

MTI SEED GRANT APPLICATION CHECKLIST

Please know that MTI strongly encourages all applicants to email a draft proposal at least two weeks prior to the targeted application deadline. Please email your draft proposal to Kim Doughty, MTI's Lending & Grants Associate, at: kdoughty@mainetechnology.org

Applications submitted through MTI's Online Portal must be uploaded as one, complete PDF attachment including all necessary items listed below – please title your Application PDF file as follows: “[Your Company Name], [Primary Contact Name], SG”

_____ **Online Registration Information:** Please note that the general contact information provided in the Online Application Portal is treated as public information; however, all contents of the uploaded application file, Tax ID#s, and email addresses are confidential.

_____ **Non-confidential 100-word Project Summary:** Submit through MTI's Online Application Portal, along with initial registration information.

_____ **1. 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

_____ **1a. Response to Previous Feedback if this is a Resubmission (Optional 1 page)**

PLEASE NOTE: The History of Previous Grants (if applicable) and Application Narrative should be the opening pages of your Application PDF to be uploaded via MTI's Online Application Portal.

_____ **2. Application Narrative (≤ 5 pages):** Please compose your narrative using the outline provided in the application instructions.

_____ **3. Supporting Documents (Optional; ≤ 4 pages):** Up to 4 additional pages, to include articles, diagrams, letters of support, or other documents that augment the proposal. *An additional page of supporting documents is also allowed specifically for information pertinent to Intellectual Property. See Section 3a of Application Instructions for details.*

_____ **3a. Information Pertinent to Intellectual Property Protection (≤ 1 page)**

_____ **4. Form B - Budget Summary (≤ 1 page):** MS Excel file for Budget Form B available at: www.mainetechnology.org/program/seed-grant/
Two additional pages of supporting documents are allowed specifically for information pertinent to Budget Form B. See Section 4a of Application Instructions for details.

_____ **4a. Budget Supporting Documents (≤ 2 pages)**

_____ **5. Commitment Letters (1 page per letter):** Provide letters of commitment for all matching funds contributed. Use example commitment letter on Page 10 of Application Instructions. Additional Commitment Letters may also be included for external partners/contractors.

_____ **6. Professional Summaries (≤ 2 page each):** Submit professional summaries for the primary contact and any other key project employees, including any named consultants and/or contractors included in the Budget Form B.

_____ **7. Form D – Intellectual Property:**

A listing of all patents, copyrights, trademarks, trade secrets, or any other intellectual property related to the technology being developed.