Date: April 24, 2019

To: Maine Technology Institute

 8 Venture Avenue

 Brunswick, ME 04011

We refer to the Agreement dated MONTH DD, 20XX, between the Maine Technology Institute (MTI) and NAME (Company), which states that MTI shall provide funds to the Company as per Section 3.1 of the Agreement and the Disbursement Schedule in Appendix B. Terms defined in the Agreement shall have the same meanings when used herein.

We refer to Appendix B of the Agreement and hereby request disbursement of the following portion of the Award:

1. The amount of the disbursement is $XXX,XXX;
2. The funding date of the requested disbursement is MONTH DD, 20XX; and
3. The attached invoice is true and correct.

As a condition to the foregoing disbursement of the Award, the undersigned hereby certifies for and on behalf of the Company that:

1. The project has been completed on schedule and requires the scheduled disbursement;
2. The prior disbursements were expended according to budget; and
3. Matching funds were calculated in compliance with MTI’s [matching funds policy](https://www.mainetechnology.org/MTI-matching-policy-and-guidance.pdf).

Signed: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Name:

Title:

Date: