



Forestry Recovery Initiative: Phase 1

Application

Instructions

Step 1: Complete the four sections of this application. You may add your responses on the following pages in this Word document – or you may compose your responses in a separate document. Save your final application document and compile the required financial documents identified below to upload in Step 2.

You will need electronic versions of the following financial documents to complete your online application:

- Signed and dated W-9 Form
- Income Statement (or Profit and Loss Statement) for 2019, 2020, & 2021(YTD)
- Current Balance Sheet
- Sole proprietors may provide federal tax filings for 2019 & 2020 (instead of P&L and Balance Sheet)
- Verification of municipal business registry (if not registered with Maine Secretary of State)
- Federal DUNS number (identifier required to access federal funds)

Step 2: Create your login credentials and complete your online application at the [Recovery Funding Online Application Portal](https://www.grantrequest.com/SID_2050?SA=SNA&FID=35158) by going to: https://www.grantrequest.com/SID_2050?SA=SNA&FID=35158
You will need an active email address to create your username and password.

When you login to the [Recovery Funding Online Application Portal](https://www.grantrequest.com/SID_2050?SA=SNA&FID=35158), you will be asked to enter some basic information about your business and your funding request into the online forms. You will upload your finalized application document prepared in Step 1, along with the financial documents identified above.

You will also be asked to electronically acknowledge MTI’s Disclosure and Confidentiality Statement in the Online Application Portal – for your reference, that statement is also provided at the end of this application template.

Application Notification:

You will receive an auto-generated email notification once your online application package has been submitted. MTI staff will be in contact with you via email if any further information is required. MTI plans to announce awards for the Forestry Recovery Initiative Phase 1 by March 1, 2022.

Section 1

Negative Economic Impacts of the Covid-19 Pandemic

Describe the negative impacts of the pandemic that your business has suffered – be sure to include quantifiable estimates, such as dollar amounts for revenue lost and/or additional costs incurred due to the onset of the pandemic, weeks of increased lead times due to pandemic-related supply chain delays, etc...

Your answer....

Section 2

Pandemic Response Plan

Keep your answers clear and concise.

How much Forestry Recovery Initiative funding are you requesting?

Your answer....

How will you use these funds to address the negative impacts of the pandemic suffered by your business?

Your answer....

Do you plan to make any new hire(s) in 2022? If yes, how many new employees?

Your answer....

How does your plan help you build a stronger business in the wake of the pandemic?

Your answer....

Section 3

Pandemic Response Plan Budget Form

Complete the table below to specify how you will spend your requested recovery funds. Use the column on the right to provide more detail on your proposed expenses.

Response Plan Start Date: <i>Your answer....</i>		Response Plan End Date: <i>Your answer....</i>
Projected Expenses		
Expense Type	Cost	Details
Internal Staff - Founders and Employees	\$0	<i>Your answer....</i>
Consultants/Contractor Services	\$0	<i>Your answer....</i>
Capital Equipment Purchases	\$0	<i>Your answer....</i>
Other Expenses	\$0	<i>Your answer....</i>
Total Recovery Funds Requested	\$0	

Section 4

Business Structure and Financial Statements

Describe your business structure below – be sure to address the following:

What type of corporate entity is your business (corporation, LLC, sole proprietorship, etc...)?

Your answer....

Where is your business located? Do you have multiple locations? In-state and/or out-of-state?

Your answer....

How many Maine-based full-time employees do you currently employ?

Your answer....

How many Maine-based part-time employees and/or 1099-contractors do you currently employ?

Your answer....

Who owns your business? List all owners and ownership percentages:

Your answer....

Does your business carry any debt? If yes, list all existing debt obligations with detail including lender name, current balance, monthly payment, and loan collateral

Your answer....

What are your annual Profit and Loss projections for 2022?

Your answer....

What accounting system(s) do you utilize to track income and expenses?

Your answer....

Disclosure and Confidentiality Statement

(Acknowledgement in MTI's Online Application Portal)

MTI's obligations regarding the confidentiality of Applicant's Application and associated documents are controlled by 5 MRS section 15302-A which requires that certain information in MTI's possession must be available for public inspection after an application for financial assistance is received, including, but not limited to: names and addresses of Applicants, including principals; the amounts, types and general terms of financial assistance; general description of projects and businesses benefiting from the assistance; and the number of jobs projected in connection with a project.

Certain records at MTI are designated confidential by section 15302-A and will not be available to the public for inspection, including: records requested to be treated as confidential, which if disclosed, would constitute an invasion of an individual's privacy, such as: personal tax returns, financial statements, or assessments of creditworthiness or financial condition; records obtained by MTI in connection with any monitoring or servicing on an existing project, or any other records or information the release of which MTI has determined could cause a business competitive detriment.

If an Applicant desires that certain information remain confidential, the Applicant must clearly identify what information or documents it wishes to remain confidential. The Applicant must also explain, in writing, the basis for such a request. Where the Applicant asserts that the basis for the confidentiality request is that release of the information could cause a business or competitive disadvantage, or loss of a competitive advantage, the Applicant must provide MTI with sufficient information to independently determine the likelihood of such a detriment. Applicants may wish to consult their attorney or MTI staff as to the scope of public disclosure and confidentiality as it relates to MTI and Applicants.

MTI does not discriminate in the administration of any of its programs or in its employment practices on the basis of race, color, national origin, age, gender, religion, physical or mental disability, political affiliation, marital status or sexual orientation. MTI is an equal opportunity employer, provider and lender.

For full details, see [MTI's Disclosure and Confidentiality Statement](#). Please review the list of all Board members, Technology Board members and staff listed on the [MTI website](#).

If there are any MTI Board members, Technology Board members or staff from whom we should withhold your application, please note those individuals below for entry in your online application.

By signing this application, I certify that all information contained herein is complete and accurate to the best of my knowledge. I agree to accept responsibility for the conduct of the project, and I agree to provide all required progress reports, if an award is made.