



TechStart Grant Application Instructions

Key Dates:

Application Deadline – First Tuesday of Each Month, by 5:00 PM (EST)

Award Notification – Four Weeks after Deadline Date

Contact:

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Investment Officer

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Application Requirements

Online submissions

- Must be one, complete PDF attachment uploaded via **MTI's Online Application Portal**, by 5pm on the stated deadline date.

Application layout

- 1" margins, 12 pt. font, 8.5" x 11" pages
- One cover page may be included as Page 1 of the Application PDF attachment.
- All applications should be presented in a **narrative format** with the use of diagrams, data, tables and charts as needed. Hyperlinks are allowed within the application narrative.
- Applications **must be arranged in the order dictated by the Application Checklist** – See Application Checklist included here on Page 14.

Award Cycle	Activity
Deadline Date	Applications due by 5:00 PM (EST) via MTI's Online Application Portal . Late submissions and incomplete submissions will not be accepted.
3 Weeks Later	TechStart Review Committee (TSRC) Meetings.
End of Month	Applicants notified of results no later than the final day of the month.

Program Overview

Confidentiality

MTI will treat all application materials as “confidential information” under MTI laws (5 MRSA section 15302-A(2)(C)). This assures that MTI will treat the applications, reports, and other information submitted to MTI, with the exception of a “Non-confidential Project Summary” and the basic company contact and request amount information provided during registration as confidential information under the MTI law. MTI Board of Directors (BOD), Technology Board members, peer reviewers, other consultants, and staff are required to sign and adhere to confidentiality and conflict of interest policies, available on the MTI website.

Applicants should note the names of MTI Staff, Directors, Technology Board members or consultants from whom to withhold the application, due to conflicts of interest. All Technology Board and BOD members are listed on the MTI website.

TechStart Grant Specifications

TechStart Grants will be awarded up to 12 times each year for up to \$5,000 per project. Each grant requires a 1:1 match consisting of actual cash, salaries, staff time, or equipment directly attributable to the proposed project. It is recommended that at least 50% of the match be in the form of cash. No overhead or sales and marketing costs may be included in the project budget. Expenses incurred prior to the application deadline date will not count toward the proposed project, with an exception for resubmissions of a prior application within a three-month window. Full grant payment will be contingent upon completing the scope of work in the application and a quality final report.

Who is Eligible to Apply?

Maine entrepreneurs and Maine-based companies, non-profit research institutions, and universities with operations in the state of Maine, requesting funds to develop, transfer, and advance technologies into the commercial market are eligible. *A Maine-based company is registered to do business in the State of Maine with definitive plans to create and/or retain quality jobs in Maine. Awardees must have a significant base of operations in Maine prior to signing their MTI TechStart Grant Agreement.*

- Any size Maine-based company may submit an application.
- Companies with a significant base of operations and location in Maine are also eligible.
- Companies with no current Maine operations must demonstrate a clear plan to locate or base significant operations in Maine and execute on such plans prior to execution of the TechStart Grant Agreement.
- Academic and research laboratories (Technology Transfer) – Compelling Technology Transfer applications will have a realistic expectation that the innovation/technology will be further developed and/or commercialized by partners, or licensees. Technology Transfer TechStart Grants are expected to fund projects where a majority of the project execution rests within Maine-based private and public academic or research institutions.

Eligible Projects

MTI TechStart Grants are intended to provide funding for Maine-based entrepreneurs, businesses, or research institutions and universities, for specific projects leading to the commercialization of new and innovative products, processes or services. TechStart funding is intended for a project-specific scope of work that will lay the basic business groundwork critical to securing additional funding – from MTI or

other sources of private and public capital, including federal grants and funding solicitations – to conduct research and development of the proposed technology, with the ultimate goal being the commercial success of both the proposed technology and the applicant’s business enterprise.

In keeping with MTI’s mission, the most compelling applications will articulate a reasonably detailed summary of how the applicant intends to move along the pathway to commercialization of new and innovative products, processes, or services in the State’s targeted technology sectors.

The projects submitted must:

- Demonstrate a high potential for economic benefit to Maine.
- Fall within one of [Maine’s targeted technology sectors](#) (see page 5).
- Have a minimum of 1:1 matching investment contribution.
- Comply with all the requirements of these Application Instructions.

