



## **Missouri Technology Corporation**

# **Missouri Building Entrepreneurial Capacity (MOBEC) Grant Program Proposal Guidelines**

## **Fiscal Year 2021**

### **Key Dates:**

Application Period Open – Tuesday, December 15, 2020

Final Submission Deadline – Monday, February 8, 2021

Presentation to Investment Committee – Late March to Early April of 2021

Approval by MTC Board of Directors – Late April of 2021

## 1. Introduction and General Information

### 1.1. About the Missouri Technology Corporation

The Missouri Technology Corporation (the "MTC") is a public-private partnership created by the Missouri General Assembly to promote entrepreneurship and foster the growth of new and emerging high-tech companies. The MTC focuses on 21st Century industries that build on Missouri's rich history in agriculture and technology. The MTC is governed by a 15-member board of directors, which is appointed by Missouri's Governor, Speaker of the Missouri House, and President Pro Tem of the Missouri Senate. The President of the University of Missouri System and the Director of the Department of Economic Development are *ex officio* members of the board.

### 1.2. Submission of Proposals

Proposals must be submitted no later than **12:00 a.m. (midnight) CDT on Monday, February 8, 2021**, to be considered. Late proposals will not be accepted. It is the responsibility of the applicant to ensure that the MTC receives all required materials by the deadline. Final Grant Proposals should be submitted by completing the application in Google Forms (linked below) and submitting all required supporting documents. Grant Applications that did not submit all required supporting documents may not be considered for funding at MTC's discretion.

Direct Link to online application- <https://forms.gle/XiuYA8BzMkgVME9V9>

## 2. Program Description

### 2.1. Program Overview

To create more home-grown, high-tech companies, Missouri must support entrepreneurs and foster innovation. It is for this reason that the Missouri Building Entrepreneurial Capacity program (MOBEC) is a cornerstone of MTC's investment strategy. Through the MOBEC grant program, MTC makes strategic investments that expand the support system for entrepreneurs that are commercializing new technologies or that enhance the capacity of Missouri to grow its innovation economy.

### 2.2. Goals and Objectives

The MOBEC grant program seeks to achieve the following goals in Missouri:

- Enhance the capacity of non-profit organizations that support entrepreneurs who are commercializing new technologies around which high-growth companies can be created;
- Enhance the capacity of Missouri research institutions to attract competitive federal and private research funding and centers;

- Enhance research and commercialization efforts in the targeted high-tech industry clusters of animal health, plant science, biomedical science, applied engineering and defense and homeland security; and
- Create sustainable, high-paying, private-sector jobs.

### 2.3. Eligibility

#### Eligible Applicants

- Public or private **non-profit** Missouri research institutions, including institutions of higher education, or
- **Non-profit** entrepreneurial support or related organizations

#### Eligible Project Types

Applicants may submit proposals for the following eligible project types:

- Access to Capital
- Entrepreneurial Mentoring/Networking
- Entrepreneurial Training/Education
- Commercialization Assistance
- Technology Workforce Development Initiatives
- Research Centers of Excellence
- Physical Infrastructure/Capital Project to Support Entrepreneurial/Research Activities

### 2.4. Term of the Program and Budget Restrictions

Grant proposals **may not exceed two (2) years in length** from the date of award. Additionally, the request for financial support should be specifically and narrowly tailored to the plan outlined in the application submitted to MTC. **Individual grant awards will not exceed \$250,000.** Accordingly, it is not expected that each Applicant will request the maximum amount of funds that may be awarded.

**Applicants must have an actual, conditional, or anticipated third-party cost-sharing commitment to match the requested MTC Grant funding.** Additional consideration will be given to meeting the cost-sharing requirement through a contribution of in-kind cost-support on a limited basis.

**Any proposed project budget requesting reimbursement for indirect costs must limit their indirect cost recovery allocation to no more than 5% of the total amount of funding requested.** An indirect cost is a cost that is incurred for common or joint objectives and therefore cannot be identified readily and specifically with a particular sponsored project.

### **3. Proposal Submission Requirements**

#### **3.1. General Proposal Requirements**

- (i) Each respondent must complete the Grant Application and submit a digital copy (PDF) of its Grant Proposal and the required supporting documents by the submission deadline. Hard copy submissions or submissions received after the submission deadline will not be considered.

