



Seed Grant

A Component of the MTI Business Innovation Program

Application Instructions

Key Dates:

Application Submission – August 18, 2015 by 5:00 PM (EST)

Grant Notification – October 20, 2015

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Application Requirements

Submit electronically	<p>Must be a single PDF file if submitted electronically. In order to access the online submission tool, log into your account at: www.mainetechnology.org/account/login. Applications may now be submitted via email to lsimms@mainetechnology.org.</p>
Delivery address	<p>Maine Technology Institute (MTI) 8 Venture Avenue, Brunswick Landing, Brunswick, ME 04011</p>
Application layout	<p>Single-sided, 1” margins, 12 pt. font, 8.5” x 11” pages List the application number on each page Do not bind/staple or use covers if submitting a paper copy</p> <p>All applications should be presented in a narrative format with the use of diagrams, data, tables and charts as needed.</p>

Award Cycle	Activity
August 18, 2015	Applications (paper copy or submitted electronically through the MTI website) due at MTI by 5:00 PM (EST) . Late submissions will not be accepted.
Sept 14 - 25, 2015	Tech Board Review Committee (TBRC) Meetings
October 13, 2015	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.
October 20, 2015	Applicants notified of results.

Overview of MTI Business Innovation Program

Goals and Objectives

The Business Innovation Program includes a suite of competitive grants, loans and equity investment for technology-based start-ups, established companies and research institutions in Maine. Managed by the Maine Technology Institute (MTI), an industry-led, state funded private non-profit, the program's suite of funding options addresses the "funding gap" that often hinders technologies from making the leap from development to commercialization.

The program consists of grants and investments that support early-stage foundational and planning activities, and helps Maine leverage external Research and Development (R&D) funding such as the Federal Small Business Innovation Research/Small Business Technology Transfer (SBIR/STTR) Program and equity capital. Applications are competitively reviewed and 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 new technologies that create a positive economic impact in 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." 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. It is recommended that at least 50% of the match be in the form of cash. No overhead or sales and marketing costs may be used with Seed Grant funds or matching funds. Full grant payment will be contingent upon completing the scope of work in the application and submission and approval of 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 from 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 the development of new and innovative products, processes or services that may include:

- R&D activities such as proof of concept work, prototype development, field trials, prototype testing, pilot studies.
- Business development activities such as market analysis, business plan development, intellectual property investigation and filing if they are part of the larger proposed Seed Grant R&D project.
- 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 if they are part of the larger proposed Seed Grant 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 and those partners should be identified within the application.

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 per organization or principal investigator.

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 R&D 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

Projects funded by the MTI must fall within one of Maine's 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

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. Within a resubmitted application, the applicant should take advantage of the additional one page limit to address feedback from the previous unfunded application.

Application Process

Step 1 – Receipt and Review of Complete Applications

Applications may 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 to the applicant as confirmation that the completed application was received and forwarded for review.

Step 2 – 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. Each committee will then make funding recommendations to the MTI Board of Directors. MTI has seven standing TBRC review committees. (see page 9)

Step 3 – 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 4 – Grant Notification

All applicants will be notified first via email 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 feedback 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% of the grant will be disbursed upon

project completion as specified in the final Grant Agreement. MTI reserves the right to adjust the disbursement schedule upon notification to the Recipient.

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 email and provided written 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 Appendix C of 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. 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.

The Seven Standing MTI TBRC Review Committees

- Advanced Technologies for Forestry & Agriculture Technology Board (FA) Review Committee
- Aquaculture and Marine Technology Board (AM) Review Committee
- Environmental Technology Board (ET) Review Committee
- Biotechnology (BIO) Board Review Committee
- Information Technology (IT) Board Review Committee
- Precision Manufacturing (PM) Technology Board Review Committee
- Composite Materials Technology (CM) Board Review Committee

Seed Grant Application Instructions

Required Items

Submit to MTI one original paper copy or an electronic copy through the MTI online application submission tool on the MTI website or via email each of the following 11 items within a single PDF file. Inclusion of optional items #3a and #5 are strongly encouraged.

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

1. Form A: Online Registration Form (1 page printed form)

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

- 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, enter your unique application number on the upper right corner of each page of your application.*
- Print out the completed registration Form A, certify its accuracy with your original signature or digital signature, and include this as the cover page along with the remaining parts of the application.
- If you are unable to register online, please call MTI to register by phone and receive your application number before submitting your application.
- 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)

On separate paper, 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:

- Identification of the technology
- Summary scope of the project
- 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 projects related to the proposed technology:

- Project ID Number and Title
- Identify the relationship of previous award(s) to this Seed Grant Application.
- A history of the previously funded project(s). Include a description of the scope of work proposed and accomplished.
- Explain why the project was or was not a success. Include impact generated from these projects. Specifically identify the jobs created and sales achieved from the technology that was developed.
- Identify subsequent efforts leading toward commercialization of the funded technology.
- 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.