Eligible Activities

TechStart Grants will support:

- Specific activities such as business plan development, intellectual property research and filings, and market research and analysis, or critical industry certification.
- TechStart Grant projects must have clearly defined deliverable outcomes and endpoints for the specifically funded scope of work not to exceed six months in duration.

Technology research and development activity *is not eligible* for TechStart funding. Entrepreneurs wishing to request funding for technology development should consider applying for a Seed Grant or Development Loan funding as these applications receive more robust technical reviews by MTI.

Limitations and Restrictions

MTI will consider the number of applications, the scope of projects, and the applicant’s capacity to simultaneously execute multiple projects as part of the review.

TechStart Grants may **NOT** be used as match to other MTI funding programs.

The total number of TechStart Grants received per organization or principal investigator shall not exceed two grants within a 12-month period.

Resubmission of Unfunded Applications

A company, institution or principal investigator may only resubmit an unfunded application once within a 12-month period. It is important for applicants to use their best effort in submitting their original application and seek input from MTI prior to resubmission.

Economic Benefit to Maine

Projects funded by the MTI must show a **high potential for significant economic benefit to Maine.**

Outcome measures will include some of the following benefits:

- creation or retention of jobs
- additional company investments
- increased competitiveness
- infrastructure investments by the company
- increased sales and revenue
- increasing Maine’s capacity for R&D
- patents, trademarks and/or licenses
- additional outside investment into the company

Maine's Seven Targeted Technology Sectors

- Forestry & Agriculture
- Composite Materials Technology
- Aquaculture and Marine Technology
- Environmental Technology
- Biotechnology
- Information Technology
- Precision Manufacturing Technology

Application Process

Step 1 – Draft application feedback from MTI staff

MTI strongly encourages all applicants to submit by email a draft application at least two weeks prior to the targeted application deadline. As time permits, MTI staff offers feedback on draft submissions to assist applicants in developing the strongest submission possible prior to the deadline.

Step 2 – Receipt and Review of Complete Applications

Applications may now be submitted via MTI's Online Application Portal. To access our Online Portal, please email Kim Doughty at: kdoughty@mainetechnology.org.

All applications submitted online must be in the form of one, complete PDF attachment containing all items listed in the "Application Checklist" on the final page (14) of this Application Instructions document. The Application PDF should be itemized in the order of the Application Checklist.

All applications must be submitted no later than 5:00 pm on the deadline date. Late applications, incomplete applications, applications that exceed page limits, and any other applications that do not comply with the guidelines identified in this Application Instructions document will not be accepted for review.

Step 3 – TechStart Grant Review Committee Evaluation

All complete applications will be forwarded to the TechStart Review Committee (TSRC) for the given deadline round. The TSRC consists of a rotating combination of MTI Staff members. The TSRC makes the final funding decisions, which also require approval by MTI's President.

Step 4 – Grant Notification

All applicants will be notified via email of the TSRC funding decision regarding their application. MTI offers all applicants the opportunity to discuss the review of their application with MTI Staff, so as to understand the evaluation of their proposal – and what improvements could be made for a potential application resubmission in the future.

Appeals Process

MTI's standard appeals policy will govern the program. Appeals must be filed within 2 (two) weeks from the date of the MTI notification. The full existing policy is available at:

<http://www.mainetechnology.org/appeal>

Notification Process for TechStart Grant Recipients

Within one week of the funding decision date, TechStart Grant recipients will be e-mailed a notice of grant approval/denial along with the grant agreement documents and instructions (please notify MTI if you require hard copy mailings). Grant recipients are responsible for accurately completing and returning agreement documents to MTI within 60 days of receipt. All agreements not completed and returned within 60 days will be forfeited. Grants are contingent upon successful completion of the project final report, subject to approval of MTI Staff, as outlined in the Grant Agreement Contract. A total of 80% of the approved grant will be disbursed upon successful execution of the Grant Agreement

Contract. The final 20% will be disbursed upon project completion, and MTI approval of the project final report, as specified in the final Grant Agreement.

Reporting Requirements

Completion of the grant project requires the awardee to submit a final report, as outlined in the Grant Agreement Contract, including:

- 1) A written report documenting the efforts and findings of the project and next steps to be taken to advance the technology toward commercialization, including both technical and financial objectives. Project timelines shall be projected at six months or less. Only one 60 day agreement extension may be requested prior to the completion of the project.
- 2) Documentation of all expenses identified within the project budget, including submission of the project reporting form and all supporting documents for any individual expenses valued at \$1,000 or greater. It is the responsibility of the grantee to maintain all financial and technical documents pertaining to grants made by MTI for a period of two years beyond the completion date of the grant.

TechStart Grant Application Instructions

For general program information, please view our webpage: www.mainetechnology.org/ts

Submit your application through MTI's Online Application Portal. To access the Online Application Portal, please email Kim Doughty at: kdoughty@mainetechnology.org

Applications submitted online must be uploaded as one, complete PDF attachment including all required items listed below – please note that MTI strongly encourages the inclusion of the optional supporting documents (item #3), as well as items 1 & 1a, if applicable.

PLEASE NOTE: MTI does not accept applications submitted via fax, nor does MTI accept incomplete applications, applications exceeding page limits, nor any other submissions that do not comply with the guidelines laid out within this application instructions document.

MTI strongly encourages all applicants to submit by email a draft application at least two weeks prior to the targeted application deadline. As time permits, MTI staff offers feedback on draft submissions to assist applicants in developing the strongest proposal possible.

REQUIRED ITEMS:

Registration Information via Online Application Portal

Please Note – “Public Information” submitted in MTI's Online Registration Form may be shared with media or MTI partner organizations (excluding TIN & email addresses, which are used only for MTI's internal operations). MTI treats all contents of the uploaded application documents as confidential. For our confidentiality and conflict of interest policies, please refer to our website at: www.mainetechnology.org/tb

NOTE: On our website you will also find listed all MTI Technology Board reviewers, as well as MTI's Board of Directors. If there are specific individuals whom you would prefer not review your application, please be sure to provide their names in the “Withhold From” field of your Online Registration Information – MTI will withhold your confidential application information from all individuals identified here, and those individuals will not have access to your application materials, other than (a) the public information you provide in the Online Registration Information sections and (b) your Non-confidential project summary.

Non-Confidential Project Summary (≤ 100 words) via Online Portal

Applicants submitting through MTI’s Online Application Portal will be asked to include a non-confidential project summary, along with their initial registration information. The project summary must be **non-confidential** and must not exceed 100 words. Please note that this summary may be included in subsequent MTI press releases, and may also be provided to members of the public or MTI partner organizations, if so requested. The summary should describe the benefit and feasibility of the project, as well as the project’s specific goals. A complete non-confidential summary includes the following:

- Identification of the technology
- Summary scope of the project
- Expected outcome of the project

1. History of Previous MTI Grants/Awards or Other Related Research Grants – IF APPLICABLE (≤ 2 pages)

On separate pages (limit 2 pages) please submit the following information for your previously funded MTI project(s), with significant focus on related projects:

- Project ID Number and Title
- Identify the relationship of previous award(s) to this TechStart Grant Application.
- A history of the previously funded project(s). Include a description of the scope of work proposed and accomplished.
- Explain why the project was or was not a success.
- Identify subsequent efforts leading toward commercialization of the funded technology.
- In addition, applicants may consider including details on any relevant state, federal or other funding received in the last 5 (five) years or which is currently pending.

1a. Resubmission of Previously Unfunded Applications

On a separate page, applicants of previously declined TechStart Grant applications may address the concerns raised during the review of the previous application. Unfunded applicants are strongly encouraged to meet or call MTI staff prior to resubmission. The primary purpose of the meeting is to understand how and if the resubmission will address prior weaknesses. This information is in addition to the History of Previous MTI Grants.

2. Application Narrative (≤ 3 pages, plus One optional cover page)

The Narrative should be the opening pages of your Application PDF to be uploaded via MTI’s Online Application Portal. Applicants may also include one cover page as Page 1 of the Application PDF. Please title your Application PDF file as follows: “[Company Name], [Primary Contact Name], TS”

Introduction

Give a brief overview of the company origins and accomplishments to date. Discuss the opportunity that is being pursued, what makes the proposed solution unique and how it will be achieved.

