**MTI INNOVATION ECOSYSTEM DEVELOPMENT PROGRAM**

**APPLICATION DEADLINE: TUESDAY, JULY 1st at 5:00PM**

**APPLICATION INSTRUCTIONS**

**This Application Word Document is separate from MTI’s Online Application Portal. Before finalizing your funding request via the Online Application Portal, review the following steps:**

**Step 1:** Complete your responses to each question within this Application Word Document.

**Step 2:** You will need electronic versions of the following documents for your application package:

☐ Completed Application *(Your responses to all 4 sections on the following pages of this Word doc)*

Signed and dated W-9 Form

☐ Income Statement (or NPO Statement of Activities) for 2024 & YTD-2025

☐ Current Balance Sheet (or NPO Statement of Financial Position)

Supporting documents (optional): *letters of support, market data, team resumes, etc.*

**Step 3:** Set up your online account with MTI’s new online application portal. using this link: <https://bbgm-apply.yourcausegrants.com/apply/programs/d474ee3b-74fe-477c-8b08-429265c4ea63>

**Step 4:** When you log in to the Online Application Portal, you will be asked to enter basic information about your organization, employee compensation, and your funding request, into the online forms and you will be prompted to upload your application package documents noted above.

*You can save an incomplete application form and return to complete later; however, you must return to complete your online application submission. Incomplete applications will not be considered for funding.*

*If you have questions about completing this application or uploading to MTI’s Online Application Portal, please email Tom Kittredge (*[*tkittredge@mainetechnology.org*](mailto:tkittredge@mainetechnology.org)*) and Lou Simms (*[*lsimms@mainetechnology.org*](mailto:lsimms@mainetechnology.org)*)*

**Application Notification:**

You will receive an auto-generated email notification confirming that your online application package has been submitted. MTI staff will be in contact with you via email if any further information is required.

There will be two rounds of scoring. Applicants who advance to the second round of the competition will pitch to MTI’s Board of Directors during the month of August. MTI will work with these applicants to find a convenient time for this pitch session, which will take approximately thirty minutes, including Q&A. MTI plans to announce the awards for the Innovation Ecosystem Development Program competition by September 30, 2025.

**Introduction**

What is the legal name of the corporate entity applying for this MTI funding?

*Type your answer here….*

Where is your organization currently headquartered?

*Type your answer here….*

Does your organization have physical location(s) in Maine? If yes, where?

*Type your answer here….*

How many full-time W-2 employees does your organization currently have in Maine?

*Type your answer here….*

How many part-time employees and/or contractors do you currently have in Maine?

*Type your answer here….*

Do you have employees outside of Maine? If yes, where and how many?

*Type your answer here….*

What is your organization’s mission/purpose?

*Type your answer here….*

How does your organization secure funding? What are your source(s) of funding?

*Type your answer here….*

Does your organization carry any debt? If yes, list all existing debt obligations and include lender name, current balance, monthly payment, and loan collateral

*Type your answer here….*

Provide a brief summary of your annual budget for 2025: do you anticipate any budget shortfall/surplus?

*Type your answer here….*

**Section 1: Alignment with MTI Mission**

How will your proposed project create an enhanced environment for innovation and entrepreneurship in Maine, in alignment with MTI’s mission?

*Type your answer here….*

Does your organization work with innovative businesses in one or more of [MTI’s targeted technology sectors](https://www.mainetechnology.org/who-is-mti/technology-sectors/)? Describe the support your organization offers to innovative businesses and how your proposed project will enhance that work.

*Type your answer here….*

In addition to directly working with innovative businesses, does your organization uplift Maine’s innovation economy in other ways? (For example, through educational events, networking, etc.)

*Type your answer here….*

How will your proposed project directly or indirectly support quality job creation in Maine?

*Type your answer here….*

Does your proposed project create an enhanced entrepreneurial environment for founders from underserved groups and/or regions of state?

*Type your answer here….*

How long has your organization existed in Maine, and what is its history of impact in the state? Please summarize any data demonstrating your organization’s track record of impact. If you have received prior MTI funding, also summarize the impact generated by MTI-funded projects.

*Type your answer here….*

**Section 2: Team and Oversight**

Describe the relevant professional experience and skillsets of the organization’s team. Describeany experience working within Maine’s innovation ecosystem, as well as the team’s pertinent technical skills, financial acumen, program management, and any other relevant expertise.

*Type your answers here…*

What is your team’s track record of success in achieving your organization’s mission?

*Type your answers here….*

Outside of the founding team, are there any other team members who will be involved in the Scope of Work proposed for this MTI funding request? *These can include employees, outside consultants or contractors, as well as business advisors and mentors.*

*Type your answers here….*

Do you have a formal Board of Directors or other form(s) of governance/oversight?

*Type your answer here….*

Are you partnering with other organization(s) in Maine’s Innovation Ecosystem as part of this initiative?

*Type your answer here….*

**Section 3: Value Proposition and Market for Proposal**

Describe the value proposition for your proposed project – be sure to address the following:

* Provide a complete description of your proposed program / solution.
* What problem / need does your proposed program / solution address?
* Who are your target customers / users?

*Type your answer here….*

Describe the market need / demand for your product – be sure to address the following:

* Quantify the demand for your proposed program / solution
* Identify any existing alternatives (for Maine businesses) to your proposed program / solution
* How does your program / solution compete with and/or complement existing alternatives?
* How is your program / solution innovative, compared to existing alternatives?

*Type your answer here….*

**Section 4: Project Timeline, Deliverables, Funding Sources & Uses**

How much MTI funding are you requesting?

*Type your answer here…*

All MTI investments require at least 1:1 matching funds that comply with MTI’s [Matching Funds Policy](https://www.mainetechnology.org/MTI-matching-policy-and-guidance.pdf). How much additional funding are you committing to your proposed project budget?

*Type your answer here…*

What are the source(s) of your matching funds? Have you already secured these matching funds? If not, what is your plan to secure them? (Matching funds will need to be fully secured before MTI executes on the funding contract).

*Type your answer here…*

Are there any other matching commitments you are making beyond the cash match? If yes, please describe and provide a quantifiable estimate for the value of those matching commitments. For example, unpaid volunteer hours towards the program, etc.

*Type your answer here…*

What are the critical activities that you will complete with the requested MTI funding and matching funds? Identify specific outcomes / deliverables, each with measurable performance metrics and a planned start date and completion date.

*Type your answers here…*

How will your organization, and your proposed project efforts, support Maine businesses in creating economic impact through innovation? *Speak to specific job creation and revenue growth goals for the businesses your organization supports.*

*Type your answers here…*

Is there anything else you would like the review team to know about the impact of your organization on the state of Maine? *This can include additional forms of economic impact and any other positive benefits to Maine’s people.*

*Type your answer here….*