**INNOVATION ECOSYSTEM SUPPORT**

**APPLICATION TEMPLATE**

This Application Template is organized into FIVE (5) Sections:

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| 1. Connection to MTI’s Mission and Innovation-Driven Enterprises (IDEs)
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| 1. Team, Board Oversight, and Accountability
 |
| 1. Market Need / Demand, and Quality of Solution
 |
| 1. Organizational Sustainability and Financial Statements
 |
| 1. Matching Funds, Measurable Outcomes, and Award Structure
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**Step 1:** Complete the five sections of this application template. You may add your responses on the following pages in this Word document – or you may compose your responses in a separate document. Once completed, save your final application document, to be uploaded in Step 2.

**Step 2:** Once your application documents are compiled, you must upload your application into MTI’s Online Application Portal. You must also upload a financial package (*see Section 4 below*), a Budget Form, and a Scope of Work (*see Section 5 below*) into MTI’s Online Application Portal.

MTI’s Online Application Portal will also allow you to upload additional documents to further support your application in any of the criteria identified in Sections 1 - 5 on the following pages. For example, if you have a business plan, presentation slides, or other information that addresses certain aspects of MTI’s application criteria, you may include those as supporting documents.

MTI’s Online Application Portal will also ask you to enter basic information regarding your organization and your funding request; including contact information, demographic data, amounts of matching funds committed, and your proposed project timeline.

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 application template.

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.

As you craft your application responses, you may reference the [Application Guidance for Innovation Ecosystem Support](https://www.mainetechnology.org/docs/Ecosystem-Innovation-Application-Guidance.docx), as it provides context for many of the terms used in this application template.

Email your MTI Investment Officer if you have any questions regarding your application documents and/or your access to MTI’s Online Application Portal.

**APPLICATION TEMPLATE: SECTIONS 1 - 5**

**Section 1: Connection to MTI’s Mission and Innovation-Driven Enterprises (IDEs)**

Describe in quantifiable terms how you will support IDE’s and/or [MTI’s Targeted Technology Sector(s)](https://www.mainetechnology.org/who-is-mti/technology-sectors/) in achieving MTI’s targeted impact goals, which are to help Maine businesses:

1. Accelerate Revenue Growth
2. Secure Investment Capital
3. Create and Retain Quality Jobs in Maine
4. Improve Job Quality for Mainers

In addition, identify whether your plan includes targeted support for underserved groups in Maine; e.g., Black, Indigenous, and People of Color (BIPOC), female founders, and rural communities.

Your responses should include clear and specific plans, as well as evidence to support your claims regarding projected impact metrics.

*Your answer….*

**Section 2: Team, Board Oversight, and Accountability**

Describe your leadership team, organizational structure, and governance/oversight – be sure to address the following:

**Leadership Team Expertise and Experience:**

* Your Team’s capacity to execute your proposed project efforts
* Depth of relevant experience, expertise, and financial acumen
* How will you mitigate current skill gaps/weaknesses? Are additional hire(s) required?
* Are proposed partnerships / commitments formalized?
* What systems and practices does your organization use to promote / encourage / drive / further Diversity, Equity, and Inclusion?

**Board Oversight and Accountability:**

* Do you have a formal Board of Directors or other forms of governance/oversight?
	+ If not, what are your plans to establish satisfactory governance/oversight?

*Your answer….*

**Section 3: Market Need / Demand, and Quality of Solution**

Describe your value proposition – be sure to address the following:

* Who are your target customers / users?
* What is your proposed service / solution?
* What problem / compelling need does your proposed service / solution address?

Describe the need / demand for your proposed service / solution – be sure to address the following:

* Quantify the amount of anticipated demand for your proposed service / solution
* What are the existing alternatives to your proposed service / solution?
* Does your service / solution compete with and/or complement existing alternatives?
* How is your solution innovative / different from existing alternatives?
* How will you measure the impact of your proposed service / solution?

Your responses should be supported by evidence that demonstrates your proposed service/ solution is likely to succeed in addressing the identified need.

*Your answer….*

**Section 4: Organizational Sustainability and Financial Statements**

Describe your business model – be sure to address the following:

* How does your organization secure funding / income?
* Does your organization have sufficient funding / income to finance your proposed expenditures over the course of your proposed project timeline?
* Do you anticipate that additional MTI funding will be required to sustain your organization’s operations in the future?
* How long will it take your organization to achieve financial sustainability? (i.e., breakeven cash flow)
* Identify critical assumptions that drive your financial projections for this year and next year

Your responses should include clear and specific plans, as well as evidence to support your claims.

*Your answer….*

For the Online Application Portal, you must also compile a financial package to include the following:

* Prior year Balance Sheet and Income Statement / Profit & Loss
* Current Balance Sheet and Year-To-Date Income Statement / Profit & Loss
* Projected Income Statement / Profit & Loss for the remainder of current year and next year
* Debt schedule: List all existing debt obligations with detail including lender name, current balance, monthly payment, and loan collateral
* Ownership: List all owners and ownership percentages

**Section 5: Matching Funds & Measurable Outcomes** *(Project Budget & Scope of Work)*

Complete the [Scope of Work](https://www.mainetechnology.org/wp-content/uploads/Scope-of-Work_vCEC_2021.docx) and [Budget](https://www.mainetechnology.org/wp-content/uploads/MTI-Budget-Form-v2020.xlsx) templates to be uploaded in the Online Application Portal.

Use the Scope of Work and Budget templates to identify your proposed timeline, objectives, and expenditures.

MTI will be looking for the following in your templates:

* Budget expenditures that align with the proposed activities in your Scope of Work
* Measurable performance targets / benchmarks in your Scope of Work
* Realistic performance targets that are achievable within your proposed project timeline
* Identify all sources of matching funds and other match committed
* MTI Funds requested should not exceed 50% of the proposed project budget

*Refer to* [*MTI’s Matching Funds Policy*](https://www.mainetechnology.org/MTI-matching-policy-and-guidance.pdf) *and* [*Application Guidance*](https://www.mainetechnology.org/docs/Ecosystem-Innovation-Application-Guidance.docx) *for further details on matching funds.*

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](https://www.mainetechnology.org/wp-content/uploads/2015/05/Confidentiality-Agreement.pdf). Please review the list of all Board members, Technology Board members and staff listed on the [MTI website](https://www.mainetechnology.org/who-is-mti/).

**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.**