Scientific and Technical Merit / Proposed Innovation

- Clearly describe the specific technical problem or opportunity to be addressed through the development of the proposed technology (product, process or service).

- Describe the proposed technology and its importance to the industry. Pictures or diagrams may be used within this section or within the supporting documents to support your description.
- Provide comparisons to existing technologies and identify the advantages the proposed technology has over those identified.
- State the ultimate objectives of the R&D and commercialization effort. Include any preliminary data that supports the feasibility of the technology.

Market Potential

- Provide a general overview of the market opportunity. Preliminary data obtained through internet searches, engagements with current or future customers, or from market experts is expected. At a minimum, the application should identify the size of the market at a high level.
- Clearly state the competitive advantage of the company's technology or business approach over existing solutions. The application should identify the major competitors and any other potential competing technologies or solutions that currently exist on the market.
- Describe targeted customers or to whom the technology may be most applicable. This information should lay the groundwork for understanding the path to market in the commercialization strategy section of the narrative.

Scope of Work

- Provide a detailed description of the objectives of the work plan. The plan should describe what will be done, where it will be done and how the scope of work will be carried out. (See "Eligible Projects" for a list of appropriate activities.)
- Include a timeline corresponding to the proposed scope of work. **Approved applications will be limited to a one time only extension request of no longer than 60 days.**
- Describe how the proposed scope of work will advance this technology toward commercialization.
- Identify measurable outcomes that support continued commitment to commercialization and growth such as business plan completed, market research report completed, patent filed, etc.

Commercialization Strategy

- Describe the company's conceptual business model.
- Identify how this TechStart Grant project will lead toward commercialization or augment the next stages of securing financing (e.g. Seed Grant, Development Loan, SBIR/STTR or other capital) for follow on research and development activities.
- Describe ownership over any intellectual property or proprietary knowledge associated with this project.

Maine Economic Impact

Describe how the proposed project may lead to positive economic impact for the State of Maine

Examples of Economic Impact:

- New jobs or preservation of existing jobs in Maine, or new workforce skills development
- New businesses started in Maine
- Maine business succeeding or expanding as a result of the new innovation
- New products, process and/or services introduced to the market
- New invention disclosures, intellectual property protection (patents, copyrights, trademarks, plan rights, etc.), licenses
- New dollars coming into the Maine economy including sales revenue, grants and contracts from federal or other external sources, debt or equity investment from outside of Maine

Management Team

It is not necessary to identify each team member's personal background in this section. That information should be contained within the professional summaries.

- Identify the key project personnel including staff, consultants, advisors and partners.
- Briefly identify each person's title and role.

3. Supporting Documents (≤ 2 pages total)

This section is intended to support any claims made within the application narrative. Reviewers may take into consideration any and all of the supporting documents when assigning points for the review criteria.

On separate pages, not to exceed two single-sided pages, submissions may include any articles, letters, or other documents that support the application. Supporting documents often include published market information, letters from experts in the field, partners, collaborators, suppliers or potential customers, or pictures and diagrams of the technology. Supporting documents must be in "ready-to-copy" form – single-sided, and no larger than 8.5" x 11". For example, an attached brochure, a double-sided document, or 11" x 17" sheet of information will not be copied and will be discarded unless in the required format.

3a. Applications with Pay for Intellectual Property Filing (1 additional page)

Applications requesting funds to pursue intellectual property protection, such as patent protection, copyrights and trademarks, must include supporting documents from the patent attorney or agency conducting the intellectual property investigation. The specific intellectual property should be defined. The applicant should provide an analysis of patentability or Prior Art Search Report. These are both acceptable forms of supporting documents.

4. Form B: Budget Summary

All eligible and properly documented MTI expenses and matching contributions may be claimed back to the application deadline date.

Use Budget Form B provided at www.mainetechnology.org/program/ts to indicate:

- Line-item expenses for the proposed project (*Note: indirect costs, overhead expenses, and sales and marketing costs are not allowable for Tech Start Grant projects*)
- Number of hours and hourly rate for all employees and non-employees
- Total funds requested from MTI
- Total matching funds committed. The match commitment must be greater than or equal to the MTI funding request. It is recommended that at least 50% of the match be in the form of cash.