3a. Resubmission of Previously Unfunded Applications (1 page)

All applicants of previously declined Seed Grant applications are strongly encouraged to meet with MTI staff at least three weeks prior to the next application deadline. The primary purpose of the meeting is to understand how and if the resubmission will address prior weaknesses.

Resubmissions are also able to provide one additional page of responses to the specific feedback from the previous submission. This information is in addition to the History of Previous MTI Grants.

4. Application Narrative Components (≤ 5 pages total)

Introduction

- Give a brief overview of the company origins and accomplishments to date. Discuss the opportunity that is being pursued, what makes the proposed solution unique and how it will be achieved.

Scientific and Technical Merit / Proposed Innovation

- Clearly describe the specific technical problem or opportunity to be addressed through the development of the proposed technology (product, process or service).
- Describe the proposed technology and its importance to the industry. 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.
- Provide comparisons to existing technologies and identify the advantages the proposed technology has over those identified.
- Describe risk areas associated with the technology development plan.
- Identify standards, specifications (including engineering and testing), tests and certifications associated with the technology being developed.

Market Potential

- Describe the addressable market opportunity 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.
- Provide a competitive analysis and insight into the competitive landscape of both direct and indirect competition.
- Clearly state the competitive advantage of the company's technology or business approach.
- Describe commercial purchasing drivers such as price, quality, support, other.
- Describe targeted customers. A letter from a significant interested buyer, end-user or partner may be included within the supporting documents.

- 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.

Scope of Work

The applicant should be as specific as possible when describing the details of the scope of work. The plan should describe what will be done, where it will be done, how and by whom 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.)

- Describe any previously conducted research that is directly related to this application including any by the project manager/principal investigator or the proposing firm.
- State the specific project objectives including the technical questions to be answered and details of the experimental design process. Include any preliminary data that supports the choice of methodology and the feasibility of the technology being developed.
- Provide a timeline, recommended to be in the form of a Gantt chart, 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 extension request of no longer than 90 days.

- Describe the applicant's current infrastructure available to carry out the proposed project (e.g. necessary equipment and facilities).
- Identify measurable outcomes that support continued commitment to commercialization and growth (such as prototype developed, prototype tested, field trials completed, etc.).
- Describe how the proposed scope of work will advance this technology toward commercialization.

Commercialization Strategy

It is ideal for the applicant to have previously developed a formal business plan based on early stage market research and strategic development from which the following information should be obtained:

- Briefly describe the proposed business model and any pricing and cost insight.
- Describe how and where the technology will be manufactured or implemented.
- 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.
- Describe the sales and marketing strategies that will drive the technology to commercial success.

Maine Economic Impact

Describe how the proposed project may lead to positive economic impact to the company and to the State of Maine including measures such as:

- Number of new job expectations and retention of existing jobs
- Estimated new or increased revenues
- Intellectual property protection secured

Management Team

It is not necessary to identify each team member's personal background in this section. That information should be contained within the professional summaries.

- Identify the key project personnel including staff, consultants, advisors and partners.
- Briefly identify each person's title and role.

SPECIAL NOTE - TECHNOLOGY TRANSFER APPLICANTS ONLY

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.

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

This section is intended to support any claims made within the context of the application. This section should not be used in addition of the page limits of the narrative portion of the application. Reviewers may take into consideration any and all of the supporting documents when conducting their review.

On separate paper, not to exceed four single-sided pages (8.5" x 11" paper, 12 point minimum font) you may submit any articles, letters, or other documents that support the application. Supporting documents often include published or independent market information, pictures and diagrams of the proposed technology, and letters from experts in the field, partners, collaborators, suppliers or potential customers. Brochures, double sided documents or oversized documents will be discarded unless in the above mentioned format.

5a. Applications with Pay for Intellectual Property Filing (Additional 1 page)

Applications requesting funds to pursue intellectual property protection, such as patent protection, copyrights and trademarks, must include supporting documents from the patent attorney or agency conducting the intellectual property investigation demonstrating that the technology is likely to be protected. The specific intellectual property should be defined. Agencies providing a Limited Assessment or Prior Art Search Report are both acceptable forms of supporting documents. Information contained in multiple pages should be pared down to fit the one page limit.

6. Form B: Budget Summary

All eligible and properly documented MTI expenses and matching contribution may be claimed back to the application deadline date. See page 20 for specific match requirements.