Direct Link to online application- <https://forms.gle/XiuYA8BzMkgVME9V9>

- (ii) All Grant Proposals must include the subject matter outlined below in Section 3.2.
- (iii) Any information included in the proposal that a respondent wishes to request to be treated as confidential during the evaluation process should be clearly marked as confidential. All proposals submitted will become public records once the awarding process is completed.

#### **3.2. Proposal Form and Content**

##### **3.2.1. Cover Letter**

The cover letter should include the name and contact information for the Applicant Organization, the amount of funding being requested, a brief summary of the program goals, and projected economic development impact. The cover letter may not exceed one page in length and should be included in the Grant Proposal and is not included in the 15-page Grant Proposal limit.

##### **3.2.2. Grant Proposal**

Each proposal should include a section that clearly and concisely addresses the topics below and should not exceed fifteen (15) pages in length.

- (i) A brief summary or overview of the entire grant proposal (Abstract).
- (ii) An overview of the Applicant Organization's entrepreneurial programs and efforts, including a summary of the organization's programs' historical successes and their economic development impact (Applicant Organization).
- (iii) A clear identification of the problem/issue being addressed with the grant proposal and the relevant background information for the reviewer to understand the benefit of addressing the problem/issue identified (Problem Statement).
- (iv) A detailed description of the proposed project seeking funding through the MOBEC Grant Program (Project Description).

- (v) A description explaining how the project will structurally accelerate the commercialization of scientific discoveries and innovative technologies into new high-growth companies (Structural Change).
- (vi) A description explaining how the project will strengthen partnerships across service providers and institutions that operate within an entrepreneurial ecosystem (Entrepreneurial Ecosystem Synergies).
- (vii) Enumerate and describe the specific milestones that the project seeks to achieve using the MTC and matching funds. Vague or generalized milestones are not acceptable responses (Critical Milestones).
- (viii) A description of the experience of the Applicant Organization's leadership team related to the successful development, implementation, and management of the proposed MOBEC project (Applicant Experience).
- (ix) A description of the nature of any existing or planned research, commercialization, and/or industry collaborative relationships that will contribute to the successful achievement of the proposed project's critical milestones (Collaborative Relationships).
- (x) A brief narrative that describes the specific use of funds and the source and status of matching funds outlined in the Program Budget Form (Program Budget).
- (xi) A description of the Applicant Organization's funding to sustain the project after the MTC and matching funds are exhausted (Future Finance Strategy).
- (xii) An explanation of how the proposed project and MTC funds further the goals of the MTC MOBEC program (Program Goals). The program description and goals are available on MTC's website at [www.missouritechnology.com](http://www.missouritechnology.com).
- (xiii) For existing projects/programs, a description of the project/program's adjustments over the past year to accommodate social distancing protocols. For existing project/programs and new project/programs, a description of how the project/program is well suited for an environment that emphasizes/prioritizes virtual interactions due to social distancing protocols (COVID Effect).

### **3.2.3. Program Budget**

Complete a proposed budget for the project using the MOBEC Budget Form that is available on the MTC website at [www.missouritechnology.com](http://www.missouritechnology.com). The Budget Form should include the source and status of all matching funds and provide an itemized summary/overview of the planned expenses for each budget category.

The Program Budget Form should be included in the Grant Proposal and is not included in the 15-page proposal limit.

A copy of the Program Budget Form is included in Appendix 1.

#### **3.2.4. Summary of Projected Economic Impact**

Summarize the projected economic impact for the project using the MOBEC Summary of Projected Economic Impact Form that is available on the MTC website at [www.missouritechnology.com](http://www.missouritechnology.com). The form requires a relatively detailed description of the assumptions and methodology used to project the economic impact.

The Summary of Projected Economic Impact Form should be included in the Grant Proposal and is not included in the 15-page proposal limit.

A copy of the Summary of Projected Economic Impact is included in Appendix 2.

#### **3.2.5. Baseline Annual Reporting**

The Baseline Annual Reporting Form is available on the MTC website at [www.missouritechnology.com](http://www.missouritechnology.com).

The Baseline Annual Reporting Form should be included in the Grant Proposal and is not included in the 15-page proposal limit.

A copy of the Baseline Annual Reporting Form is included in Appendix 3.