4a. Budget Supporting Document (1 page)

Documents explaining the details of numbers used in Form B. Examples of budget supporting documents may include: lists of items to be purchased, purchase order agreements for materials to be used within the project, and scope of work agreements with consultants for work to be performed on the project.

WAGE / SALARY RATE GUIDELINES:

All paid salaries/wages **must be the actual pay rate (based on historical paystubs), or must NOT exceed MTI limits** based on reasonable rates for the current market within Maine. Unpaid salaries may not exceed the MTI salary rate limits set. For more details on the salary rate guidelines, please see the Matching Fund Requirements for MTI and the MTI Rates for Other Match documents listed on the TechStart Grant page of the MTI website. MTI will verify payments and rates for employees and consultants before issuing funds.

5. Commitment Letters (≤ 1 page each)

On separate pages, please provide letters of commitment for all matching funds contributed toward completion of the proposed project. Letters must account for all items included in the Match Funding column of the Budget form, including match committed by the applicant's company. A sample commitment letter is provided within this Application. It is recommended that at least 50% of the match be in the form of cash.

Additional Commitment Letters may also be included from external partners and contractors, to verify their committed efforts towards the proposed project. A summary of those efforts should also be highlighted in the scope of work section of the narrative; however, more specific details may also be included within these additional commitment letters.

6. Professional Summary (≤ 1 page each)

On separate pages, please submit professional summaries for the primary contact and any other company employees identified on the Form B: TechStart Grant Budget Form or within the project Scope of Work, including any named consultants and/or contractors. Be sure the biographies indicate experience relevant to the performance of tasks related to this application.

Note: Biographies may not be longer than one page per person. Any additional biography pages over the one page per person limit will be discarded. Professional summaries may come in the form of a resume, CV, or paragraph summary style.

FORM B: BUDGET

An Excel version of this document is available on the TechStart Grant page of the MTI website.
 The workbook includes the Budget Form, Final Report Form and Final Report Narrative.
 For the purposes of the application, only the Budget Form is required.

<http://www.mainetechnology.org/ts>

Company Name:				Product Name:							
Date Submitted:				Project Title:							
Principal Contact:				Phone/Email:							
Project duration can be no longer than 12 months; activities and expenses may only be incurred after the deadline date				Budgeted Expenses				Actual Expenses (reporting only)			
Start Date:	To	End Date:		Total	MTI Funds	Cash Match	Other Match	Total	MTI Funds	Cash Match	Other Match
INTERNAL PROJECT PERSONNEL - <small>When reporting, please include time logs.</small>		Hours	Hourly Rate								
Name/Title:		0	\$0	\$0				\$0			
Name/Title:		0	\$0	\$0				\$0			
Name/Title:		0	\$0	\$0				\$0			
Name/Title:		0	\$0	\$0				\$0			
Personnel Subtotal				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EXTERNAL CONTRACTORS & HRED SERVICES - <small>When reporting, please include paid</small>				Hours	Hourly Rate						
Name/Title:		0	\$0	\$0				\$0			
Name/Title:		0	\$0	\$0				\$0			
Contractual Services Subtotal				0	Avg	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT PURCHASES											
Type:								\$0			
Type:								\$0			
Capital Equipment Purchases Subtotal				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EQUIPMENT USE, LEASE, OR SHARING											
Type:								\$0			
Type:								\$0			
Equipment Use, Leasing or Sharing Subtotal				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROJECT SUPPLIES (List category & describe)											
List/Describe:								\$0			
List/Describe:								\$0			
Project Supplies Subtotal				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAVEL (List where/reason)											
Where:		Reason:						\$0			
Where:		Reason:						\$0			
Travel Subtotal				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
OTHER DIRECT COSTS (List & describe)											
List/Describe:								\$0			
Other Subtotal				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENSES				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
							Total Match	\$0			
							Total Match	\$0			
The following boxes indicate if the form is filled out correctly				Budget is in balance				Expenses are in balance			
<i>By submitting this document the 'grantee' represents that all resources represented are real and would be specifically dedicated to the funded project.</i>											
Instructions											
1. If you are completing this form in Excel & you require more lines for each item, click on the plus (+) sign on the far left to expose additional lines.											
2. If this form is being completed as part of the <u>MTI Seed Grant Application</u> process, enter budget details into the following columns: Total Budget (Column F), MTI Funds (Column H), Cash Match (Column I) and Other Match (Column J). DO NOT COMPLETE the Actual Expenses columns.											
3. If an <u>MTI Seed Grant</u> has been granted and this form is being submitted as part of a <u>final report</u> , enter actual project expenses for the current milestone period into the following columns: Total Expenses (Column L), MTI Funds (Column N), Cash Match (Column O) and Other Match (Column P) accordingly.											
4. Allowable Rates											
· Hours put in by sole proprietor or equity owner that does NOT currently receive payroll or salary (i.e., sweat equity), using MTI's approved pro-bono hourly rates not to exceed \$50 for principals or executive level management and not to exceed \$30 for all other individuals participating in the project											
· Hours put into the project by consultants that receive NO dollar payment for work (i.e., working pro bono); the maximum hourly pro-bono rate for a consultant is \$50											
· Hours that equipment owned either by the applicant or an outside third party is used for activities necessary to complete the project where no payment is made for its use and is instead assigned a fair market value which requires justification for an hourly rate.											

