



TechStart Grant

A Component of the MTI Business Innovation Program

Application Instructions

Key Dates:

Application Submission – September 3, 2015 by 5:00 PM (EST)

Grant Notification – September 30, 2015

Future Submissions – October 6, 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
Deadline Date	Applications (paper copy or submitted electronically) due at MTI by 5:00 PM (EST). Late submissions will not be accepted.
3 Weeks Later	TechStart Grant Review Committee (TGRC) Meetings.
Day After TGRC	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 investments 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 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).

TechStart Grant Specifications

TechStart Grants will be awarded up to 12 times each year for up to \$5,000 per project. Funds must not be readily 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 included in the project budget. Expenses incurred prior to the application deadline date will not count toward the proposed project. Full grant payment will be contingent upon 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 TechStart 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 TechStart 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 TechStart Grants are expected to fund projects where a majority of the project execution rests within Maine-based private and public academic or research institutions.

Eligible Projects

MTI TechStart 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 and innovative products, processes or services. The funding is for a specific scope of work that will lay the basic business groundwork critical to securing additional funding from MTI or other sources of private and public capital, including federal grants and funding solicitations, to conduct research and development of the proposed technology 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.

- The 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 Activities

TechStart Grants will support

- Specific activities such as business plan development, intellectual property research and filings, and market research and analysis, or critical industry certification. TechStart Grant projects must have clearly defined deliverable outcomes and endpoints for the specifically funded scope of work not to exceed six months in duration.

Technology research and development activity is not eligible for TechStart funding. Entrepreneurs wishing to request funding for technology development should consider applying for a Seed Grant or Development Loan funding as these applications undergo more in-depth technical reviews by MTI.

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.

TechStart Grants may **NOT** be used as match to other MTI funding components.

The total of all TechStart Grants shall not exceed two grants within a 12-month period per organization or principal investigator.

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

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 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.

Application Process

Step 1 – Receipt and Review of Complete Applications

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 or via email to lsimms@mainetechnology.org. All applications submitted electronically must be in the form of a single PDF file only.

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 pm 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 five (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 2 – TechStart Grant Review Committee Evaluation

All complete applications will be forwarded to the TechStart Review Committee (TSRC) for the given deadline round. The committee may consist of any combination of MTI Staff, Board of Directors and/or Technology Board Members. The TSRC will make the final funding decision.

Step 3 – Grant Notification

All applicants will be notified via email of the outcome of their application. Applicants are encouraged to call MTI for a debriefing regarding the review of their application to better understand the review of their application and how they may make improvements to it should the applicant choose to resubmit at a future deadline.

Appeals Process

MTI's standard appeals policy will govern the program. Appeals must be filed within 2 (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 TechStart Grant Recipients

Within one week of the funding decision date, TechStart Grant recipients will be e-mailed a notice of grant approval along with the agreement documents and instructions (notify MTI if you require hard copy mailings). Grant recipients are responsible for accurately completing and returning agreement documents to MTI within 60 days of receipt. All agreements not completed and returned within 60 days will be forfeited. 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.

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 six months or less. Only one 60 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 is the responsibility of the grantee to maintain all financial and technical documents pertaining to grants made by MTI for a period of two years beyond the completion date of the grant.

TechStart Grant Application Instructions

REQUIRED ITEMS

Submit to MTI one original paper copy or an electronic copy through the MTI website or via email each of the following nine items within a single PDF file. Inclusion of optional item #5 is strongly encouraged.

Applications submitted via fax, 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: Online Registration Form (1 page printed form)

Please Note – “Public Information” submitted in Form A may be shared with media or MTI partner organizations. 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 www.mainetechnology.org/fund/techstart-grant under TechStart Grant Application Process Step 2. **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 on-line, 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 members and MTI BOD 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 TechStart 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 2 pages) please submit the following information for your previously funded MTI project(s) with significant focus on related projects:

- a. Project ID Number and Title
- b. Identify the relationship of previous award(s) to this TechStart 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 5 (five) years or which is currently pending.