Using the Excel form provided at www.mainetechnology.org/fund/seed-grants indicate:

- Line-item expenses for the proposed project (*Note: overhead, indirect or sales and marketing costs are not allowable in the Seed Grant project*)
- Number of hours and hourly rate for all personnel and consultants
- Total funds requested from MTI
- Total matching funds committed. The match commitment must be greater than or equal to the MTI request. It is highly recommended that at least 50% of the match be in the form of cash.

6a. Budget Supporting Documents (≤ 2 pages)

Documents explaining the details of information provided in Form B. Examples of budget supporting documents may include: lists of items to be purchased, purchase order agreements for materials to be used within the project, and scope of work agreements with consultants for work to be performed on the project.

WAGE / SALARY RATE GUIDELINES:

All paid salaries/wages **must be the actual pay rate (based on historical paystubs), or must NOT exceed MTI limits** based on reasonable rates for the current market within Maine. Unpaid salaries may not exceed the MTI salary rate limits set. For more details on the salary rate guidelines, please see the MTI Allowable Rates and Matching Fund Requirements on page 20.

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

On separate paper, 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. It is highly recommended that at least 50% of the match be in the form of cash. Letters accounting for contributions to the project, both in terms of cash and effort, may contain additional details of the scope of work provided by the contributing party. A sample commitment letter is provided in this Application.

8. Professional Summary (≤ 2 pages each)

On separate paper, submit professional summaries for all personnel identified in the Scope of Work or Management Team sections of the narrative, including any named consultants and/or contractors. Be sure the summaries 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) and include 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 recommended for funding by the Technology Board Review Committee will the credit histories be 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) - Required even if not applicable.

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.

FORM B: BUDGET

**An Excel version of this document is available on the Seed Grant page of the MTI website.
The worksheet includes the Budget Expenses section and Final Report Actual Expenses section.
For the purposes of the application, only the Budget Expenses section is required.**

www.mainetechnology.org/fund/seed-grant

Project ID#:			Company Name:			
Date Submitted:			Project Description:			
Principal Contact:			Phone/Email:			

Project duration can be no longer than 12 months; activities and expenses may only be incurred after the deadline date				Budgeted Expenses				Actual Expenses (reporting only)				
Start Date:	To	End Date:	Total	MTI Funds	Cash Match	Other Match	Total	MTI Funds	Cash Match	Other Match		
INTERNAL PROJECT PERSONNEL - <small>When reporting, please include time logs.</small>		Hours									Hourly Rate	
Name/Title:		0	\$0				\$0					
Name/Title:		0	\$0				\$0					
Name/Title:		0	\$0				\$0					
Name/Title:		0	\$0				\$0					
Personnel Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
EXTERNAL CONTRACTORS & HIRED SERVICES - <small>When reporting, please include paid</small>		Hours	Hourly Rate									
Name/Title:		0	\$0				\$0					
Name/Title:		0	\$0				\$0					
Contractual Services Subtotal		0	Avg	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
EQUIPMENT PURCHASES - Equipment over \$10,000 will require an Exhibit A once approved.												
Type:							\$0					
Type:							\$0					
Capitol Equipment Purchases Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
EQUIPMENT USE, LEASE, OR SHARING												
Type:							\$0					
Type:							\$0					
Equipment Use, Leasing or Sharing Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
PROJECT SUPPLIES (List category & describe)												
List/Describe:							\$0					
List/Describe:							\$0					
Project Supplies Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
TRAVEL (List where/reason)												
Where:	Reason:						\$0					
Where:	Reason:						\$0					
Travel Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
OTHER DIRECT COSTS (List & describe)												
List/Describe:							\$0					
Other Subtotal			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
TOTAL COSTS			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
						Total Match	\$0				Total Match	\$0

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

Please complete this consumer credit authorization form (two pages) and submit it 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):

I certify that the aforementioned organization hereby allows the MTI or its designee to proceed with a credit check of the applicant.	
EIN (required)	Click here to enter text.
Organization Name	Click here to enter text.
Organization Address	Click here to enter text.
Signature	Click here to enter text.
Title	Click here to enter text.
Date	Click here to enter text.

(Please continue to next page →)

FORM C CONTINUED

— Please complete either Part 2 or Part 3 —

PART 2 (To be completed by companies with *primary principals*):

Definition: a primary principal is any person having an ownership interest in a company of 20% or more. The undersigned acknowledges and gives permission to the MTI or its designee to acquire any consumer credit information or reports it requires in connection with funding from the MTI. Prior to ordering credit reports, MTI must have written permission from each primary principal. Please note ALL information is required.

Principal #1

Name	Click here to enter text.	Signature	Click here to enter text.
Title	Click here to enter text.	SSN	Click here to enter text.
Company	Click here to enter text.	Home Add	Click here to enter text.
Ownership %	Click here to enter text.		Click here to enter text.

