



## INVESTMENT APPLICATION | Range 2

Complete the document by answering the questions starting on the next page. All questions are listed in **bold** text. See the [Application Guidance](#) document for tips on how to answer and to understand why we ask each question.

This document, along with the following forms and materials below, will be uploaded into the online application portal as your complete application.

Documents and Forms:

- Application (*required*)
- Business Plan or Pitch Deck (*optional*)
- [Intellectual Property Form](#) (*optional*), see category 3
- Gantt Chart or visual roadmap (*required*), see category 5
- [Budget Form](#) (*required*), see category 6
- [Scope of Work](#) (*required*), see category 6
- Supporting materials (*optional*):
  - Team resumes/CVs (one page per person)
  - Market research evidence, including customer support letters
  - Proforma company financials

**NOTE: If you upload a business plan or pitch deck, provide page or slide references to the appropriate and relevant content in the application for each category, as needed.**

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Your contact information and information about your organization will pre-populate from your initial information request. You may edit this when you access the online site.

# APPLICATION QUESTIONS

See the [Application Guidance](#) for additional information and assessment criteria.

## Category One: Connection to MTI’s Mission and Impact Goals

Provide current and projected economic output data in the table below. *Note: It is possible for an applicant not to expect a change in economic outputs until years 3-5 or beyond if this request is for an early maturity company or organization.*

Impact Goal Area	As of Date of Application	Year 3 Projection (post-award completion)
Number of full-time (FT) employees in Maine		
Average wage of FT employees		
Locations of FT jobs by county (counties)		
Number of part-time (PT) employees in Maine		
Average wage of PT employees		
Locations of PT jobs by county (counties)		
Annual employment compensation (total payroll cost including wages & salary, all benefits and payroll taxes)		
Annual gross revenues		
Capital Raised		

**Recognizing that not all economic and community impact can be captured in the data table above, tell us your indirect economic impact story.** *For example, have you or do you plan to build a Maine-based supply chain and if so, what is that impact? How do you plan to attract and retain the talent needed to fill the projected job growth? Do you partner with others in your community or industry? Does your company give back to the innovation economy or entrepreneurial community in Maine in other ways?*

**Describe the employee benefits or other opportunities offered for professional or financial growth to employees.**

## Category Two: Team Ability and Structure

Describe your team's skill sets, noting the team's:

- lived or personal experience with the problem you are solving;
- understanding of the innovation's value chain and cost structure OR the team's understanding of the approach to solving the problem and the costs associated with the approach;
- ability to create a low fidelity prototype or pilot program; and
- gaps in skills and how you plan to address them.

Briefly describe the history of your team, business, or organization, including descriptions of the governing rules, practices, or processes. What are the team's current strengths and weaknesses?

*Optional: You may include your team's resumes/CVs as part of your Supporting Materials upload.*

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## Category Three: Innovation and Value Proposition

Describe your innovation (product, process, service or program), and include the critical assumptions you are operating with, and its relevant technical/scientific or program design components.

Describe your Value Proposition (how it solves a problem or meets an unmet need, and why your solution is better than alternatives) using the following format:

*"We sell/operate/serve \_\_\_\_\_ (innovation) to \_\_\_\_\_ (target customer/participant). The problem they have is \_\_\_\_\_, and we are addressing that with/by \_\_\_\_\_. Our solution is different from current alternatives because\_\_\_\_\_."*

Tell us what you know about your freedom to operate - your ability to develop and implement your innovation or solution without Intellectual Property (IP) issues or constraints, or existing relevant patents:

*If applicable, please list any relevant IP listings using the following form: [Intellectual Property Form](#)*

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## **Category Four: Customer and Market**

**Describe the overall market(s) or customer segments for your innovation/solution, and your plan or ability to capture part of the market. Include the size or portion of the market you are aiming to capture.**

**Describe and provide evidence of initial demand/customer discovery/pilot participation that the changes your innovation will have on the customer. For ecosystem requests, the ‘customer’ is the way entrepreneurs, sectors or the innovation ecosystem functions will be impacted.**

*Optional but recommended: You may include market research evidence, customer discovery data and/or customer support letters as part of your Supporting Materials upload.*

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## **Category Five: Business Model**

**Describe your plan for your business/organization in the next 2-5 years, including:  
What do you want to do with your innovation and what is your vision of success?**

**Explain the projected revenues and costs for the next two years, including:**

- **Revenue assumptions and how you formed those assumptions**
- **Description of projected costs**
- **Identification of price points where the innovation will create positive cash flow or become sustainable.**

**Tell us what additional capital you will need and describe other revenue models have explored.**

*Optional: You may include proforma financials or other materials as part of your Supporting Materials upload that demonstrate business models, cost structures, or other projections that support your narrative.*

**Upload a Gantt chart or visual roadmap of the path forward for the plan articulated above.**  
*Note: the Gantt chart is not for the project's scope of work but for the overall enterprise plan.*

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## **Category Six: Scope of Work and Budget**

MTI invests in project-specific requests – provide a Scope of Work that specifies your objectives and project deliverables over the course of your proposed timeline.

**Upload a [Scope of Work](#) using the template provided in the application portal. The template allows for additional narrative as needed to clarify deliverables and what you will learn from the project.**

*In the application portal, list the project's start date and end date.*

**Upload a [Budget](#) using the template provided in the application portal, providing a detailed breakdown of your proposed project budget. Include all proposed expenses: MTI funds requested, cash match and other match.**

*In the application portal, enter the breakdown of the project totals from the budget form for MTI Funds Requested, Cash Match and Other Funds.*

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## **Additional Materials**

*Upload all optional support materials as one file (Word, Excel, PDF, etc.). See page 1 for a list of materials that may be included.*

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## **Disclosure and Confidentiality Statement**

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](#). Please review the list of all Board members, Technology Board members and staff listed on the MTI website in the "[Who is MTI](#)" section.

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 into the online application portal.

**Withhold from:**

*To complete your online application, you will electronically 'sign' by typing your name:*

**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.**

*Type your name into the online application portal.*

You will receive an auto-generated notification once your application has been submitted. Once your application has been received and reviewed by MTI staff, you will receive notification via email that the application has been received and accepted as complete for review. Your Investment Officer will be in contact with you about the review and decision process via email.