#### **3.2.6. Affirmation and Signature Page**

The MOBEC Affirmation and Signature Page Form is available on the MTC website at [www.missouritechnology.com](http://www.missouritechnology.com).

The Affirmation and Signature Page should be included in the Grant Proposal and is not included in the 15-page proposal limit.

A copy of the Affirmation and Signature Page is included in Appendix 4.

#### **3.2.7. Required Supporting Documents**

##### **Governance and Organization Supporting Documents**

- Attach a copy of the current Business/Operating/Strategic Plan for Applicant Organization. This supporting document is limited to 10 pages.
- Attach a State of Missouri certificate of good standing for the Applicant Organization. A copy can be obtained from the Missouri Secretary of State.

- Attach a certificate of authority for the Applicant Organization to conduct business in the State of Missouri (applicable for non-Missouri corporate entities). A copy can be obtained from the Missouri Secretary of State.
- Attach a current Missouri tax clearance. A copy can be obtained from the Missouri Department of Revenue by submitting a Form 943 request.
- Attach copies of the following for the Applicant Organization:
  - Articles of incorporation
  - Organizational chart \*
  - List of officers, directors, and management team \*
  - List of advisory board members \*
  - List of organizations of any corporate type that own in whole or in part the Applicant Organization \*
  - List of organizations of any corporate type that the Applicant Organization owns in whole or in part \*

\* Documents may be submitted as a single file or up to five (5) individual files.

#### **Financial Related Supporting Documents**

- Attach financial statements for the three most recently completed fiscal years of the Applicant Organization.
- Attach the most recent balance statement and profit & loss statement at the time this application is submitted.
- Attach pro forma financial projections for the Applicant Organization for at least a five (5) year period.

#### **3.2.8. Additional Supporting Documents**

The Applicant is encouraged to include additional supporting documents, including but not limited to letters of support for collaborators or commitment letters from the source of any matching funds.

The documents described in Sections 3.2.1 through 3.2.5 should be combined into a single file and uploaded as a PDF. Supporting Documents described in Sections 3.2.6 and 3.2.7 should be uploaded as individual files - preferably in PDF format and with easily identifiable file names. Suggested file naming convention - OrgName\_documenttitle i.e., MTC\_articlesofincorporation.

#### 4. Evaluation Criteria

Grant Proposals submitted by eligible Applicant Organizations will be evaluated based upon the five criteria outlined below:

- **Capacity-Building Strategy:** An assessment of the relative strength of the Applicant Organization's proposed project, including the submitted proposal, overarching capacity-building goals, structural improvement to an entrepreneurial ecosystem, and articulation of critical milestones. The assigned score will reflect the capacity-building strategy's feasibility and clarity, including the underlying logical and factual support.
- **Applicant Experience:** An assessment of the relative strength of the Applicant Organization's experience and prior success, including the management team, advisors, collaborators, and mentors committed to the project. The assigned score will reflect the strength of the team's experience and ability to develop, implement, and manage the project to achieve the desired outcomes.
- **Economic Impact:** An assessment of the relative strength of the Applicant Organization's proposed economic impact in Missouri, including developing investment-grade start-up businesses, increasing research investment, increasing capital investment, strengthening one or more of MTC's targeted high-tech clusters, and creating high-paying private-sector jobs. The assigned score will reflect the economic impact relative to the region in which it is located, the likelihood of the Applicant Organization to achieve the projected economic impact within the context of the submitted proposal, and the clarity of and logical and factual support underlying the methodology used to project the economic impact.
- **Finance Plan:** An assessment of the relative strength of the Applicant Organization's finance plan. The assigned score will reflect the level of the matching funds presented relative to the MTC funds requested, status of the matching funds, use of funds, appropriateness of the project budget relative to the milestones activities outlined in the proposal, and the clarity of and logical and factual support underlying its future finance plan.
- **Sustainability:** An assessment of the relative strength of the Applicant Organization's plan to sustain the project. The assigned score will reflect the viability of the plans to finance the project in the future or to otherwise sustain the structural entrepreneurial ecosystem change when the project has exhausted MTC and leveraged funds set forth in the project budget, including the underlying logical and factual support for such sustainability plan.

#### 5. Additional Notes

In order to submit an online application, you will need to have a Google account. Anyone with a Gmail email address has a Google account. However, you do not need a Gmail email address to have a Google account. If you do not have a Google account, you can create one with your existing non-Gmail email address.