COMMITMENT LETTER (Example)

*You may use a copy of this letter by replacing all italicized words with information pertaining to your application.

(insert date here)

Maine Technology Institute
Brunswick Landing
8 Venture Avenue
Brunswick, ME 04011

Dear MTI President,

This letter represents a commitment by *(insert company name here)* to provide \$ *(insert total cash + other amount)* in matching support for a TechStart Grant project entitled “_____”. The support is provided from *(insert project start date)* to *(insert project end date here)*.

Of this support, \$_____ is committed as direct cash by *(insert cash contributors name)* to carry out its work on this project.

We are providing other support valued at \$_____, which unpaid hours contributed by ownership, use of company equipment, materials, and other services devoted to the project.

Sincerely,

(sign)

(insert name of company officer)

(insert title of company officer)

MTI Allowable Rates and Matching Fund Requirements

Cash Match

Definition: A match in funding that results in the applicant disbursing dollars toward the completion of the proposed project. Cash match is weighted higher than other match in the application review process.

Examples of what is eligible for cash match:

**Each component of the Business Innovation Program has its own set of eligible activities. Applicants should refer to the RFA of each funding component for a complete list.*

- Actual dollars paid to consultants hired by applicant to complete the project
- Actual dollars paid to employee(s) of applicant to cover hours that employee(s) worked on project
- Actual dollars paid for project materials, related project travel expenses, and intellectual property costs
- Actual dollars paid for the purchase or rental of project related equipment
- Funding from a Federal SBIR/STTR Phase I or Phase II award, as long as the dollars received from the grant are going toward activities or the purchase of the equipment relevant to the technology being developed and are included as part of the proposed project
- Third party investment in company from sources other than an SBIR/STTR Phase I or Phase II award

Examples of what is NOT eligible for cash match:

- Funding from a Federal SBIR/STTR Phase I or Phase II award or funding from any other third party investment that is NOT going toward funding activities or purchasing equipment relevant to the technology being developed by the proposed project.
- Actual dollars from any other MTI or State of Maine funding program.

Other Match in Services or Equipment

Definition: A match in funding where the applicant contributes or receives services or equipment that helps to complete the proposed project without compensation.

Examples of what is eligible for other match:

- Hours put in by sole proprietor or equity owner that does NOT currently receive payroll or salary (i.e., sweat equity), using MTI's approved pro-bono hourly rates not to exceed \$50 for principals or executive level management and not to exceed \$30 for all other individuals participating in the project
- Hours put into the project by consultants that receive NO dollar payment for work (i.e., working pro bono); the maximum hourly pro-bono rate for a consultant is \$50
- Hours that equipment owned either by the applicant or an outside third party is used for activities necessary to complete the project where no payment is made for its use and is instead assigned a fair market value which requires justification for an hourly rate

Examples of what is NOT eligible for other match:

- The difference between personnel or a consultant's market rate and the reduced rate being charged to applicant
- The difference between a third party manufacturer's market rate to rent use of equipment and what being charged to applicant

***MTI RETAINS SOLE DISCRETION TO DETERMINE MATCH
ACCEPTABILITY AND ADEQUACY AS PROPOSED IN THE APPLICATION***

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

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”

_____ **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):** 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 the 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.