3a. Resubmission of Previously Unfunded Applications

On a separate page, applicants of previously declined TechStart applications may address the concerns raised during the review of the previous application. Unfunded applicants are strongly encouraged to meet or call MTI staff prior to resubmission. The primary purpose of the meeting is to understand how and if the resubmission will address prior weaknesses. This information is in addition to the History of Previous MTI Grants.

4. Application Narrative (≤ 3 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.
- Provide comparisons to existing technologies and identify the advantages the proposed technology has over those identified.
- State the ultimate objectives of the R&D and commercialization effort. Include any preliminary data that supports the feasibility of the technology.

Market Potential

- Provide a general overview of the market opportunity. Preliminary data obtained through internet searches, engagements with current or future customers, or from market experts is expected. At a minimum, the application should identify the size of the market at a high level.
- Clearly state the competitive advantage of the company's technology or business approach over existing solutions. The application should identify the major competitors and any other potential competing technologies or solutions that currently exist on the market.
- Describe targeted customers or to whom the technology may be most applicable. This information should lay the groundwork for understanding the path to market in the commercialization strategy section of the narrative.

Scope of Work

- Provide a detailed description of the objectives of the work plan. The plan should describe what will be done, where it will be done and how the scope of work will be carried out. (See "Eligible Projects" for a list of appropriate activities.)
- Include a timeline corresponding to the proposed scope of work. **Approved applications will be limited to a one time only extension request of no longer than 60 days.**

- Describe how the proposed scope of work will advance this technology toward commercialization.
- Identify measurable outcomes that support continued commitment to commercialization and growth such as business plan completed, market research report completed, patent filed, etc.

Commercialization Strategy

- Describe the company's conceptual business model.
- Identify how this TechStart Grant project will lead toward commercialization or augment the next stages of securing financing (e.g. Seed Grant, Development Loan, SBIR/STTR or other capital) for follow on research and development activities.
- Describe ownership over any intellectual property or proprietary knowledge associated with this project.

Maine Economic Impact

Describe how the proposed project may lead to positive economic impact for the State of Maine.

Examples of Economic Impact:

- New jobs or preservation of existing jobs in Maine, or new workforce skills development
- New businesses started in Maine
- Maine business succeeding or expanding as a result of the new innovation
- New products, process and/or services introduced to the market
- New invention disclosures, intellectual property protection (patents, copyrights, trademarks, plan rights, etc.), licenses
- New dollars coming into the Maine economy including sales revenue, grants and contracts from federal or other external sources, debt or equity investment from outside of Maine

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.

5. Supporting Documents (≤ 2 pages total)

This section is intended to support any claims made within the application narrative. 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 two single-sided pages, submissions may include any articles, letters, or other documents 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, and no larger than 8.5" x 11". 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 required 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. The specific intellectual property should be defined. The applicant should provide an analysis of patentability or Prior Art Search Report. These are both acceptable forms of supporting documents.

6. Form B: Budget Summary

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/techstart-grant or using a copy of the blank form (you may add additional lines, if needed), indicate:

- a. Line-item expenses for the proposed project (*Note: indirect or sales and marketing costs are not allowable in the Tech Start 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. The match commitment must be greater than or equal to the MTI request. It is recommended that at least 50% of the match be in the form of cash.

6a. Budget Supporting Document (1 page)

Documents explaining the details of numbers used 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 Matching Fund Requirements for MTI and the MTI Rates for Other Match documents listed on the TechStart Grant page of the MTI website. MTI will verify payments and rates for employees and consultants before issuing funds.

7. Commitment Letters (≤ 1 page each)

On separate paper, please provide letters of commitment for all matching funds contributed toward 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 within this Application. It is recommended that at least 50% of the match be in the form of cash.

