

Items required for Letter of Interest Package

- **ACKNOWLEDGEMENT LETTER**
- Registration Form
- Confidential Executive Summary – one page
- History of previous MTI grants or loans – up to two pages
- Any initial application draft materials (strongly recommended)

Email your Letter of Interest Package to: afinkenhoefer@mainetechnology.org

<<ACKNOWLEDGEMENT LETTER TEMPLATE>>

<<DATE>>

Dear MTI Staff,

Please accept this letter and attached documents as the Letter of Interest to Apply for an MTI Development Loan for <<*Insert Legal Business Name*>>.

By signing this letter, we acknowledge that we must submit to MTI via email a formal draft application for MTI Development Loan funding, in the format presented by MTI's Development Loan Application Instructions.

We acknowledge that, based on the details provided in our draft application, MTI staff will determine whether our application is complete to permit access to MTI's Online Application Portal, through which we must submit our final application package.

We acknowledge that MTI will not accept incomplete applications for review.

Finally, we request that MTI treat this submittal and all subsequent related application materials as confidential information under the MTI law (5 MRS section 15302-A(2)(C)), except the two public information sections of our Application package: (1) the Registration Form Public Information Section 1, sections 1 through 9; and (2) the non-confidential project summary section.

Sincerely,

<<SIGNATURE>>

<<*Proposal Contact Name*>>

<<*Company Name*>>

Development Loan (DL) Draft Application Outline

Please use the following outline to compose your draft application. Be sure to title each section as outlined here – Refer to the DL Application Instructions for details regarding each section.

Part 1A: Business Plan

- a. Executive Summary, including Value Proposition
- b. Company Overview
- c. Products and/or Services
- d. Market and Marketing Strategy
- e. Commercialization
- f. Operational/ Product Plan
- g. Management and Organization

Part 2: Financial Statements and Projections

- a. Prior Two Years Financials
- b. Current Year-to-Date Financials
- c. Debt & Capitalization schedule
- d. Sources & Uses of Project Funds
- e. Projected Financials – next four years, including project duration

Part 3: Appendices – Supporting materials, including support letters, market data, etc.

Part 4: Resumes / CV for Key Project Personnel

Part 5: Technology Plan

- a. The Technology (Scientific and technical insight, detail and approach to R&D)
- b. Project Scope of Work and Desired Outcomes
 - a. Project outline per period with bulleted deliverables listed
 - b. Project Gantt chart
- c. Economic Impact (narrative)
- d. Form F: Economic Impact Form

Part 6: Forms and Supporting Documents

- a. Forms B&D: Period and Project Budgets
- b. Budget Justification & Supporting Documents

Part 7: Letters of Commitment and Other Required Forms

- a. Letters of Commitment for Matching Funds (Internal and External)
- b. Form C: Intellectual Property
- c. Form E: Repayment Plan
- d. Form G: Credit Check Authorization (not required for Tech Transfer projects)
- e. Exception Request (funding requested over \$250,000 for start-up companies)
- f. Letter of Acknowledgement from institution confirming support (*Tech Transfer only*)
- g. Applicant response to feedback from previous application (*Resubmissions only*)