



MTI PRIME FUND

APPLICATION

INSTRUCTIONS

Step 1: Complete the five sections on the following pages of this Word document. You may add your responses on the following pages in this Word document – or you may compose your responses in a separate document. Once complete, save your final application document and compile the required financial documents identified below, to be uploaded in our Online Application Portal 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
- Current Balance Sheet
- Sole proprietors may provide federal tax filings for 2019, 2020, & 2021 (instead of Income Statement)
- Sole proprietors may provide confirmation of available cash reserves (instead of Balance Sheet)
- Federal UEI number (Unique Entity Identification – required to access federal funds)
- Signed and dated agreement to comply with federal and state reporting requirements

Step 2: Create your login credentials and complete your online application at the [PRIME Fund Online Application Portal](https://www.GrantRequest.com/SID_2050?SA=SNA&FID=35164) by going to: https://www.GrantRequest.com/SID_2050?SA=SNA&FID=35164

You will need an active email address to create your username and password.

When you login to the Online Application Portal, you will be asked to enter 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 in the checklist above. *You will need at least 30 minutes to complete all required sections of the online application portal.*

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 document.

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 the first round of awards for the PRIME Fund by June 30, 2022.

Use the following link to access your MTI online account and view your saved & submitted applications:
www.GrantRequest.com/SID_2050?SA=AM

Section 1

Negative Economic Impacts of the Covid-19 Pandemic

Describe the negative impacts of the pandemic that your business has suffered. Your comments should include quantifiable estimates such as dollar amounts for: revenue lost, additional costs incurred due to the pandemic, costs of increased lead times due to pandemic-related supply chain delays, etc...

(You can select from the listed categories of negative impact – be sure to provide further details in your answer below)

List of allowable damages from Federal guidelines

- Reduced Revenues (compared to 2019)
- Reduced access to credit
- Reduced labor availability
- Increased labor expenses
- Increased fuel costs
- Increased materials costs
- Shipping delays
- Other supply chain disruptions
- Other *(please specify below)*

Describe your answer in detail here...

Section 2

Pandemic Response Plan

How much funding are you requesting?

Your answer....

How much matching funds are you committing to your proposed response plan budget?

Your answer....

Are there any other matching commitments you are making? If yes, please provide a quantifiable estimate for the value of those matching commitments?

Your answer....

How will you use the requested funds to address the negative impacts of the pandemic that your business has suffered?

(You can select from the categories of uses listed below – and provide further detail in your answers below...)

- Reimburse the expense of workplace safety measures and personal protective equipment
- Changes made in the marketing or distribution of your product to comply with COVID protocols
- Medical and testing equipment for employees
- Investments in new processing equipment or labor-saving devices
- Additional hires
- Enhanced compensation, benefits or training for existing employees
- Build inventory to mitigate future supply disruptions
- Other *(please specify below)*

Please describe your plans to use the requested funds. Be sure to specify estimated costs for the various types of expenses in your proposed budget, particularly if your plan involves multiple phases – we ask for these details because it is very possible you will be awarded less funding than the amount you request.

Your answer....

Will you use these funds to make any new hire(s) in 2022? If yes, how many new employees? If you are a seasonal employer, be sure to specify an estimated duration of employment for any new hires.

Your answer....

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

Your answer....

Section 3

Business Structure and Financial Statements

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

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 and include lender name, current balance, monthly payment, and loan collateral (*you may refer to your balance sheet, if included*)

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....

Section 4

Creating Quality Jobs in Maine

To most effectively address the negative economic impacts of the COVID-19 Pandemic, MTI's PRIME Fund is committed to helping businesses create quality jobs for Mainers. Learn more about MTI's commitment to [creating quality jobs here](#).

What is the average annual wage for your current full-time employees (excluding senior management)?

Your answer....

What was your total annual expense for all employment compensation in 2021? (include all payroll costs: wages, salaries, all benefits and payroll taxes)

Your answer....

Basic Benefits

Does the company currently offer paid time off to full time employees?

Your answer (yes/no)... provide further comments if necessary to explain...

Does the company offer subsidies for health care benefits?

Your answer (yes/no)... provide further comments if necessary to explain...

Does the company contribute to a retirement plan for the employee or provide a saving program?

Your answer (yes/no)... provide further comments if necessary to explain...

Fair and Engaging Workplace

Does the company provide at least a week's notice for any scheduling change for workers?

Your answer (yes/no)... provide further comments if necessary to explain...

Does the company do annual performance and wage reviews directly with all employees?

Your answer (yes/no)... provide further comments if necessary to explain...

Does the company provide training opportunities on site or provide tuition reimbursement for offsite training?

Your answer (yes/no)... provide further comments if necessary to explain...

Do you offer any other benefit or workplace programs that contribute to employee satisfaction and retention?

Your answer (yes/no)... provide further comments if necessary to explain...

Section 5

Diversity, Equity, Inclusion, and Belonging (DEIB)

MTI's PRIME Fund is committed to helping businesses foster Diversity, Equity, Inclusion, and Belonging as critical tools to build out Maine's workforce in the wake of the COVID-19 Pandemic. Learn more about MTI's commitment to [fostering Diversity, Equity, Inclusion, and Belonging here](#).

Organizational Structure		
Indicate whether your organizational owner and employee demographics are currently diverse as defined by race, ethnicity, sex, sexual orientation (gender identity and expression), or physical or mental disability.		
<i>In my organization . . .</i>	Yes/No	Evidence
At least 51% owned, controlled, or operated by a woman or member of a historically underrepresented group		[describe evidence you see]
5% or more of the current workforce is comprised of diverse employees.		[describe evidence you see]

Organizational DEIB Practices		
Rate your organization on each of the below statements. If your organization has consistently acted in the manner described in the statement, you should select "strongly agree" as your response. Less convincing evidence would lower the score that you associated with the item. Please use the following scale: 1 = Strongly Disagree; 2 = Disagree; 3 = Neutral; 4 = Agree; 5 = Strongly Agree.		
<i>In my organization . . .</i>	Rating	Evidence
We actively seek diverse candidates for each open position.		[describe evidence you see]
Our leaders / founders have developed or are working to develop personal and professional networks from which to draw diverse future talent.		[describe evidence you see]
Our team members are encouraged to express ideas freely.		[describe evidence you see]
Our team members are encouraged to listen to each others' ideas with openness and curiosity.		[describe evidence you see]
The leadership team regularly examines how team members share information, resolve conflict, and make final decisions to identify and address barriers to inclusion.		[describe evidence you see]
We regularly solicit employee feedback on their experience with the company (e.g., surveys, group discussions, etc.).		[describe evidence you see]

We have nondiscrimination policies and practices.		[describe evidence you see]
We use objective, position-specific criteria when hiring, conducting performance evaluations, and promoting individuals.		[describe evidence you see]
We have taken or have scheduled online or in-person DEIB training.		[describe evidence you see]
Our leaders/founders model inclusive behaviors.		[describe evidence you see]
	#DIV/0!	

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.