Questions related to the MOBEC Grant Program, including eligibility or online application issues, should be directed to Amy Steinman ([Amy.Steinman@ded.mo.gov](mailto:Amy.Steinman@ded.mo.gov)).

Awards authorized by MTC are contingent upon the Applicant entering into a binding contractual agreement with MTC. The binding contract will require that the MTC be given appropriate oversight of its award.

## Appendix 1



Missouri Technology Corporation  
Missouri Building Entrepreneurial Capacity Program

# Program Budget Form

Applicant Organization:

Date Completed:

### Total Budget Plan for Applicant Organization

Use of Funds	Year 1		Year 2		Total	
	MTC Funds	Matching Funds	MTC Funds	Matching Funds	MTC Funds	Matching Funds
<b>Operating Funds</b>						
Personnel & Fringe					\$ -	\$ -
Equipment & Supplies					\$ -	\$ -
Travel					\$ -	\$ -
Purchased Services					\$ -	\$ -
Other Direct Costs					\$ -	\$ -
<b>Total Operating Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Funds</b>						
Real Property					\$ -	\$ -
Buildings & Structures					\$ -	\$ -
Architectural					\$ -	\$ -
Engineering					\$ -	\$ -
Professional Services					\$ -	\$ -
Machinery					\$ -	\$ -
Equipment					\$ -	\$ -
<b>Total Capital Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

*Use this section to identify the source and status of all matching funds and provide an itemized summary/overview of the planned expenses for each budget category listed above. Note that MTC may fund only a portion of the grant proposal and having a more detailed understanding of the proposed use of funds will ensure that partially funded grants are provided enough capital to achieve specific goals.*

**Note: A brief budget narrative that describes the specific use of funds needs and the source and status of the matching funds needs to be included in the Grant Proposal.**

**Appendix 2.**

## **Summary of Project Economic Impact Form**

**Applicant Organization:**

**Date Completed:**

	<i>New Research And Capital Investment Funding</i>	<i>Number of Investment-Grade Start-ups to be Launched</i>	<i>Number of Net New Jobs</i>	<i>Average Wage of New Jobs</i>
<i>Year 1</i>				
<i>Year 2</i>				
<i>Year 3</i>				
<i>Year 4</i>				
<i>Year 5</i>				
<i>Total</i>				

Describe the assumptions and methodology used to project the economic impact above:

**Appendix 3**



Missouri Technology Corporation  
Missouri Building Entrepreneurial Capacity Program  
**Baseline Annual Reporting Form**

**Applicant Organization:**

**Date Completed:**

	<b>FY2019</b> (6/30/18 - 7/1/19)	<b>FY2020</b> (6/30/19 - 7/1/20)
<b>Applicant Organization</b>		
Number of Clients Assisted by Applicant Organization		
Start-up companies created with assistance of Grant Recipient		
Strategic Partners (list below) of Grant Recipient		
Amount of Federal Funds Received by Grant Recipient		
Amount of Private Capital Attracted by Grant Recipient		
Capital Expenditures by Grant Recipient		

<b>CLIENT COMPANIES</b>		
Full-time Missouri jobs created		
Total wages for full-time Missouri jobs created		
Total full-time Missouri jobs retained		
Total wages for full-time retained Missouri jobs		
Part-time Missouri jobs created		
Total wages for part-time Missouri jobs created		
Total part-time Missouri jobs retained		
Total wages for part-time retained Missouri jobs		
Patents applied for		
Patents granted		
Number of commercial products developed by Client Companies		
Amount of Federal Funds Received by Client Companies		
Amount of Private Capital Attracted by Client Companies		

**Appendix 4.**

**FY2021 MOBEC Grant Application Affirmation and Signature Page**

I certify that I am the authorized representative for the Application Organization who is authorized to make the statement of affirmation contained herein. To the best of my knowledge and belief, I certify that the information contained in this application is complete, true, and correct. If any information submitted on or with this application requires alteration or supplementation, I agree to provide that information in writing to the MTC as soon as practical. I understand the submitting false or misleading information in connection with this application may be punishable by law.

<i>Applicant Signature</i>	<i>Title</i>
<i>Printed Name</i>	<i>Date</i>