

# TECHSTART GRANT APPLICATION CHECKLIST

Please know that MTI strongly encourages all applicants to email a draft proposal at least two weeks prior to the targeted application deadline. Please email your draft proposal to Kim Doughty, MTI's Lending & Grants Associate, at: [kdoughty@mainetechnology.org](mailto:kdoughty@mainetechnology.org)

Applications submitted through MTI's Online Portal must be uploaded as one, complete PDF attachment including all necessary items listed below – please title your Application PDF file as follows: “[Your Company Name], [Primary Contact Name], TS” and include your company name in the top right margins of your final application submission.

\_\_\_\_\_ **Online Registration Information:** Please note that the general contact information provided in the Online Application Portal is treated as public information; however, all contents of the uploaded application file, TINs, and email addresses are confidential.

\_\_\_\_\_ **Non-confidential 100-word Project Summary:** Submit through MTI's Online Application Portal, along with initial registration information.

\_\_\_\_\_ **1. History of Previous Grants – if applicable (≤ 2 pages):** Information on your previously funded MTI and/or SBIR/STTR projects with significant focus on related projects

\_\_\_\_\_ **1a. Response to Previous Feedback if this is a Resubmission (Optional 1 page)**

*PLEASE NOTE: The History of Previous Grants (if applicable) and Application Narrative should be the opening pages of your Application PDF to be uploaded via MTI's Online Application Portal.*

\_\_\_\_\_ **2. Application Narrative (≤ 3 pages + Optional Cover Page):** The Narrative should be the opening pages of your Application PDF to be uploaded via MTI's Online Application Portal. Please compose your narrative using the outline provided in the application instructions.

\_\_\_\_\_ **3. Supporting Documents (Optional; ≤ 2 pages):** Up to 2 additional pages, to include articles, diagrams, letters of support, or other documents that augment the proposal. *An additional page of supporting documents is also allowed specifically for information pertinent to Intellectual Property. See Page 9 for more details.*

\_\_\_\_\_ **3a. Information Pertinent to Intellectual Property Protection (≤ 1 page)**

\_\_\_\_\_ **4. Form B - Budget Summary (≤ 1 page):** MS Excel file for Budget Form B available at: <http://www.mainetechnology.org/program/tech-start-grant/> *An additional page of supporting documents is allowed specifically for information pertinent to Budget Form B. See Page 9 for more details.*

\_\_\_\_\_ **4a. Budget Supporting Document (≤ 1 page)**

\_\_\_\_\_ **5. Commitment Letters:** Provide letters of commitment for all matching funds contributed. An example commitment letter is provided in these application instructions (Page 12). Additional Commitment Letters may also be included for external partners/contractors.

\_\_\_\_\_ **6. Professional Summary (≤ 1 page each):** Submit professional summaries for the primary contact and any other key project employees, including any named consultants and/or contractors included in the Budget Form B.