

# **MTI DEVELOPMENT LOAN APPLICATION CHECKLIST**

Draft applications and final application packages must include all items listed below to be considered complete for review. Incomplete applications will not be accepted for review.

## **Introduction**

- ☐ Registration Form
- ☐ Non-confidential summary (100 Words or less)
- ☐ History of previous MTI funding (up to 2 pages)

## **Part 1. Business Plan (up to 18 pages)**

- ☐ Executive Summary including Value Proposition
- ☐ Company Overview
- ☐ Products and/or Services
- ☐ Market and Marketing Strategy
- ☐ Commercialization
- ☐ Operational/ Product Plan
- ☐ Management and Organization

## **Part 2. Financial Statements and Projections (approximately 6 pages)**

- ☐ Prior Two Years Financials – must include income statement (P&L) and balance sheet
- ☐ Current Year-to-Date Financials – must include income statement (P&L) and balance sheet
- ☐ Debt & Capitalization schedule
- ☐ Sources & Uses of Project Funds
- ☐ Projected Financials – out 4 years, including project duration

## **Part 3. Appendices** –Supporting materials, e.g., letters of support, market data, etc. (up to 8 pages)

## **Part 4. Resumes / CV** – for all key project personnel

## **Part 5. Technology Plan (up to 15 pages)**

- ☐ The Technology (Scientific and technical insight, detail and approach to R&D)
- ☐ Project Scope of Work and Desired Outcomes
  - ☐ Project Period Outline with bulleted deliverables for each Milestone
  - ☐ Project Gantt Chart
- ☐ Economic Impact to Maine (narrative)
- ☐ Form F: Economic Impact Form

## **Part 6. Budget Forms and Supporting Documents**

- ☐ Forms B&D: Period and Project Budgets
- ☐ Supporting Documents for Budget Justification (**up to 4 pages**)

## **Part 7. Letters of Commitment and Required Forms**

- ☐ Letters of Commitment for Matching Funds (Internal and External)
- ☐ Form C: Intellectual Property
- ☐ Form E: Repayment Plan
- ☐ Form G: Credit Check Authorization (*not required for research/academic institution*)
- ☐ Exception Request (*for funding over \$250,000 requested by start-up companies*)
- ☐ Letter of acknowledgment to confirm financial resources (*research/academic institutions only*)
- ☐ Applicant response to feedback from previous application (*Resubmissions only*)