Commitment Letters may also include verification from external sources of their committed efforts towards the proposed project. A summary of those efforts should be highlighted in the scope of work section of the narrative and more specific details may be contained within the commitment letters.

8. Professional Summary (≤ 1 page each)

On separate paper, please submit professional summaries for the primary contact and any other company employees identified on the Form B: TechStart 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: Biographies may not be longer than one page per person. Any additional biography pages over the one page per person limit will be discarded. Professional summaries may come in the form of a resume, CV, or paragraph summary style.

9. Application Checklist

Provide a completed and signed copy of the application checklist. The checklist can be obtained at www.mainetechnology.org/fund/techstart-grant.

FORM B: BUDGET

An Excel version of this document is available on the TechStart 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.maintechology.org/fund/techstart-grant

Company Name:												
Project ID#:												
Date Submitted:												
Principal Contact:								Email:				
Project duration can be no longer than 6 months; activities and expenses may only be incurred after the deadline date				Budgeted Expenses				Actual Expenses (final reporting only)				
Start Date:		To	End Date:		Total	MTI Funds	Cash Match	Other Match	Total	MTI Funds	Cash Match	Other Match
OWNERS AND EMPLOYEES		Hours	Hourly Rate Rounded									
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		Hours	Hourly Rate Rounded									
Name/Title:		0	\$0		\$0							
Name/Title:		0	\$0		\$0							
Contractual Services Subtotal					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROJECT SUPPLIES (List category & describe)												
List/Describe:												
List/Describe:												
Project Supplies Subtotal					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAVEL (List where/reason)												
Where:		Reason:										
Where:		Reason:										
Travel Subtotal					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (List & describe)												
List/Describe:												
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
The following boxes will tell if you have filled out this form correctly					Budget is in balance			Expenses are in balance				

By submitting this document the applicant/awardee represents that all resources represented are real and are specifically dedicated to the project.

* If you are completing this form in Excel & you require more lines for each item, click on the plus (+) sign on the far left to expose additional lines.

* If this form is being completed as part of the MTI TechStart Grant Application process, please enter budget details into the following columns: Total Budget (Column G), MTI Funds (Column I), Cash Match (Column J) and Other Match (Column K). DO NOT COMPLETE the Actual Expenses columns.

* If an MTI TechStart Grant has been granted and this form is being submitted as part of a Final Report, please enter actual project expenses for the current milestone period into the following columns: Total Expenses (Column M), MTI Funds (Column O), Cash Match (Column P) and Other Match (Column Q) accordingly. If any individual line is over \$1,000 then supporting documentation such as invoices, time logs or proof of payment must be submitted.

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,

(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***

TECHSTART GRANT APPLICATION CHECKLIST

TS# _____

Please submit to the MTI one (1) original application containing each of the following eight (8) items. Inclusion of optional items #3a and #5 are strongly encouraged.

- _____ 1. **Form A – Registration Form (1 page):** Obtained through registration at www.mainetechnology.org/fund/techstart-grant

- _____ 2. **Non-confidential 100 word Project Summary (1 page):** Will be included in the official MTI TechStart 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 (≤ 3 pages):** On separate paper, submit project details as outlined within the application.

- _____ 5. **Supporting Documents (Optional ≤ 2 pages):** On separate paper, not to exceed two single sided pages including articles, letters or other documents that support the application. *An additional page for information related to Intellectual Property is also required. See Page 9 for more details.*
 - _____ 5a. **Information Pertinent to Intellectual Property Protection (1 page)**

- _____ 6. **Form B - Budget Summary (≤ 2 pages including supporting doc):** MS Excel form may be obtained at www.mainetechnology.org/fund/techstart-grant

- _____ 7. **Commitment Letters:** Provide letters of commitments for all matching funds contributed. An example commitment letter is provided in these application instructions.

- _____ 8. **Professional Summary (≤ 1 page each):** Submit professional summaries for the primary contact and any other key project employees, including any named consultants and/or contractors.

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.