\$ -
Total Project Costs				\$ -	\$ -	\$ -	\$ -

FORM C: SEED GRANT CREDIT AUTHORIZATION FORM (two pages)

Please complete this consumer credit authorization form (two pages) and submit in a sealed envelope along with your Seed Grant Application.

Consumer credit reports are required on both the companies and *primary principals* of companies approved for MTI funding (*definition: a primary principal is any person having an ownership interest in the company of 20% or more.*) Universities, colleges and non-profit organizations may be checked at the corporate level.

Please complete Part 1 and Part 2 **or** Part 3.

No MTI funds will be released until appropriate credit reports are received and reviewed to the satisfaction of MTI. All consumer credit information will be kept confidential consistent with MTI's confidentiality policy. There is no charge to the grant recipient for these reports.

PART 1 (To be completed by ALL Applicants):

Applicant Organization Name: _____

EIN (required): _____

Applicant Organization Address: _____

I certify that the aforementioned organization hereby allows the MTI or its designee to proceed with a credit check of the applicant.

Signature

Date

Title

(Please continue to next page →)

An Excel version of this document is available on the Seed Grant page of the MTI website.
www.mainetechnology.org/fund/seed-grant

FORM D: INTELLECTUAL PROPERTY RELATED TO PROJECT

Please list all Patents, Copyrights, Trademarks, Trade Secrets, or any other intellectual property which use is material to the applicant's ability to conduct the project described in the application.

SG #: _____

Project Title: _____

	Item Description	Reference Information: U.S. Patent numbers, International numbers etc.	Comments: Licensed Technologies, or Patents, Royalty Commitments, Expiration Dates, etc.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

MTI Representative : _____ Date: _____

Grant Recipient: _____ Date: _____

Attached Sheets if Required Yes / No (circle one)

List copies of Background IP license agreements with party names and effective dates.

COMMITMENT LETTER (Example)

*You may use a copy of this letter by replacing all italicized words with information pertaining to your application.

(insert date here)

Maine Technology Institute
8 Venture Avenue
Brunswick Landing
Brunswick, ME 04011

Dear MTI President,

This letter represents a commitment by *(insert company name here)* to provide \$ *(insert total cash + in-kind amount)* in matching support for a Development Loan project entitled "_____". The support is provided from *(insert project start date)* to *(insert project end date here)*.

Of this support, \$_____ is committed as direct cash by *(insert cash contributors name)* to carry out its work on this project.

We are providing other in-kind support valued at \$_____, which includes salary cost of in-house personnel, use of company equipment, materials, and other services devoted to the project.

Sincerely,

(please sign)
(insert name of company officer)
(insert title of company officer)

SEED GRANT APPLICATION CHECKLIST

SG # _____

Please submit to the MTI one original of each of the following 11 items. Inclusion of optional item #5 is strongly encouraged.

- _____ 1. **Form A – Registration Form (1 page):** Obtained through registration at www.mainetechnology.org/fund/seed-grants.
- _____ 2. **Non-confidential 100 word Project Summary (1 page):** Will be included in the official MTI Seed Grant press release if the application is approved for funding.
- _____ 3. **History of Previous Grants, if applicable (≤ 2 pages):** Information on your previously funded MTI and/or SBIR/STTR projects with significant focus on related projects
- _____ 4. **Application Narrative (≤ 5 pages total):** On separate paper, submit project details as outlined within the application.
- _____ 5. **Supporting Documents (Optional ≤ 4 pages):** On separate paper, not to exceed four single sided pages including articles, letters or other documents that support the application.
- _____ 6. **Form B - Budget Summary (≤ 2 pages including supporting doc):** MS Excel form may be obtained at www.mainetechnology.org/fund/seed-grant. Only the Budget Form is required with the application. The final report forms are not required at this time.
- _____ 7. **Commitment for matching funds (≤ 1 page each):** Provide letters of commitments for all matching funds contributed. An example commitment letter is provided in these application instructions.
- _____ 8. **Professional Summary (≤ 2 pages each):** Submit professional summaries for the primary contact and any other key project personnel, including any named consultants and/or contractors.
- _____ 9. **Form C - Credit Authorization Form:**
Complete the Form C credit authorization and submit with the full application.
- _____ 10. **Form D – Intellectual Property:** MS Excel form may be obtained at www.mainetechnology.org/fund/seed-grants. Complete Form D by listing all patents, copyrights, trademarks, trade secrets, or any other intellectual property
- _____ 11. **Application Checklist (this form):** Checked by applicant for completeness and verified with an original signature.

Applicant Signature

Date of 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 page 5.) The applicant certifies the application has been checked for completeness. Failure to provide all required information will result in the application not being considered.