



# MTI PRIME 2 FUND

## APPLICATION

### INSTRUCTIONS

**Step 1:** Complete all three sections on the following pages of this Word document. You may add your responses on the following pages in this Word document – or you may compose your responses in a separate document. Once complete, save your final application document and compile the required financial documents identified below, to be uploaded in our Online Application Portal in **Step 2**.

You will need electronic versions of the following financial documents to complete your online application:

- Signed and dated W-9 Form
- Income Statement (or Profit and Loss Statement) for 2022, 2023 and YTD 2024
- Current Balance Sheet
- Sole proprietors may provide federal tax filings for (instead of Income Statement)
- Sole proprietors may provide confirmation of available cash reserves (instead of Balance Sheet)
- Federal UEID number (identifier required to access federal funds)
- Signed and dated agreement to comply with federal and state funding requirements

**Step 2:** Create your login credentials and complete your online application at the PRIME Fund Online Application Portal by going to: <https://us.GrantRequest.com/application.aspx?sid=2050&fid=35211>  
You will need an active email address to create your username and password.

When you login to the Online Application Portal, you will be asked to enter information about your business and your funding request into the online forms. You will upload your finalized application document prepared in Step 1, along with the financial documents identified in the checklist above.  
*You will need at least 30 minutes to complete all required sections of the online application portal.*

You will also be asked to electronically acknowledge MTI's Disclosure and Confidentiality Statement in the Online Application Portal.

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#### **Application Notification:**

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. MTI plans to announce the awards for the PRIME 2 Fund by October 15, 2024,

Use the following link to access your MTI online account and view your saved & submitted applications:  
[www.GrantRequest.com/SID\\_2050?SA=AM](http://www.GrantRequest.com/SID_2050?SA=AM)

# Section 1- Eligibility

## Negative Economic Impacts of the Covid-19 Pandemic

Describe the negative impacts that your business has suffered in the wake of the pandemic. Your comments should include quantifiable estimates such as dollar amounts for: revenue lost, additional costs incurred due to the pandemic, costs of increased lead times due to pandemic-related supply chain delays, delays in starting or completing new programs, etc...

*(You can also select from the categories of negative impact listed below – be sure to provide further details in your answer)*

*Your answer....*

List of allowable damages from Federal guidelines

- Reduced Revenues
- Reduced access to credit
- Reduced labor availability
- Increased labor expenses
- Increased fuel costs
- Increased materials costs
- Shipping delays
- Other supply chain disruptions
- Other *(specify in your answer above)*

## Validate that your business is within one of MTI’s seven technology sectors

Your business must be connected to one of the 7 sectors as required by legislative mandate to be eligible for MTI support. Please review the eligible sectors by [clicking here](#) and please explain below why you feel your company meets this requirement.

*Your answer....*

## Has your company ever received any funding from MTI in the past?

(Yes or No)

*Your answer....*

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## Section 2

### Pandemic Response Plan

How much funding are you requesting?

*Your answer....*

How much matching funds are **you** committing to your proposed pandemic response plan budget?

*Your answer....*

Describe your plans/projects to use the requested funds.

*Your answer....*

How will you use the requested funds to address the negative impacts of the pandemic that your business has suffered?

*(You can select from the listed categories of uses listed below – and provide details in your answers below...)*

- Reimburse the expense of workplace safety measures and personal protective equipment
- Changes made in the marketing or distribution of your product to comply with COVID protocols
- Medical and testing equipment for employees
- Investments in new processing equipment or labor-saving devices
- Additional hires
- Enhanced compensation, benefits or training for existing employees
- Build inventory to mitigate future supply disruptions
- Other *(specify below)*

Will you use these funds to make any new hire(s) in 2024? If yes, how many new employees? If you are a seasonal employer, be sure to specify an estimated duration of employment for any new hires.

*Your answer....*

How do you plan to attract and retain the talent needed to fill your projected hiring plans?

*Your answer....*

What practices, if any, does your organization utilize to promote Diversity, Equity, Inclusion, and Belonging? *(learn more about MTI's commitment to DEIB [here](#))*

*Your answer....*

How does your plan help you build a stronger more resilient business in the wake of the pandemic?

*Your answer....*

## Section 3

### Business Structure and Financial Statements

Where is your business located including zip code? Do you have multiple locations? In-state and/or out-of-state?

*Your answer....*

Who owns your business? List all owners and ownership percentages:

*Your answer....*

Is a majority of the company (50% or greater) owned by females or minority individuals?

*Your answer....*

Please provide a brief description of the industry experience of your leadership team.

*Your answer....*

What are your annual Profit and Loss projections for 2024 and 2025?

*Your answer....*

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