Principal #2

Name	Click here to enter text.	Signature	Click here to enter text.
Title	Click here to enter text.	SSN	Click here to enter text.
Company	Click here to enter text.	Home Add	Click here to enter text.
Ownership %	Click here to enter text.		Click here to enter text.

Principal #3

Name	Click here to enter text.	Signature	Click here to enter text.
Title	Click here to enter text.	SSN	Click here to enter text.
Company	Click here to enter text.	Home Add	Click here to enter text.
Ownership %	Click here to enter text.		Click here to enter text.

PART 3 (To be completed by organizations with NO *primary principals*):

<p>If the applicant has multiple owners, each owning less than 20% then an official of the organization must sign below allowing MTI or its designee to proceed with a credit check on the organization.</p> <p>By signing this document, the applicant certifies that the company has no primary principals with ownership greater than 20% of the company.</p>	
Company Name	Click here to enter text.
Company Address	Click here to enter text.
	Click here to enter text.
Signature	Click here to enter text.
Title	Click here to enter text.
Date	Click here to enter text.

FORM D: INTELLECTUAL PROPERTY RELATED TO PROJECT

List all patents, copyrights, trademarks, trade secrets or any other intellectual property which use is material to the applicant’s ability to bring the technology to market.

This form is required even if there is no intellectual property at this time.

SG#	Click here.	Project Title	Click here to enter text.
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Item description Patent, copyright, trademark, etc	Reference Information Patent or trademark number	Comments Describe the rights to the technology and the applicant’s freedom to utilize
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

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
Brunswick Landing
8 Venture Avenue
Brunswick, ME 04011

Dear MTI President,

This letter represents a commitment by *(insert company name here)* to provide \$ *(insert total cash + other amount)* in matching support for a TechStart Grant 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 support valued at \$ _____, which unpaid hours contributed by ownership, 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)

MTI Allowable Rates and Matching Fund Requirements

Cash Match

Definition: A match in funding that results in the applicant disbursing dollars toward the completion of the proposed project. Cash match is weighted higher than other match in the application review process.

Examples of what is eligible for cash match:

**Each component of the Business Innovation Program has its own set of eligible activities. Applicants should refer to the RFA of each funding component for a complete list.*

- Actual dollars paid to consultants hired by applicant to complete the project
- Actual dollars paid to employee(s) of applicant to cover hours that employee(s) worked on project
- Actual dollars paid for project materials, related project travel expenses, and intellectual property costs
- Actual dollars paid for the purchase or rental of project related equipment
- Funding from a Federal SBIR/STTR Phase I or Phase II award, as long as the dollars received from the grant are going toward activities or the purchase of the equipment relevant to the technology being developed and are included as part of the proposed project
- Third party investment in company from sources other than an SBIR/STTR Phase I or Phase II award

Examples of what is NOT eligible for cash match:

- Funding from a Federal SBIR/STTR Phase I or Phase II award or funding from any other third party investment that is NOT going toward funding activities or purchasing equipment relevant to the technology being developed by the proposed project
- Actual dollars from any other MTI or State of Maine funding program

Other Match in Services or Equipment

Definition: A match in funding where the applicant contributes or receives services or equipment that helps to complete the proposed project without compensation.

Examples of what is eligible for other match:

- Hours put in by sole proprietor or equity owner that does NOT currently receive payroll or salary (i.e., sweat equity), using MTI's approved pro-bono hourly rates not to exceed \$50 for principals or executive level management and not to exceed \$30 for all other individuals participating in the project
- Hours put into the project by consultants that receive NO dollar payment for work (i.e., working pro bono); the maximum hourly pro-bono rate for a consultant is \$50
- Hours that equipment owned either by the applicant or an outside third party is used for activities necessary to complete the project where no payment is made for its use and is instead assigned a fair market value which requires justification for an hourly rate

Examples of what is NOT eligible for other match:

- The difference between personnel or a consultant's market rate and the reduced rate being charged to applicant
- The difference between a third party manufacturer's market rate to rent use of equipment and what being charged to applicant

***MTI RETAINS SOLE DISCRETION TO DETERMINE MATCH
ACCEPTABILITY AND ADEQUACY AS PROPOSED IN THE APPLICATION***

- _____ **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
 - _____ **3a. Responses to Previous Feedback if this is a Resubmission (Optional 1 page)**
- _____ **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.
 - _____ **5a. Information Pertinent to Intellectual Property Protection (1 page)**
- _____ **6. Form B - Budget Summary:**
Only the Budget Form is required with the application. The final report forms are not required at this time.
 - _____ **6a. Budget Supporting Document (Optional ≤ 2 pages)**
- _____ **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:**
A listing of all patents, copyrights, trademarks, trade secrets, or any other intellectual property related to the technology being developed.

Applicant Signature

Date of Signature

SIGNATURE: By signing above, 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.